



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
ADMINISTRATIVE REFORMS, TRAINING,  
PENSION AND PUBLIC GRIEVANCES DEPARTMENT

## NOTIFICATION

The 1st September, 2023

No. **ART-19013/1/2023**.- In exercise of the powers conferred by clauses (2) and (3) of Article 166 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules, namely: -

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| Short title and commencement | 1. (1) These rules may be called the <b>Assam Rules of Executive Business, 2023</b> .<br>(2) They shall come into force on the date of their publication in the Official Gazette.                                                                                                                                                                                                                                                                                                                                                                                          |
| Definition                   | 2. In these rules, unless the context otherwise requires,—<br>(a) “Article” means an Article of the Constitution of India;<br>(b) “Cabinet” means the Committee of the Council consisting of the Ministers appointed as such by the Governor;<br>(c) “Case” means proposal or subject matter or papers under consideration and all other previous papers and notes put up in connection therewith to enable the questions raised to be disposed of;<br>(d) “Chief Minister” means the Minister appointed as such by the Governor under Article 164(1) of the Constitution; |

- (d) "Chief Minister" means the Minister appointed as such by the Governor under Article 164(1) of the Constitution;
- (e) "Chief Secretary" means the Chief Secretary to the Government of Assam;
- (f) "Constitution" means the Constitution of India;
- (g) "Council" means the Council of Ministers constituted under Article 163 of the Constitution;
- (h) "Department" means a Department of the Government of Assam as specified in the PART A of the First Schedule to these rules;
- (i) "Government" means the Government of Assam;
- (j) "Minister" means a Minister appointed as such by the Governor and includes a Minister of State and a Deputy Minister;
- (k) "Schedule" means the Schedule appended to these rules;
- (l) "Secretary" means the Chief Secretary, Additional Chief Secretary, Principal Secretary, Special Commissioner, Commissioner and Secretary, Commissioner and Special Secretary, Special Commissioner and Special Secretary, Special Secretary and Secretary to the Government and, includes an Additional Secretary, Joint Secretary, Deputy Secretary and Under Secretary to the Government of Assam.

Interpretation

- 3. Unless the context otherwise requires, the General Clauses Act, 1897, shall apply for the interpretation of these rules as it applies for the interpretation of a Central Act.

**PART-I  
ALLOCATION AND DISPOSAL OF BUSINESS**

Allocation of Business

- 4. (i) The business of the Government shall be transacted in different Departments as specified in the PART-A of the First Schedule.
- (ii) The business of the Government shall be distributed among the Departments as specified in PART-B of the First Schedule.
- (iii) The Chief Minister may from time to time amend the Part A and Part B of the First Schedule by adding or reducing the Departments by redistributing the subjects among the Departments by notification published in the Official Gazette.

- Allocation of Business among Ministers
5. The Governor shall, on the advice of the Chief Minister, allocate among the Ministers, the business of the Government by assigning one or more Departments to the charge of a Minister:
- Provided that nothing in this rule shall be deemed to prevent the assigning of one Department to the charge of more than one Minister:
- Provided further that any Department which is not assigned to any Minister under this rule, shall be deemed to be assigned to the Chief Minister and when a Minister ceases to hold office for any reason, the Departments assigned to his charge shall transmit or remit to the Chief Minister till the Governor assigns them to any other Minister.
- Secretary to the Government
6. Each Department of the Secretariat shall consist of the Secretary to the Government, who shall be the official head of that Department, and of such other Government official as the State Government may determine:
- Provided that,
- (a) more than one Department may be placed in charge of the same Secretary;
  - (b) the work of a Department other than Legislative Department may be divided between two or more Secretaries;
  - (c) the senior most Secretary of the Department as defined under clause (l) of rule 2 of these rules shall be the official head of that Department;
  - (d) no officer of the rank of Additional Secretary, Joint Secretary, Deputy Secretary or Under Secretary can be made the official head of the Department.
  - (e) The allocation of duties among the officers of the Department shall be made by the Senior most Secretary of the Department.
- Collective Responsibility
7. The Council shall be collectively responsible for all executive orders issued in the name of the Governor in accordance with these rules, whether such orders are authorized by an individual Minister on a matter pertaining to his portfolio or as the result of discussion at a meeting of the Council, or of the Cabinet or otherwise.
- Meeting of Council of Minister
8. There shall be a committee of the Council of Ministers to be called the Cabinet which shall consist of the Cabinet Minister. Except when the Council of Ministers meets on

any occasion, all matters referred in column-2 of the Second Schedule shall ordinarily be considered at a meeting of the Cabinet:

Provided that,

- (a) when at a meeting of the Cabinet a subject with which any Minister of State, not attached to a Cabinet Minister, is considered, the said Minister of State shall be entitled to attend meeting at the time at which such subject is discussed and take part in the discussions; and
- (b) a Minister of State, not attached to a Cabinet Minister, shall be entitled to attend a meeting of the Cabinet at any time and take part in the discussions on any subject when requested to do so by the Chief Minister.

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| Disposal of Business by Departments | 9. Without prejudice to the provisions of rule 7, the Minister-in-charge of a Department shall be primarily responsible for the disposal of the business appertaining to that Department.                                                                                                                                                                                          |
| Order in the name of the Governor   | 10. All orders or instruments made or executed by or on behalf of the Government of Assam shall be expressed to be made or executed in the name of the Governor of Assam.                                                                                                                                                                                                          |
| Authentication of orders            | 11. Every order or instrument of the Government of the State shall be expressed to be made in the name of the Governor and shall be signed digitally or in ink by a Secretary as defined under clause (1) of rule 2 or such other Officer as may be specially empowered in that behalf and such signature shall be deemed to be proper authentication of such order or instrument. |

**PART-II  
PROCEDURE OF THE CABINET**

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| Cases to be placed before the Cabinet                                          | 12. Subject to the orders of the Chief Minister, all cases referred in column 2 of the Second Schedule shall be brought before the Cabinet.                                                                                                                                                                     |
| Secretary of the Cabinet                                                       | 13. The Chief Secretary, or such other officer not below the rank of Additional Chief Secretary, as the Chief Minister may appoint, shall be the Secretary to the Cabinet.                                                                                                                                      |
| Approval of Chief Minister for circulation of cases for placing in the Cabinet | 14. (1) All cases referred in column 2 of the Second Schedule shall be submitted to the Chief Minister after consideration by the Minister in-charge of the Department, for obtaining his orders for circulation of the case under rule 15 or for bringing it up for consideration at a meeting of the Cabinet. |

- (2) The cases other than those specified in column-2 of the Second Schedule shall be brought before the Cabinet by the direction of –
  - (i) the Chief Minister, or
  - (ii) the Minister-in-charge of the Department with the consent of the Chief Minister :

Provided that no case in regard to which the Finance Department is required to be consulted under rule 30, shall, save in exceptional circumstances under the direction of the Chief Minister, be discussed by the Cabinet unless the Finance Minister has an opportunity to consider it.

Discretion of Chief Minister in matters for placing in the Cabinet

15. (1) The Chief Minister may direct that any case referred to in column 2 of the Second Schedule may, instead of being brought up for discussion at a meeting of the Cabinet, be circulated to the Ministers for opinion and if all the Ministers are unanimous and the Chief Minister thinks that a discussion at a meeting of the Cabinet is unnecessary, the case shall be decided without such discussion. If the Ministers are not unanimous or if the Chief Minister thinks that a discussion at a meeting is necessary, the case shall be discussed at a meeting of the Cabinet.
- (2) In case it is decided to circulate for opinion any case to the Ministers, copies of all papers relating to such case, which are circulated among the Ministers, shall simultaneously be sent to the Governor.
- (3) In cases which are circulated for opinion under sub-rule (1) above, the Chief Minister may direct, if the matter be urgent, that if any Minister fails to communicate his opinion to the Secretary to the Cabinet by a date to be specified by him in the Memorandum for circulation, it shall be assumed that he has accepted the recommendation contained therein.
- (4) If the Ministers have accepted the recommendation contained in the Memorandum for circulation or the date by which they were required to communicate their opinion has expired, the Secretary to the Cabinet shall submit the case to the Chief Minister. If the Chief Minister accepts the recommendations and if he has no observation to make, he shall return the case to the Secretary to the Cabinet, who shall pass it on to the Secretary concerned who shall thereafter take steps to issue the necessary orders.

Preparation of Memorandum

16. When it has been decided to bring a case before the Cabinet, the Department to which the case belongs shall, unless the Chief Minister otherwise directs, prepare a Memorandum

indicating with sufficient precision on the salient facts of the case and the points for decision. Such Memorandum and such other papers, as are necessary to enable the case to be disposed of, shall be circulated to the Ministers. Copies of the Memorandum and other papers shall at the same time be sent to the Governor.

Inter-Minister  
Consultation

17. In cases which concern more Ministers than one, the Ministers shall attempt, by previous discussion, to arrive at an agreement. If an agreement is reached the Memorandum referred to in rule 15 or 16 shall contain the joint recommendations of the Ministers; and if no agreement is reached, the Memorandum shall state the points of difference and the recommendations of each of the Ministers concerned.

Procedure of Cabinet  
Meeting

18. (1) The Cabinet shall meet at such place and time as the Chief Minister may direct.
- (2) After an agenda paper showing the cases to be discussed at a meeting of the Cabinet has been approved by the Chief Minister, copies thereof, together with copies of such Memorandum as have not been circulated under rule 15, shall be sent by the Secretary to the Cabinet, to the Chief Minister and other Ministers so as to reach them two clear days before the date of such meeting. The Chief Minister may, in the case of an emergency, curtail the said period of two days. Copies of the agenda and the Memorandum shall at the same time be sent to the Governor.
- (3) Except with the permission of the Chief Minister, no case shall be placed on the agenda of a meeting unless papers relating thereto have been circulated as required by rule 15.
- (4) If any Minister is on tour, the agenda paper shall be forwarded to the Secretary of the Department concerned who, if he considers that the discussion of any case should await to the return of the Minister, may request the Secretary of the Cabinet to take the order of Chief Minister for postponement of the discussion of the case until the return of the Minister.
- (5) The Chief Minister or, in his absence, any other Minister nominated by him shall preside at a meeting of the Cabinet.

- Implementation of  
Decision of Council
- (6) The Secretary to the Cabinet shall attend the meetings of the Cabinet and shall prepare a record of the decisions. He shall forward a copy of such record after approval by the Chief Minister or by any other Minister presiding, to the Chief Minister, the other Cabinet Ministers and the Governor.
19. (1) (i) When a case has been decided by the Cabinet after discussion at a meeting or otherwise under sub-rule (1) of rule 15, the Minister concerned shall take action to give effect to the decision. If, however, any deviation is proposed to be made from that decision, the case shall be submitted to the Chief Minister by the Minister concerned and further action on it shall be taken according to any directions of the Chief Minister.
- (ii) The Secretary in the Department concerned shall in each such case cause to be supplied to the Secretary to the Cabinet such documents as the latter may require to enable him to maintain his record of the case.
- (2) The record of the case to be maintained by the Secretary of the Cabinet shall consist of -
- (i) a copy of all papers circulated and records prepared under rules 15 and 16; and
- (ii) all documents supplied under sub-rule (1) of this rule.
- (3) In urgent cases as determined by the Chief Secretary, the Chief Minister shall decide whether the matter shall be decided by circulation method or ratification method as described below: -
- (a) Circulation Method: the matter shall be circulated in accordance with rule 15 after which the Chief Minister shall take a decision; or
- (b) Ratification Method: the matter may be decided by the Chief Minister which shall then be placed before the next Cabinet for ratification.
- (4) Submission of periodical returns to the Cabinet—Each Department shall submit to the Cabinet a summary reports every quarter, on the actions taken on the decisions of the Cabinet taken during previous quarter, or as the Cabinet or the Chief Minister may from time to time require.

**PART-III**  
**DEPARTMENTAL DISPOSAL OF BUSINESS**

- Minister's Standing Orders
20. Except as otherwise provided by any other rule, cases shall ordinarily be disposed of by or under the authority of the Minister-in-charge of the Department who may, by means of standing orders, give such directions as he thinks fit for the disposal of cases in the Department. Copies of such standing orders shall be sent to the Governor and the Chief Minister. In addition, he shall arrange by means of another set of standing orders with the Secretary of the Department what matters should be brought to his personal notice and what other matters may be disposed of at the level of the Secretary of the Department concerned.
- Consultation with other Departments and the procedure
21. (1) Whenever any other Department is consulted, such reference shall be accompanied by the statement of facts of the case and the point or points on which the decision of the Department is desired.
- (2) The Secretary of the department shall consult other Departments where such consultation is required under these rules.
- Note:** The Secretary of the Department shall ensure that the consultation with other Department is made only where such consultation is required as per disposal of business as specified in Part-IV to avoid any unwarranted consultation resulting inavoidable delay in disposal of the case.
- (3) If such a matter is placed before the Minister, the views of the Departments consulted shall be brought specifically to the notice of the Minister.
- (4) In a case where the Secretary has taken the orders of his Minister before consulting the other Departments, the advice of the other Departments shall be brought to the notice of the Minister before finalization of the orders, if the advice is not in conformity with the orders of the Ministers.
- Orders in cases of disagreement of Departments
22. If the Departments concerned are not in agreement regarding the case dealt with under rule 15, the Minister-in-charge of the Department may, if he wishes to proceed with the case, direct that the case be submitted to the Chief Minister for orders for laying the case before the Cabinet.
- Request for paper by Minister
23. (1) A Secretary may, with the orders of the Minister-in-charge of the Department, ask to see the papers in any Department, other than the Finance Department if such papers are required for the disposal of a case, in his Department.
- (2) Such request shall be dealt with under the orders of the Minister.
- (3) Subject to the provisions of sub-rule (3) of rule 36, a Minister may send any papers from any Department for his

information provided that, if he is of opinion that any further action should be taken on them, he shall communicate his views to the Minister-in-charge of the Department concerned and, in case of disagreement, may submit the case to the Chief Minister with a request that the matter be laid before the Cabinet. No further notes shall be recorded in the case before the papers are so laid before the Cabinet.

- (4) If the paper sent for under sub-rule (1) or (3) is of a secret nature, it shall be sent to the Minister only under the orders of the Minister-in-charge of the Department to which it belongs.
- (5) No paper under disposal shall be sent to any Minister until it has been seen by the Minister-in-charge of the Department to which it belongs.
- (6) (a) The Chief Secretary may, on the orders of the Chief Minister or of any Minister or of his own motion, ask to see papers relating to any case in any Department and any such request by him shall be complied with by the Secretary of the Department concerned.
- (b) The Chief Secretary may, after examination of the case, submit it for orders of the Minister-in-charge or of the Chief Minister through the Minister-in-charge.

Powers of the  
Chief Minister

- 24. (1) The Chief Minister may, call for records of any case relating to any Department.
- (2) The Chief Minister may, in consultation with the Minister-in-charge of the Department, pass such orders in any case as he considers necessary or may direct that the matter shall be placed before the Cabinet.
- (3) The Chief Minister may pass orders in a case relating to any Department when the case is referred to him by the Minister-in-charge of the Department.
- (4) The Chief Minister, in absence of the Minister-in-charge of the Department, may, in a matter of urgent public importance relating to any Department, pass such order as he considers necessary or expedient.
- (5) The Chief Minister may, in any case or classes of cases, permit or condone a departure from any of these rules to the extent deemed necessary.
- (6) The Chief Minister may from time to time amend the First and the Second Schedule by adding or reducing the Departments or by re-distributing the subjects among the Departments with approval of the Cabinet.
- (7) When the Chief Minister or any other Minister is absent and unable to attend his work, his work may be distributed

among the other Ministers in such a manner as the Chief Minister may deem fit.

- Ascertaining cases of Department in question
25. If a question arises regarding ascertaining of a case in between Departments and there is no clear specification to which a case properly belongs the matter shall be referred for the decision of the Chief Secretary who shall, if necessary, obtain the orders of the Chief Minister.
- Cases to be submitted to the Chief Minister and the Governor
26. (1) Notwithstanding anything contained in these rules, the classes of cases in column (3) of Second Schedule shall be submitted to the Chief Minister by the Secretary through the Minister in charge, before issue of orders.
- (2) Notwithstanding anything contained in any other provision of these rules, the Chief Minister shall have power to pass orders or modify decisions already taken in respect of matters allocated to a Minister under these rules; and the orders as so passed by the Chief Minister shall supersede a decision already taken by the Minister in-charge of the subject.
- (3) The classes of cases in column (4) of Second Schedule shall be submitted by the Chief Minister to the Governor before issue of orders.
- (4) All communications received from the Government of India (including those from the Prime Minister and other Ministers of the Union) other than those of routine or unimportant character, shall, as soon as possible after receipt, be submitted by the Secretary to the Governor and the Chief Minister for information through the Minister-in-charge.
- (5) Any matter which is likely to bring the State Government into controversy with the Government of India or with any other State Government or with any foreign country shall, as soon as the possibility of such a controversy is seen, be brought to the notice of the Governor and the Chief Minister through the Minister-in-charge.
- Furnishing information to the Governor
27. The Chief Minister shall:-
- (a) cause to be furnished to the Governor such information relating to the administration of the affairs of the State and proposals for legislation as the Governor may call for; and
- (b) if the Governor so requires, submit for the consideration of the Cabinet any matter on which a decision has been taken by a Minister but which has not been considered by the Cabinet.
- Cases to be submitted to the Chief Secretary
28. (1) Notwithstanding anything contained hereinbefore, the following cases shall be submitted to the Chief Secretary in the manner as specified herein below:-

- (a) The Chief Secretary shall be kept apprised of all important decisions by various Departments.
  - (b) The Chief Secretary is the Head of the Administrative machinery in the State and is responsible to ensure efficiency of functioning of the entire State Administration. His mediation shall be sought as far as practicable in all the cases where there is a difference of opinion between the Secretaries.
  - (c) All memorandum presented by Government official to the Governor shall be sent with the comments of the Administrative Departments to the Chief Secretary who shall submit them for orders to the Chief Minister and the Governor.
- (2) The Chief Secretary may, on the orders of the Chief Minister, or of any Minister, or on being apprised by a Secretary of a Department or on his own motion, call for papers or files relating to any case in any Department and any such requests by him shall be complied with by the Secretary of the Department concerned.
  - (3) The Chief Secretary may, after examination of the case, submit it for the orders of the Minister-in-charge or of the Chief Minister through the Minister-in-charge.

#### **PART-IV**

#### **INTERDEPARTMENTAL CONSULTATIONS**

General rules for consultations

29. (1) When the subject of a case concerns more than one Department, no decision shall be taken or order issued until all such Departments have concurred, or, failing such concurrence, a decision thereon has been taken by or under the authority of the Cabinet.

**Explanation:** Every case in which a decision, if taken in one Department is likely to affect the transaction of business allotted to another Department, shall be deemed to be a case the subject of which concerns more than one Department.

- (2) When the subject of a case concerns more than one Department, and it requires consulting more than one Department, all such Departments may be consulted simultaneously except Legislative Department. The Departments so consulted shall give their views or concurrence on the case referred to them without referring to views or concurrence of other Department:

**Note:** Every department is sovereign for sharing their views on any particular case, so they shall give their own views or concurrence without waiting for the concurrence of other Department except the cases for vetting of

subordinate legislation and legislations by the Legislative Department:

Provided that the Chief Minister may, from time to time, fix time limit for the Department to submit their views on inter-departmental consultation on Cabinet proposal:

Provided further that when the subject matter of a case concerning more than one Department is of extreme urgency, the consultation can be dispensed off with the approval of the Chief Minister. However, such matter shall be brought as early as possible to the notice of the Cabinet.

Consultation with  
Finance  
Department

30. (1) Unless exempted by any general or specific order, no Department shall, without previous consultation with the Finance Department, authorize any orders (other than orders issued under any Act or Rules made thereunder, or pursuant to any general or specific delegation made by the Finance Department) which-
- (a) either immediately or by their repercussion, shall affect the finances of the State, or which, in particular-
    - (i) involve any grant of land or assessment of revenue or concession, grant, lease or license of mineral or forest rights or a right to water power or any easement or privilege in respect of such concession;
    - (ii) in any way involve any relinquishment of revenue;
  - (b) relate to the number or grading of cadre of posts or the emoluments or other conditions of service or posts;
  - (c) involve the addition of a post in the public service or the variation of emoluments of any post;
  - (d) involve the sanction of an allowance or special or personal pay for any posts or class of posts or to any employee of the Government of Assam;
  - (e) involve an expenditure for which no provision has been made in the Appropriation Act or which is in excess of the provision made in the Act;
  - (f) involve creation of any post or payment of additional remuneration.
- (2) No proposal, which requires the previous consultation with the Finance Department under these rules, but in which the Finance Department has not concurred, may be proceeded with unless a decision to that effect has been taken by the Cabinet.

- (3) No re-appropriation shall be made by any Department other than the Finance Department, except in accordance with such general delegation as the Finance Department may have made.
- (4) Except to the extent that power may have been delegated to the Departments under rules approved by the Finance Department, every order of an Administrative Department conveying a sanction to be enforced in audit shall be communicated to the audit authorities by the Finance Department.
- (5) Nothing in these Rules shall be construed as to authorize any Department including the Finance Department, to make re-appropriations from one grant specified in the Appropriation Act to another such grant or from a charged Appropriation to a voteable Appropriation.
- (6) Proposals involving abandonment of revenue or involving an expenditure for which no provision has been made in the Appropriation Act;
- (7) Proposals for sanctioning the relaxation of any financial rule.
- (8) Unless exempted by any general or specific order, where consultation with the Finance Department is necessary under these rules, it shall take place before the issue of orders or submission of the case to the Cabinet.
- (9)
  - (i) The Finance Minister may call for any papers in a case in which any of the matters referred to in sub-rule (8) is involved, and the Department to whom the request is addressed shall furnish the papers.
  - (ii) On receipt of the papers called for under clause (i) above, the Finance Minister may request that the papers with his note on them shall be submitted to the Cabinet.
  - (iii) No Minister and no Department shall have the right to call for the Finance Departments papers in a case.

Consultation with Administrative Reforms, Training, Pension and Public Grievance Department

31. Unless exempted by any general or specific order the Administrative Reforms, Training, Pension and Public Grievances Department shall be consulted in the following matters, namely:-
  - (i) matter relating to creation or abolition of new office of the State Government;
  - (ii) matters relating to pension, family pension, extra-ordinary family pension, special family pension to families of Government servants killed while on duty, commutation of pension, Provident Fund matters;

- (iii) condonation of break in service for the purpose of pension and other allied matters;
  - (iv) relaxation of any rule relating to grant of pension.
- Consultation with Personnel Department 32. Unless exempted by any general or specific order the Personnel Department shall be consulted in the following matters, namely:-
- (i) matters relating to framing of service rules and general principles relating to services condition of the Government servant;
  - (ii) relaxation of any service rule;
  - (iii) relaxation of any general service condition.
- Consultation with Legislative Department 33. (1) The Legislative Department is to put into technical shape the projects of legislation of which the policy has been approved and every proposal to initiate legislation shall be considered in and if necessary transferred to, the Department to which the subject matter of the legislation relates and the necessity for legislation and all matters of substance to be embodied in the Bill shall be discussed and, subject to rule 12, settled in such Department.
- (2) Proposals to initiate legislation shall be treated as a case and shall be disposed of accordingly:
- Provided that the case shall not be submitted to the Chief Minister until the Department concerned has consulted the Legislative Department as to-
- (i) the need for the proposed legislation from a legal point of view;
  - (ii) the competence of the State Legislative Assembly to enact the measure proposed;
  - (iii) the requirements of the Constitution as for obtaining the previous sanction of the President thereto; and
  - (iv) the consistency of the proposed measures with the provisions of the Constitution, and in particular those relating to the fundamental rights.
- (3) If Legislation is decided upon by the Minister-in-charge, the Department shall, if the legislation involves expenditure from the Consolidated Fund of the State, prepare a Financial Memorandum in consultation with the Finance Department and if the draft Bill involves opinion of other relevant Department the same shall also be obtained. The papers shall then be sent to Legislative Department requesting it to draft the Bill accordingly.
- (4) The Legislative Department shall thereafter prepare a Draft Bill and return the case where necessary, to the Department concerned.

- (5) If the draft Bill is approved by the Minister-in-charge, the Department shall then submit the draft Bill together with Financial Memorandum, Statement of Objects and Reasons along with Cabinet Memorandum for approval of the Cabinet with the prior approval of the Chief Minister. The Cabinet may approve the draft Bill with or without amendment.
- (6) If the draft Bill is approved with amendment, it shall be sent to the Legislative Department to finalize the Bill after incorporating such amendments
- (7) The Legislative Department shall then send the draft Bill to the Department concerned indicating at the same time the sanctions, if any, required for the Draft Bill. If any provisions in the Draft Bill involving expenditure from the Consolidated Fund of the State are modified in the finalized draft, the Department shall send the finalized Draft Bill to Finance Department for revising, if necessary, the Financial Memorandum.
- (8) The Bill, thus finalized, shall be sent to the Legislative Assembly by the department concerned for introduction in the Legislative Assembly with intimation to the Legislative Department. The Department concerned shall obtain the previous sanction of the President and also prepare the Financial Memorandum where necessary, in consultation with the Finance Department. The Department shall also obtain the recommendation of the Governor in cases where such recommendation shall be necessary including Money Bill as per provision under Article 207(1) and 207(3) respectively.
- (9) Notwithstanding anything contained in rule 25, measures designed solely to codify and consolidate existing enactments and Legislation of a formal character, such as repealing and amending Bills may be initiated in the Legislative Department:

Provided that the Legislative Department shall send a copy of the draft Bill to the Department which is entrusted with the subject matter for consideration as an administrative measure and the Department to which it is sent shall forthwith make such enquiries as it thinks fit and shall send to the Legislative Department its opinion thereon together with a copy of every communication received by them on the subject

- (10) (i) (a) If any private member of the State Legislative Assembly requests any Minister to obtain the previous sanction of the President or the recommendation of the Governor for the

introduction or consideration of any Bill which he proposes to introduce or move for consideration in the Legislative Assembly, he shall furnish a copy of the Bill together with the explanatory statement of objects and reasons on receipt of which the Administrative Department concerned shall send a copy of the Bill together with the explanatory statement of objects and reasons to the Legislative Department and another copy to the Parliamentary Affairs Department

- (b) Whenever a private member of the State Legislative Assembly has given notice of his intention to move for leave to introduce a Bill or for its consideration and where there is an uncertainty about requirement of any previous sanction of the President or recommendation of the Governor is necessary or not for the introduction or consideration of the Bill, Secretary of the Legislative Assembly shall send a copy of the Bill together with a copy of the explanatory statement of objects and reasons, and where the member has annexed to his notice any sanction or recommendation of the President or the Governor, such sanction or recommendation to the Legislative Department and another copy of the above documents to the Parliamentary Affairs Department.
- (ii) The Legislative Department shall, on receipt of a Bill under the preceding sub-rule, if it has not been so examined earlier, examine the Bill in its technical aspects, such as, the competence of the Legislative Assembly to enact a law on the subject-matter covered by the Bill, the need for previous sanction of the President or the need of the Governor's recommendation and then forward the opinion to the Administrative Department concerned together with a copy of the Bill, the explanatory statement of objects and reasons and the Administrative Department shall then, if this has not been so examined or decided earlier examine whether the policy underlying the Bill could be supported or not and place the matter before the Cabinet for a decision on the same.
- (iii) Notwithstanding anything in and without prejudice to the Cabinet decision on the policy underlying the Bill taken under the preceding sub-rule, the Administrative Department shall obtain, where

necessary, the previous sanction of the President or the recommendation of the Governor, as the case may be, for the introduction or consideration of the Bill and send the same to the private member of the Legislative Assembly concerned or to the Secretary of the Legislative, as the case may be.

- (iv) In all cases covered by the preceding clause, the Legislative Department shall further examine whether the Bill requires any memorandum on delegated legislation or financial memorandum and if any such memorandum is required then in case of memorandum on delegated legislation, it shall intimate the Parliamentary Affairs Department and the Administrative Department and in cases where Financial Memorandum is required, the Finance Department about such requirement.
- (11) The provisions of sub-rule (8) of rule 33 shall apply, as far as may be, to amendments of substance recommended by the Select Committee and also to all amendments, notice of which is given by Members of the State Legislature for being moved during the consideration of a Bill in that Legislature.
- (12) (i) When a Bill has been passed by the Legislature it shall be examined by the Legislative Department as well as by the Department concerned. The Legislative Department shall then present the Bill to the Governor either for his assent or for reservation for the assent of the President where necessary.
- (ii) Where the Governor directs that the Bill should be reserved for the consideration of the President or return to the Legislature with a message, necessary action in that behalf shall be taken by the Legislative Department with intimation to the Department concerned.
- (iii) After obtaining the assent of the Governor or the President, as the case may be, the Legislative Department shall take steps for publication of the Bill in the Official Gazette as an Act of the Legislature.
- (13) Whenever it is proposed in any Department other than the Legislative Department,-
- (i) to issue a Statutory Rule, Notification or Order; or
  - (ii) to submit to the Central Government any draft Statutory Rule, Notification or Order for issue by them, such draft shall be referred to the Legislative

- Department for opinion and for revision, where necessary.
- Consultation with Judicial Department 34. (1) All administrative Departments shall consult the Judicial Department on,-
- (a) the construction of Statutes, Acts, Regulations and Statutory Rules, Orders and Notification;
  - (b) general legal principles arising out of any case;
  - (c) the institution or withdrawal of any prosecution at the instance of any Administrative Department;
  - (d) all proposals relating to appointment or engagement of Standing Counsels, fixation and payment of their fees or remuneration;
  - (e) any proposal in Memorandum for the Cabinet involving legal implication except proposals on policy matters;
  - (f) any proposal relating to bringing legislation including Service Rules and amendments thereof;
  - (g) any proposals relating to the sanction of expenditure from Consolidated Fund of State towards the defence of Government servant in the suits or proceedings brought against them for acts done in their official capacity; and
  - (h) any other matter specifically provided under these rules.
- (2) (a) Every such reference shall be accompanied by an accurate statement of the facts of the case and the point or points on which the advice of the Judicial Department is desired.
- (b) Except for reference from District Commissioners, any reference from Constitutional Bodies, Commissions, Statutory Authorities or Boards, Directorate, Commissionerate shall come through the Administrative Department concerned.
- (c) Any reference from Governor's Secretariat, Legislative Assembly Secretariat shall be made by the respective secretariat in accordance with sub-rule (2) (a) above.
- (3) In respect of cases referred to the Judicial Department, under sub-rule (1) above, the Administrative Department shall take action in accordance with the legal advice of the Judicial Department. However, the Administrative Department may refer a case again to the Judicial Department for reconsideration of its opinion in the light of the new points brought to its notice.

- (4) All cases in which the Advocate General or the Additional Advocate General has expressed opinions on questions of law shall be sent to the Judicial Department for perusal and return, and if in any case the file itself cannot conveniently be sent, a copy of the opinion recorded therein shall be sent
- Consultation with Tribal Affairs (Plain) Department 35. Unless exempted by any general or specific order and without affecting the generality of the foregoing clauses, a Department shall consult the Tribal Affairs (Plain) Department in regard to the following matters, namely:-
- (a) Cases which affect or are likely to affect the interest of the Scheduled Tribes in areas other than Autonomous District under Sixth Schedule of the Constitution of India.
  - (b) Proposals relating to the setting up of Tribal Belts and cases involving any change in area or boundaries of any Tribal Belts in the State.
  - (c) Policy relating to the settlement of land and confirmation of Tenancy Rights, etc. in the Tribal Belts.
- Consultation with Social Justice and Empowerment Department 36. Unless exempted by any general or specific order and without affecting the generality of the foregoing clauses, a Department shall consult the Social Justice and Empowerment Department in regard to the following matters, namely:-
- (a) Cases which affect or are likely to affect the interest of the Scheduled Castes and Backward Classes.
  - (b) Cases which affect or are likely to affect the interest of the Senior Citizens, Persons with Disabilities and transgenders.
  - (c) Matters relating to Development Councils (SC, OBC, MOBC and General).
- Consultation with Hill Areas Department 37. Unless exempted by any general or specific order and without affecting the generality of the foregoing clauses, the Hill Areas Department shall be consulted in the following matters, namely:-
- (a) Cases involving questions of policy or of sufficient importance in relation to Autonomous Districts under the administration of Karbi Anglong Autonomous Council (KAAC) and North Cachar Hills Autonomous Council (NCHAC);
  - (b) Cases which affect or are likely to affect the interests of the Scheduled Castes, Scheduled Tribes and Backward Classes in Hill Areas and Autonomous Districts under the administration of KAAC and NCHAC;
  - (c) Cases involving changes in area or boundaries of any Autonomous Districts under the administration of KAAC and NCHAC, matters relating to application of Acts of Parliament or of the State Legislative Assembly to the

Autonomous Districts under the administration of KAAC and NCHAC;

- (d) Proposals relating to the administration of justice, cases relating to the grant of licenses or leases for prospecting for, or extraction of minerals, etc. in the Autonomous Districts under the administration of KAAC and NCHAC; and
- (e) Payment of share of the royalties from licenses or leases, etc. to District Councils under the administration of KAAC and NCHAC.
- Consultation with Industries, Commerce and Public Enterprises Department 38. Unless exempted by any general or specific order and without affecting the generality of the foregoing clauses, the Industries, Commerce and Public Enterprises Department shall be consulted in the following matters, namely:-
- (a) Cases relating to setting up, full or partial investment in any State Public Sector Undertaking.
- (b) Cases relating to appointment to the Board of Directors and appointments of Chief Executive of State Public Sector Undertakings.
- (c) Proposals relating to capital investment of more than Rs.200 lakhs is to be made in Central or State Public Sector Undertakings.
- Consultation with Welfare of Bodoland Department 39. Unless exempted by any general or specific order and without affecting the generality of the foregoing clauses, the Welfare of Bodoland Department shall be consulted in the following matters, namely:-
- (a) Cases involving questions of policy or of sufficient importance in relation to Bodoland Territorial Region.
- (b) Cases which affect or likely to affect the interests of the Scheduled Castes, Scheduled Tribes and Backward Classes in Bodoland Territorial Region.
- (c) Cases involving changes in area or boundaries of Bodoland Territorial Region, matters relating to application of Acts of Parliament or of the State Legislative Assembly to the Bodoland Territorial Region.
- (d) Proposals relating to the administration of justice, cases relating to the grant of licenses or leases for prospecting for, or extraction of minerals, etc. in the Bodoland Territorial Region; and Payment of share of royalties from licenses or leases, etc. to Bodoland Territorial Council.

**PART-V**  
**SUPPLEMENTARY**

- Implementation of these rules 40. The Secretary of the Department concerned shall, in each case, be responsible for the proper transaction of business and the careful observance of these rules and when it is considered that there has been any material departure from these rules, the matter

shall be brought by the Secretary to the notice of the Minister-in-charge and the Chief Secretary immediately.

- Interpretation of these rules
41. If any question arises as to the interpretation of these rules or as to the department to which a case properly belongs, the matter shall be referred to the Chief Secretary for a decision which shall be final and binding.

## **PART-VI**

### **REPEAL**

- Repeal and Savings
42. The Assam Rules of Executive Business, 1968 and the rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed:

Provided that all orders made or action taken under the rules so repealed or under any general orders ancillary thereto shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

**FIRST SCHEDULE**

(See rule 4)

**PART-A****List of Departments**

Sl No	Name of Departments.
1	Act East Policy Affairs Department.
2	Administrative Reforms, Training, Pension and Public Grievances Department.
3	Agriculture Department.
4	Animal Husbandry and Veterinary Department.
5	Border Protection and Development Department.
6	Chief Minister's Secretariat.
7	Co-operation Department.
8	Cultural Affairs Department.
9	Election Department.
10	Environment and Forest Department.
11	Excise Department.
12	Finance Department.
13	Fishery Department.
14	Food, Public Distribution and Consumer Affairs Department.
15	General Administration Department.
16	Handloom, Textiles and Sericulture Department.
17	Health and Family Welfare Department.
18	Higher Education Department.
19	Hill Areas Department.
20	Home Department.
21	Housing and Urban Affairs Department.
22	Implementation of Assam Accord Department.
23	Indigenous and Tribal Faith and Culture Department.
24	Industries, Commerce and Public Enterprises Department.
25	Information, Public Relations, Printing and Stationery Department.
26	Information Technology Department.
27	Irrigation Department.
28	Judicial Department.

29	Labour Welfare Department.
30	Legislative Department.
31	Medical Education and Research Department
32	Mines and Minerals Department.
33	Panchayat and Rural Development Department.
34	Parliamentary Affairs Department.
35	Personnel Department.
36	Political Department.
37	Power Department.
38	Public Health Engineering Department.
39	Public Works Buildings and National Highways Department.
40	Public Works Roads Department.
41	Revenue and Disaster Management Department.
42	Science, Technology and Climate Change Department.
43	School Education Department.
44	Skill, Employment and Entrepreneurship Department.
45	Social Justice and Empowerment Department.
46	Soil Conservation Department.
47	Sports and Youth Welfare Department.
48	Tea Tribes and Adivasi Welfare Department.
49	Tourism Department.
50	Transformation and Development Department.
51	Transport Department.
52	Tribal Affairs (Plain) Department.
53	Water Resources Department.
54	Welfare of Bodoland Department.
55	Welfare of Minorities and Development Department.
56	Women and Child Development Department.

## **PART-B**

### **Allocation of Business among the Departments of Government of Assam**

#### **1. Act East Policy Affairs Department**

- (1) Identification of ongoing projects of the Central Government under Act East Policy relevant and important for Assam, and coordination with other relevant stakeholders in order to facilitate smooth implementation of such projects.
- (2) Devising of policies for the State Government under the overall ambit of Act East Policy; delineation of the actionable points of such policies; formulation of projects in furtherance of such policies; and identification of State Government Department/ Agency for actual implementation of such projects.
- (3) Coordinating and handholding of other State Government Departments and Agencies for implementation of their projects and works relating to the Act East Policy and for interaction with relevant external agency or stakeholder for effective implementation of ongoing and newly proposed projects under different facets of the Act East Policy.
- (4) Organization of conclaves and workshops on Act East Policy – involving academic fraternity, functionaries of trade bodies and other stakeholders; and participation in summits and workshops in Association of South East Asian Nations (ASEAN) and Bangladesh Bhutan Nepal (BBN) bloc countries, East Asian countries, and other countries of interest – independently or in association with the relevant stakeholder Department/ Agency of the State Government.
- (5) Facilitation of research work, seminars, stakeholder meets, trade fairs, exposure visits, community tourism, sports events, cultural exchange programmes and student exchange programmes undertaken by institutions, non-governmental organizations and individuals in furtherance of Act East Policy.
- (6) Facilitation of the opening of Consulates or Assistant High Commissions of ASEAN and BBN bloc countries in Guwahati; and establishment of Front Desks of the State Government in (or under the aegis of) the Embassies or High Commissions of India in ASEAN and BBN bloc countries, East Asian and Pacific Oceanic countries, and other countries of interest to facilitate trade and cultural exchanges.
- (7) Handling of affairs of Non-Resident Assamese (Pravasi Asomiya) people through the Embassies or High Commissions of India in ASEAN and BBN bloc countries, East Asian countries, and other countries of interest.
- (8) Facilitation of development of multi-modal connectivity (including internal highways, inland waterways, airways, railways, and information-ways) with and through ASEAN and BBN bloc countries – in association with relevant State Government Departments.
- (9) Promotion of trade relations (including exchange of trade delegations), academic and technical collaboration, student and youth exchange programmes, health care collaboration and medical tourism, community tourism and cultural exchanges with ASEAN and BBN bloc countries, East Asian countries, and other countries of interest in association with relevant State Government Departments.

- (10) Development of planned cities [to be termed “Act East Cities”] on designated cross border connectivity routes for facilitating trade and connectivity with ASEAN and BBN bloc countries, and for decongesting Guwahati by serving as its Counter-Magnet Areas – in association with the Housing and Urban Affairs Department.

## **2. Administrative Reforms, Training, Pension and Public Grievances Department**

### **(A) Administrative Reforms and Training Branch:**

- (1) Creation, amalgamation and re-organization of Departments and sub-ordinate offices.
- (2) Allotment and modification of subjects to the Departments.
- (3) Formulation of policies and programmes for training and capacity building.
- (4) Formulation of policies for the implementation of recommendations of Administrative Reforms Commissions.
- (5) Administration of the Assam Rules of Executive Business.
- (6) Administration of Assam Services (Confidential Rolls) Rules, 1990.
- (7) Administration of Manual of Office Procedure, Secretariat.
- (8) Matter related to the Assam Right to Public Services Act, 2012.
- (9) Promoting administrative reforms in Government Structures, procedures and processes for citizen centric governance, including e-governance.
- (10) Strengthening of State training Institutions.
- (11) Documentation and dissemination of knowledge and best practices of public administration and good governance.
- (12) Matters relating to Assam Administrative Staff College, Assam Information Commission, Secretariat Training School.
- (13) Training programmes for IAS, ACS and other State Government officers.
- (14) Matters relating to Civil Services Day, Prime Minister’s Awards, Chief Minister’s Award - Karmashree.
- (15) Matters relating to Bodoland Administrative Staff College.
- (16) Interstate Council related matters.
- (17) Capacity building of government functionaries to enhance knowledge, skills and attitude.
- (18) Providing advice and assistance to Departments on matters pertaining to training activities and training related infrastructure.
- (19) Providing requisite support, inputs and consultancy to Government Departments and organizations in the implementation of state training policy.
- (20) Networking with other training institutes of repute.
- (21) Conduct training courses sponsored by Department of Personnel and Training, Government of India or any other Government institutes, organizations, as the case may be.

### **(B) Pension and Public Grievances Branch:**

- (1) Administration of all legislations, rules, manuals, etc. relating to Pension, General Provident Fund and Group Insurance Scheme.
- (2) Formulation of policies relating to pension and other retirement benefits of Government servants.

- (3) All Sanction Order of medical cases of Commutation of Pension (who applied after one year of retirement) are issued by the Department.
- (4) Nodal Agency for Centralized Public Grievances Redress and Monitoring System (CPGRAMS).
- (5) Matters relating to KRITAGYATA portal.
- (6) Matters relating to the Directorate of Pension.

### **3. Agriculture Department**

- (1) Formulation and implementation of policies and programmes aimed at achieving rapid and sustainable agricultural growth through optimum utilization of land, water, soil and plant resources of the State.
- (2) Implementation of beneficiary-oriented schemes for economic uplift of farming community.
- (3) Establishing farmer-department coordination in implementing and providing technological knowhow to the farming community through agricultural extension services.
- (4) Undertaking all possible measures to ensure timely and adequate supply of quality inputs and services such as fertilizers, seeds, pesticides, agricultural implements, etc.
- (5) Creating assured irrigation facilities to the farmers through minor irrigation schemes so as to obtain maximum returns from their land.
- (6) Popularizing the use of farmer's friendly bio-fertilizers and organic farming and promoting natural farming.
- (7) Motivating farmers to minimize the use of pesticides and to control the environmental pollution with adoption of Integrated Pest Management.
- (8) Motivating farmers for diversification of areas from traditional crops to commercial crops including promotion of oilseeds, pulses and millets.
- (9) Monitoring soil health and testing of nutrient level of soil samples collected from farmer's fields across the State.
- (10) Educating farmers on soil and water conservation technologies.
- (11) Promotion of agricultural credit, crop insurance and help farmers in getting remunerative returns for their produce.
- (12) Implementing calamity (like flood, drought etc.) relief programmes.
- (13) Conducting surveys for collection and maintenance of a wide range of statistical and economic data relating to agriculture, required for development planning.
- (14) Helping farmers through use of Information and Communication Technology (ICT) applications.
- (15) Agri-Horticultural interventions towards economic empowerment of women.
- (16) Removal of rural poverty by increasing farmers' income.
- (17) Improvement of nutritional standards and quality of life of the rural people.
- (18) Skill development and awareness of farmers through training, exposure visit, holding fair etc.

#### **4. Animal Husbandry and Veterinary Department**

- (1) Popularization of Artificial Insemination (AI) services through doorstep delivery system for augmentation of milk production.
- (2) Promotion of seasonal and perennial fodder cultivation.
- (3) Mass awareness through various programmes, exhibitions, etc.
- (4) Expansion of extension services involving private AI workers such as 'Gopal Mitras'.
- (5) Development of pig and goat farms for meat production.
- (6) Poultry development for augmentation of meat and egg production.
- (7) Prevention of animal diseases through vigilance and routine immunization.
- (8) Training Departmental personnel as well as farmers for skill development and upgradation and familiarization with recent advancements in various spheres in the field of Animal Husbandry and Veterinary.
- (9) Investigation, treatment, control and surveillance of animal diseases.
- (10) Overall development of livestock sector.
- (11) Matters relating to Directorate of Dairy Development and Directorate of Animal Husbandry and Veterinary.

#### **5. Border Protection and Development Department**

- (1) All Inter-State border related matters with the states of Nagaland, Arunachal Pradesh, Meghalaya, Manipur, Mizoram, Tripura, West Bengal including border disputes.
- (2) Indo-Bangladesh Boundary (IBB) matters –
  - (a) Coordination with central government agencies with regard to sealing and fencing of international borders including creation of ancillary border infrastructure like roads, flood lights etc.;
  - (b) Coordination with central government agencies, Public Works Department, Director of Land Records and Survey, Assam and other State agencies with regard to installation and maintenance of the Border pillars;
  - (c) Relocation and realignment of Indo -Bangladesh Boundary villages.
- (3) Establishment, construction, repair and renovation of Border Outposts.
- (4) All matters relating to border development schemes (both Inter-state and international border).
- (5) Co-ordination with Home and Political Department for maintenance of Law and Order on border areas.
- (6) Co-ordination with other Departments in carrying out Plan and Programme along the inter-state borders (0-20 km) by the other Development Departments.
- (7) Historical records and preparation of reports thereon.
- (8) Commission of Inquiry Committee etc. constituted either by Government of India or by State Government relating to issues of Border Areas.
- (9) Documentation of old records and maps on all boundary matters.

#### **6. Chief Minister's Secretariat**

- (1) Providing secretarial assistance to the Chief Minister.
- (2) Administration of the Chief Minister's Relief Fund.
- (3) Dealing with matters relating to Chief Minister's Special Vigilance Cell.

## **7. Cooperation Department**

- (1) Formation, Registration and Supervision of Cooperative Societies.
- (2) Implementation of various developmental schemes through Cooperative Societies in different sectors of the economy i.e. agriculture, farming, fisheries, dairy industries, processing, marketing, housing etc.
- (3) Providing Cooperative education.
- (4) To facilitate conducive atmosphere for voluntary formation, democratic functioning, self-reliance and professional management of the Cooperative Societies.
- (5) Assistance and counseling for all round development of the Cooperative movement.
- (6) Election, Annual General Meeting, General Meeting and audit of Cooperative Societies.
- (7) Promotion of autonomous functioning, democratic control and professional management of Cooperative Societies.
- (8) Liquidation of all closed Cooperative Societies.
- (9) Recovery of dues from Cooperative Societies through Bakijai.

## **8. Cultural Affairs Department**

- (1) Preservation and promotion of all form of art, culture and cultural heritage of the State.
- (2) Preservation and promotion of the unique Sattriya culture of the state.
- (3) Searching talents in music, dance, acting, fine arts from different parts of the State and provide them adequate opportunity for developing their talents and exposure.
- (4) Promoting cultural and motional integration among people of the State and also with other States of the country and spread the message of peace, universal brotherhood and national unity.
- (5) Publicity of the unique cultural mosaic of the State with its infinite variety throughout the world and promotion of the State as a cultural destination.
- (6) Using the cultural talent to develop the entertainment industry in the State, thereby promoting employment.
- (7) Promoting those qualities and values that set the culture of the State as one of the brightest jewels in India's cultural milieu.
- (8) Instillation of national pride in the people and propel every citizen to give their best in their chosen field of activity.
- (9) Making use of the national and the international media to promote the culture of the state.
- (10) Imbibing a sense of appreciation of the traditional art and culture among the younger generation from school level.
- (11) Generating cultural awareness at the grass root level and promoting cultural exchanges at an international level.
- (12) Encouragement and dissemination of a variety contemporary creative art.
- (13) Developing ways and means through which basic culture and aesthetic sensibilities of the people to remain active and dynamic.
- (14) Matters relating to Directorate of Library Services, Assam.

## **9. Election Department**

Coordination between the Government of Assam and the Election Commission of India with respect to conduct of elections and preparation of electoral rolls of Parliament, State Legislative Assembly, Rajya Sabha and Presidential elections, subject to overall superintendence, direction and control of Election Commission of India.

## **10. Environment and Forest Department**

- (1) Implementation of Assam's Environment and Forest policies and programmes relating to conservation of State's natural resources including lakes and rivers, its biodiversity, forest and wildlife, ensuring the welfare of animals and prevention and abatement of pollution.
- (2) Notification of Reserved Forest, Proposed Reserved Forest, Wildlife Sanctuary, National Park, Wetland and their management.
- (3) Eco Sensitive Zone (ESZ) demarcation.
- (4) Conservation of areas having rich biodiversity including rivers, lakes and wetlands.
- (5) Arresting the trend of degradation of Forests and reverting the process by reforestation through various stake holders.
- (6) Eviction measures in Forest land of Assam and erection of boundary pillars in vulnerable areas.
- (7) Conservation and Management of Protected Area Network.
- (8) Improvement in livelihood support system of forest dependent communities.
- (9) Issues related to Pollution Control Board of Assam, State Environment Impact Assessment Agency, Bio-diversity Board and National Green Tribunal.
- (10) Genetic Engineering.
- (11) Hazardous substance management.
- (12) Matters relating to Environment and Forest Clearance and Impact Assessment.
- (13) Matters relating to Assam State Compensatory Afforestation Fund Management and Planning Authority (CAMPA).
- (14) Issues related to Climate Change.
- (15) Prevention of river pollution, air and water pollution and river conservation.
- (16) Biosphere Reserve.
- (17) Agro-forestry and Bio-fuel plantations in forest, waste lands and agricultural land issues concerning bio-fuels.
- (18) Forest Development Agency and Joint Forest Management Programmes for conservation, management and afforestation.
- (19) Establishment matters of Indian Forest Service, Assam Forest Service and other Forest Officials.
- (20) Environment research and development, education, training, information and awareness.
- (21) Environmental Health.

## **11. Excise Department**

- (1) Issue of license for Country Spirit, Indian Made Foreign Liquor (IMFL) "ON" or "OFF", Wholesale, Manufactories, Distilleries.

- (2) Renewal of Wholesale, Manufactories, Distilleries.
- (3) Collection of Excise Revenues.
- (4) Secret information collection by Excise Intelligence Bureau staff and Vigilance.
- (5) Declaration of Dry Day.
- (6) Security Hologram, Ease of Doing Business, Narcotic Drugs and Psychotropic Substances (NDPS) Act matters.

## **12. Finance Department**

- (1) Management of the day-to-day cash flow, control of expenditure and debt management.
- (2) Preparation of memorandum for submission to the Finance Commission, notes on topics as required by the Finance Commission.
- (3) Preparation of Annual Financial Statement for the Financial Year having estimate of revenue and expenditure to be placed before the State Legislative Assembly.
- (4) Framing of rules regulating the pay, leave etc. of State Government employees.
- (5) Rules regulating the number, grading or cadre and emolument of posts of various services in the Finance Department.
- (6) Laying down rules relating to advances made to the Government servants for purchase or construction of houses etc.
- (7) Examination of the proposal for Restructuring /Rationalization of Tax Rates, State borrowing and provision of Government guarantees against loans raised by public sector Undertakings and other Co-operative entities.
- (8) Laying down of appropriate financial rules for guidance of other Departments that are responsible for maintenance of proper accounts and action to enforce accountability on such matters.
- (9) Monitoring State Government fiscal balances, ways and means operations.
- (10) Matter related to New Pension Scheme (NPS).

### **(A) Finance (Establishment-A):**

- (1) To consider the proposals and advise the Departments on following matters:-
  - (a) Fixation of pay;
  - (b) Equalization or stepping up of pay;
  - (c) Lien or quasi lien;
  - (d) Fixation of pay of casual employee and bungalow peons;
  - (e) Lodging allowances;
  - (f) Extension of joining time;
  - (g) Advance increments, stagnation increments;
  - (h) Declaration of Heads of Departments;
  - (i) Release of Dearness Allowance and Dearness Relief;
  - (j) Fixation of terms and conditions of Deputation on foreign services and foreign scholarship;
  - (k) Change or correction of date of birth.
- (2) Matters relating to Fundamental Rules and Subsidiary Rules, Assam Financial Rules and Leave Rules including Study Leave Rules.

**(B) Expenditure Control (EC) Branches (EC– I, EC– II, EC –III):**

- (1) Financial Sanction, Administrative Approval and Re-validation of Administrative Approval against various schemes within the budgetary provision of the Financial Year outside the purview of Delegation of Financial Power Rules (D.F.P.R.). However as per New Financial architecture of delegation of financial power, new projects and schemes under State Owned Priority Development (SOPD) concurred by three Standing Finance Committees (DFC/SFC/SSFC) and Hon'ble Cabinet as per concerned limit.
- (2) Retention of posts against the posts of temporary nature, Muster Roll workers etc. outside the purview of D.F.P.R. and Regularization of Work Charged and Muster Roll posts.
- (3) Concurrence for post creation.
- (4) Matter relating to discretionary grant, Ex-Gratia Grant.
- (5) Issue of guidelines to ensure better financial management in terms of various Acts, Rules, OM, Government Policy etc.
- (6) Concurrence of all expenditures not delegated to other Administrative Departments.
- (7) Views on Cabinet Memorandum, schemes, guideline, Policy, Memorandum of Understanding etc.
- (8) Proposals involving financial implications of the different Administrative Departments are dealt through different control branches namely EC-I, EC-II and EC-III as notified from time to time.

**(C) Finance (Establishment-B):**

- (1) Matters relating to Directorate of Accounts and Treasuries, Audit (Local Fund), Financial Inspections, Small Savings, State Lotteries, PRANAM Commission and Registrar of Firms and Societies, Assam.
- (2) Re-employment of pensioners etc.
- (3) Grant of honorarium, fees, remuneration etc. to the Chairman, Members of various Committee, Boards, Commissions etc. constituted by the Administrative Department.
- (4) DDO (Drawing and Disbursing Officer) declaration.
- (5) Matters relating to,-
  - (i) Delegation of Financial Powers Rules, 2022;
  - (ii) Assam Finance Service Rules, 2019;
  - (iii) Assam Accounts Service Rules, 2017;
  - (iv) Assam Pay Research Service (Recruitment and Conditions of Service) Orders, 1992;
  - (v) Assam Treasury Rules, 2017;
  - (vi) Assam Local Fund Audit Service Rules, 1997;
  - (vii) Assam Employees' Parent Responsibility and Norms for Accountability and Monitoring Act, 2017;
  - (viii) Assam Employees' Parent Responsibility and Norms for Accountability and Monitoring Rules, 2018;

- (ix) Assam Public Procurement Act, 2017;
- (x) Assam Budget Research Service Rules, 1987;
- (xi) The Assam Financial Inspection of Departmental Sanctions and Implementation of Schemes Rules, 1982;
- (xii) Assam Public Procurement Rules, 2020.

**(D) Finance (Budget):**

- (1) Preparation and presentation of Annual Budget, Supplementary Demand Budget, Appropriation Bill.
- (2) Preparation of Finance Minister's Budget Speech, Communication of Budget to Departments.
- (3) Advance from Contingency Fund and recoupment thereto, Re-Appropriation of budgeted amount and issue of Budget.
- (4) Debt, Deposits and matters relating thereto.
- (5) Appropriation Accounts.
- (6) Market Borrowing of the State Government and Government Guaranteed Institutions.
- (7) Ways and Means Advances, Cash Management from Budget.
- (8) Treasuries (except establishment matters).
- (9) Interest on Debt, Security deposit.
- (10) Opening of Personal Ledger Accounts.
- (11) Accounting procedure, classification of expenditure.
- (12) Preparation of Outcome Budget, Gender Budget and Child Budget.
- (13) Issue of Ceiling of Funds (F.O.C.s).
- (14) Administration of Public Debt relating to OMB, Central loan.
- (15) State Disaster Response Fund and National Social Security Fund matters.
- (16) Regularization of Expenditure, Surrender of Savings, Reconciliation of Accounts.
- (17) Implementation of Financial Emergency.
- (18) Monitoring of budgetary position of the State Government.
- (19) Provide necessary support base to implement big and critical infrastructure and projects in the State through the Assam Infrastructure Financing Authority (AIFA).
- (20) Matters related to The Assam Budget Manual, The Assam Treasuries Rules and Subsidiary Orders and The Assam Contingency Fund Act.
- (21) Creation of new Grant.
- (22) Creation, amendment and deletion of Budget Head of Account.
- (23) Foreign tours on financial support from state exchequer.

**(E) Finance (Audit and Fund):**

- (1) Matter relating to Audit, Special Audit.
- (2) Matter relating to Comptroller and Auditor General, India.
- (3) Matter relating to Utilization Certificates (UC), Detailed Contingent Charges Bills (DCC).
- (4) Matter relating to Abstract Contingencies Drawl (AC Drawal).
- (5) Matter relating to different Allowances i.e. Travelling Allowance, Daily Allowance, Physically Handicapped, Leave Travel Concession (LTC), Home Travel Concession (HTC), House Rent, etc.

- (6) Matter relating to Travelling Allowance related to Medical Treatment.
- (7) Matter relating to Ex-gratia Compensation.
- (8) Matter relating to Apon Ghar, Abhinandan, Bidyalaxmi, Apunar Apon Ghar Schemes.
- (9) Matter relating to Defalcation, embezzlement and other irregularities in respect of Public Fund.
- (10) Matter relating to Write-off of irrecoverable Government Loans and other Government dues and remission of revenues.

**(F) Finance (Economic Affairs):**

- (1) Matters relating to Estimates of Resources of the State.
- (2) Matters relating to Central Finance Commission and State Finance Commission.
- (3) Matters relating to claims of re-imburement from Central Government by different Department.
- (4) Research of various aspects of taxes, expenditure, resources and their effect on economy of the State.
- (5) Targets and Objectives set under Fiscal Responsibility and Budget Management (FRBM) Act.
- (6) Externally Aided Projects, North Eastern Council (NEC) Schemes, Rural Infrastructure Development Fund (RIDF), Rural Infrastructure Assistance to State Government (RIAS), Warehouse Infrastructure Fund (WIF), Long Term Irrigation Fund (LTIF) under NABARD.
- (7) Borrowing and Repayments of Institutional Loans, Balance Confirmation and Reconciliation with NABARD and Accountant General (Accounts).
- (8) Government Guarantee on loans taken by Public Sector Undertakings (PSU) and Loans given by State Government to Public Sector Undertakings.
- (9) Receipt of share in central taxes, grants-in-aid from Centre, receipts of State's own tax and non-tax revenue.
- (10) Preparation of Budget relating to Revenue and Receipts, Public Debt and Servicing of Debt, Medium Term Fiscal Policy (MTFP), Assam Fiscal Responsibility and Budget Management (AFRBM) Statement etc.
- (11) Assam Finance Economic Service.
- (12) Preparation of Annual Financial Statements relating to Receipts and Disbursement from Contingency Fund, Receipts and Disbursements under Public Account, Financial Statement of Receipt and Expenditure of the Government of Assam, Summary of the Financial Position, Budget Summary etc.
- (13) Administration and amendment of the Assam Fiscal Responsibility and Budget Management Act, 2005.
- (14) Providing financial assistance to micro, small and medium scale industries through the Assam Financial Corporation (AFC).
- (15) Issue of Fixation of Ceiling (FOC) under Externally Aided Projects (EAP), North Eastern Council (NEC), Rural Infrastructure Development Fund (RIDF), Warehouse Infrastructure Fund (WIF), the Long-Term Irrigation Fund (LTIF), Rural Infrastructure Assistance to State Government (RIAS), State Finance Commission (SFC) and Central Finance Commission (CFC).

**(G) Finance (Taxation):**

- (1) Matter relating to Goods and Services Tax (GST) administration in the State.
- (2) Administration of the Goods and Services Tax, 2017 (GST), the Assam Value Added Tax Act, 2003, the Central Sales Tax Act, 1956, The Assam Professions, Trades, Callings and Employments Taxation Act, 1947, The Assam Electricity Duty Act, 1964, The Assam Taxation (On Specified Lands) Act, 1990, The Assam Agricultural Income Tax Act, 1939.
- (3) Establishment matters of Taxation Officers.
- (4) Matters relating to office of the Commissioner of Taxes, Assam and its subordinate offices.
- (5) Matters relating to trade development (TDF) and other legacy matters partnership to taxes subsumed under GST.

**(H) Finance (Pay Research Unit):**

- (1) Matter relating to the pay scales of regular State Government employees as per Assam Services (Revision of Pay) Rules in force.
- (2) Matters relating to constitution/function of State Pay Commission.
- (3) Constitution of Pay Anomaly Committee.
- (4) Matters relating to interpretation of Assam Services (ROP) Rules.
- (5) Matters relating to pay scale of Judicial Officers as per recommendation of Shetty Commission.
- (6) Examination and Scrutiny of Pay Anomaly.
- (7) Special Pay, University Grants Commission (UGC), All India Council for Technical Education (AICTE) pay scales.

**(I) Finance (Staff Inspection Unit):**

- (1) Matter relating to approval for Creation of Posts of all categories in various departments of Assam.
- (2) Matter relating to approval for filling up of sanctioned and vacant Grade IV posts (except High Court and its subordinate Judiciary), Driver posts and Elementary School Teacher posts.
- (3) Matter relating to issuance of Clearance Letters for House Building Advance and Scooter Advance taken earlier from Finance (SIU) Department by the officers and staff of Finance Department.

**(J) Finance (Institutional Finance):**

- (1) Coordinating with the banks and other financial institutions for securing their desired services in the development and welfare of the people of the State.
- (2) Coordinating with the Reserve Bank of India (RBI). Matters relating to State Level Coordination Committee (SLCC) and Empowered Committee on Regional Rural Banks (RRBs). National Bank for Agriculture and Rural Development (NABARD).
- (3) Matter relating to Conduct and supervision of State Level Banker's Committee (SLBC) on different credit related matters or schemes.
- (4) Matter relating to Scheduled Commercial Banks, Regional Rural Bank (RRB) and Cooperative Banks etc., expansion of bank branch network etc.
- (5) Matter relating to share capital contribution to Regional Rural Bank (RRB) and

- expansion of bank branch network etc.
- (6) Matters relating to District Level Review Committee, State Level Coordination and Review Committee, District Consultative Committee.
  - (7) Matters relating to Non-Banking Financial Companies (NBFCs), Microfinance Institutions (MFIs), Chit funds etc.
  - (8) Matters relating to Social Security Schemes, *Orunodoi* etc.**
  - (9) Matter relating to Aspirational District Programme.
  - (10) Matters relating to Direct Benefit Transfer (DBT) as a State Nodal Department and putting up Digital Infrastructure for Direct Benefit Transfer (DBT) Schemes (DIDS).
  - (11) End to End digitization of schemes and on boarding them to the UMANG portal.

**(K) Assam Society for Comprehensive Financial Management System (AS-CFMS):**

Matters relating to Special Purpose Vehicle i.e. Assam Society for Comprehensive Financial Management System (AS-CFMS) for implementing or managing Public Finance Management Reforms including IT – related projects in the Finance Department and other revenue generating Departments.

**13. Fishery Department**

- (1) Implementation of fishery related schemes of the Government of Assam and Government of India.
- (2) Identification and promotion of research and studies on fisheries and fishery related areas so that benefit can be disseminated to the grass root level users.
- (3) Collection, compilation, analyze and make available adequate, relevant statistical and other information for proper planning to promote fish farming and related industries and activities.
- (4) Preparation and support in preparation or vet project reports and proposals related to Fisheries and Fishery related industries.
- (5) Providing extension services to fish farmers, fishermen and fishery entrepreneurs.
- (6) Enforcement of Assam Fisheries Rules with special emphasis on conservation and propagation of indigenous fish biodiversity.
- (7) Educating farmers in Better Management Practice avoiding imprudent uses of Chemicals, Fertilizers and Antibiotics in fish culture.

**14. Food, Public Distribution and Consumer Affairs Department**

- (1) Implementation of National Food Security Act, 2013.
- (2) Matters relating to allocation of Food grains under National Food Security Act.
- (3) Matters relating to allocation of Food grains under Pradhan Mantri Garib Kalyan Anna Yojana.
- (4) Implementation of ANNA Yojana.
- (5) Matters related to One Nation One Ration Card plan.
- (6) Matters relating to fortification of Rice.
- (7) Matters relating to Pradhan Mantri Ujjwala Yojana and Liquid Petroleum Gas, Petrol, Diesel.

- (8) Matters relating to End-to-End Computerization of Targeted Public Distribution System Operation,
- (9) Automation of Fair Price Shops.
- (10) Matters relating to import, allocation of Iodized, Common Salt under Zonal Quota.
- (11) Matters related to food grains distribution during flood and other natural calamities.
- (12) Implementation of Consumer Protection Act, 2019.
- (13) Matters relating to establishment and functioning of State Consumer Disputes Redressal Commission and District Consumer Disputes Redressal Commission.
- (14) Matters relating to Consumer Awareness Activities Schemes, Consumer Helpline Schemes and Computerization and Computer Networking of Consumer Commission in Country (CONFONET) Scheme.
- (15) Strengthening of Consumer Commission Scheme.
- (16) Consumer Welfare Fund Scheme and Consumer welfare (Corpus) Fund Scheme.
- (17) Price Monitoring of Essential Commodities, edible oil, Pulses, Potato, Onion, etc.
- (18) Matters related to Fair Price Shops, Aamar Dukans, and Aamar Dukans on Wheels.
- (19) Matters related to Subsidized Kerosene Oil.
- (20) Matters related to procurement of Paddy.
- (21) Construction of Food Storage Godowns.
- (22) Matters relating to Legal Metrology.

#### **15. General Administration Department**

- (1) Construction and improvement in the infrastructures of District Commissioners / Sub - Divisional Officers (C)/ Circuit Houses / Assam Houses/ Bhawans/ State Guest Houses etc including arrangement of land, purchase of furniture and provision of communication connectivity.
- (2) Strengthening of the General Administration at Districts and Sub-Divisional levels through improvement in organizational and manpower support and process re-engineering.
- (3) Inspection and monitoring of the District level administration.
- (4) Organizing training and capacity building for the staffs of Districts and Sub-Divisional Offices.
- (5) Implementation of e-Governance projects in the areas of General Administration.
- (6) Creation and re-organization of New Districts and Sub-Divisions.
- (7) Creation, improvement and maintenance of the network of State Bhawans, State Houses and Circuit Houses.
- (8) "State Protocol" Matters.
- (9) "State Guests" Matters.
- (10) Order of Precedence for State Functions.
- (11) Relevant matters relating to National Flag and National Anthem.
- (12) State Ceremonial Functions, observance of National Days as notified from time to time.
- (13) Preparation of Annual Holiday List for Government of Assam and declare all other Holidays under the Negotiable Instruments Act, 1881 along with payment of remuneration for the astrologers consulted.
- (14) Matters relating to the Directorate of Sainik Welfare, Assam.

- (15) Housing facilities for the Ministers, Government Officers and Staff subject to the provisions under the relevant rules administered by General Administration Department.
- (16) Matters relating to Assam Cinema (Regulation) Act, 1953 and Assam Cinema (Regulation) Rules, 1960.
- (17) Functioning as Nodal Department for Census Operations.
- (18) Matters relating to EPABX and installation of new connections of telephone in all departments and officers' chambers, etc.
- (19) Establishment matters of Offices of District Commissioners, Assam Houses, Bhawans, Guest Houses and Circuit Houses.
- (20) Service to Hon'ble Governor, Council of Ministers, other Senior Government Officers etc for providing Helicopter/ Airlift along with re- imbursement of entitlements.
- (21) All establishment matters related to Drivers for Protocol Duties along with payment of Petrol, Oil and Lubricant (POL) bills for protocol duties.
- (22) Convening of conference of District Commissioners (DC); and Superintendent of Police (SP) Conferences in case of joint DC/SP conference.
- (23) Functioning as Nodal Department for Implementation of Aadhaar Project in all districts of Assam.
- (24) Selection and conferring of State Civilian Awards.
- (25) All matters related to Special Casual Leave to the State Government employees.

**(A) Secretariat Establishment Branch:**

- (1) Establishment matters relating to Non-Gazetted staff viz. Senior Administrative Assistant, Junior Administrative Assistant, Senior Grade Computer Operator, Computer Operator and staff of Duplicating Section.
- (2) Establishment matters viz. Recruitment, Training, Promotion, Leave, Transfer and Posting, Gradation List, Roster Register, Confirmation, Lien, Annual Confidential Report, General Provident Fund (GPF), Pension, GIS, DCRG, Medical Reimbursement, Allegation, Departmental Proceeding, NOC for International Passport, Exposure Visit, No-Objection Certificate (NOC) for examination through proper channel.
- (3) Issue of Identity Cards for the employees of Assam Secretariat, Car Passes for entitled officials and Temporary Entry Pass.
- (4) Appointment of Nazir, Assistant Nazir, Cashier, Accountant.
- (5) Association matters of Assam Secretariat Service Association, Assam Secretariat Computer Operators Association.
- (6) Procurement of Computer, Printer, Scanner, Photocopier Machine, Duplicating Machine.
- (7) MACPS, House Building and HUDCO Advance, Motorcycle Advance.
- (8) Matters relating to Directorate of Archives.
- (9) Matters relating to ePrastuti and eHRMS.
- (10) PRANAM Act related matters.

**(B) Secretariat (Gazetted and Pay Fixation) Branch:**

- (1) Promotion, Transfer and Posting, Leave, Gradation List, Roster Register, Confirmation, Lien, Annual Confidential Report, GPF, Pension, GIS, DCRG, Medical Reimbursement, Allegation, Departmental Proceeding, VRS of Gazetted Officers.
- (2) Maintenance of Service Books of all Gazetted Officers and Non-gazetted Staff.
- (3) Pay Fixation of all Gazetted Officers and Non-gazetted Staff.
- (4) Increment, Pay Protection and Fixation of Service of all Gazetted Officers and Non-Gazetted Staff.
- (5) Recruitment of Stenographer Grade II and Grade III.

**(C) Secretariat (Nazarat) Branch:**

- (1) Cleanliness of Secretariat Campus.
- (2) Procurement and issue of office stationary, electrical goods, furniture etc.
- (3) Supply against e-indents and maintenance of stock and issue register.
- (4) Appointment of Grade IV staff and Establishment matters of Grade IV posts.
- (5) Matters of Refreshment Bills.

**(D) Secretariat (Accounts) Branch:**

- (1) Preparation of salary bills and disbursement of allowances of the Ministers, Officers and all staff of Assam Secretariat.
- (2) Keeping record of other contingency expenditures relating to the employees of Assam Secretariat.
- (3) Matters relating to Income Tax, Arrear Bill, PAC and Audit, AG Inspection report.
- (4) Preparation of TA and LTC Bills of all Gazetted Officers and Non-Gazetted Staff.
- (5) Preparation of Telephone Bills, GIS Bills and Medical Bills of Officers.
- (6) Bills pertaining to Pension, AC, DCC, Newspaper, Mobile, Fund allotment, RD Withdrawal.

**(E) Secretariat (Issue) Section:**

- (1) Posting and dispatching of all Government letters.
- (2) Receiving and shorting of letters.

**(F) Secretariat (Gana Sewa) Section:**

- (1) Issue of passes for the visitors to the Secretariat on offline mode.
- (2) Matter relating to issue of online passes for the visitors to the Secretariat.

**(G) Secretariat (Vehicle) Section:**

- (1) Establishment Matters of Drivers.
- (2) Purchase or hiring of Vehicle for Assam Secretariat.
- (3) Allotment and repair of Vehicle.

**(H) Secretariat (Record and Library) Branch:**

- (1) Maintaining and preserving the Non-Current Public Government's Records.

**16. Handloom, Textiles and Sericulture Department**

**(A) Handloom and Textile Branch:**

- (1) Promoting weavers owned co-operative societies.

- (2) Imparting training in handloom weaving especially in rural areas, upgrading skills of weavers in weaving, designing, dyeing etc.
- (3) Imparting higher training to skilled and technical persons through training institutes.
- (4) Promoting innovations in all the three areas of handloom industry namely, designing, weaving and dyeing and processing through Handloom Research and Designing Centre (HRDC).
- (5) Providing marketing support to the Handloom Society, SHGs, and Entrepreneurs for participation in national and state level exhibitions. Weavers of the state are also given exposure through International Expo.
- (6) Promoting preservation, growth, diversification and commercialization of ethnic designs.
- (7) Promoting common services and support to weavers.
- (8) Promoting production of honey, mustard oil, khadi clothes etc. through organizations such as ARTFED, AGMC and AKVIB.

**(B) Sericulture Branch:**

- (1) Improving quality and quantity of silk production through induction of modern technology in Sericulture.
- (2) Production and supply of seedlings, saplings of silkworm's food plants, silkworm seed cocoon and certified seed for commercial rearing.
- (3) Providing leaves from collective mulberry garden and Eri concentration center to the mulberry and eri rearers and Som or Soalu food plants for conducting muga rearing at muga village grazing reserve.
- (4) Providing equipment, inputs etc. to the private farmers, rearers, reelers, spinners, weavers and other stockholders for better quality of life.
- (5) Skill upgradation training to Seri farmers as well as officials of the Department. Sericulture Training Institute, Titabor, Jorhat conducts 1-year certified course to recruit grassroot level officers.
- (6) Marketing support through cocoon bank and creating linkage of marketing to export the silk product.
- (7) Maintenance of Government owned Muga, Mulberry, Eri silk farms.

**17. Health and Family Welfare Department**

- (1) Public Health including Institutions like Public Health Centers, Community Health Centers and Sub-centers, District Hospital.
- (2) Matter relating to health services in District.
- (3) Matter relating to Auxiliary Nursing Midwife and General Nursing Midwife.
- (4) Matter relating to Health supervisor Health Worker.
- (5) Matter relating to Clinical establishment, TB hospital.
- (6) Matter relating to Medical Reimbursement.
- (7) Family Welfare matters:
  - (i) Policy and organization of Family welfare.
  - (ii) All matters related to: -
    - (a) National Health Mission.
    - (b) Commission for Disability.

- (c) Reproductive and child Health.
  - (d) Mental Health.
- (8) Health programmes relating to:-
- (i) National programme for Control of Blindness.
  - (ii) National Leprosy Eradication Programme.
  - (iii) National Tuberculosis Control Programme.
  - (iv) National Malaria Eradication Programme.
  - (v) All National programmes related to control and eradication of communicable disease.
- (9) Matters relating to AIDS control society.
- (10) Food Safety and Standards Act, 2006.
- (11) Prevention of Food Adulteration Act, 1954 and food laboratory.
- (12) Matters relating to epidemics and Covid care.
- (13) Inter departmental co-ordination in matter of Disaster Management, climate change, SDG goals.
- (14) E-hospital, Data Governance matters.

### **18. Higher Education Department**

- (1) Creation and Upgradation of Academic Institution,-
- (a) Creation of new Universities and Colleges as per New Education Policy and as per objective of State Policy;
  - (b) Upgradation of existing institution into centre of excellence.
- (2) Policy framework development for Higher Education,-
- (a) Implementation of National Education Policy, 2020;
  - (b) State Centric Policy in respect of learning;
  - (c) Academic Co-ordination with world class Universities as well as providing grant for share to reputed Universities of the Country.
- (3) Financial grants and sanction for maintenance or development of Educational sector,-
- (a) Grant of Literary Pension;
  - (b) Providing grant in Aid to Universities and institution;
  - (c) Fund mobilization.
- (4) Administration of Academic institution,-
- (a) Cadre management, recruitment and training for teaching and non —teaching staff;
  - (b) Co-ordination with all higher Educational institutions.

### **19. Hill Areas Department**

- (1) Administration and development programmes under two autonomous councils namely Karbi Anglong Autonomous Council and North Cachar Hill Autonomous Council.
- (2) Strengthening the Autonomous Councils to discharge their functions efficiently under Sixth Schedule of the Constitution of India through policy support and interface with the Government of Assam and its Departments.
- (3) Provision of adequate funds to the two Autonomous Councils under various schemes and programmes.

- (4) Monitoring implementation of the schemes and programmes.
- (5) Policy framework for accountability including District Fund Rules for Financial propriety
- (6) Implementation of Provision of the Sixth Schedule of the Constitution of India.

## **20. Home Department**

- (1) All Police Matters including matters related with Indian Police Service (IPS) and Assam Police Service (APS) officers and police modernization.
- (2) Police medal and awards.
- (3) All service matters of Sub-ordinate police officers.
- (4) Creation of police stations, up-gradation of police outposts and boundary demarcation.
- (5) Establishment matters of Range Deputy Inspector General's office, raising of all Battalions including Assam Police Battalion, Assam Police Task Force Battalion and Assam Police (Indian Reserved) Battalion.
- (6) Matter relating to Special Task Force Organization and other Battalions.
- (7) Matter relating to Sub-Divisional Medical Officer and Medical and Health Officer of Assam Police.
- (8) Matters relating to women police, women and child, Anti Human Trafficking Unit, Women Help Desk etc.
- (9) Subordinate Police matters including recruitment.
- (10) Directorate of Prosecution.
- (11) Assam Police Manual and Reforms.
- (12) Matters relating to crime against women and children.
- (13) Matters related with Assam Police Housing Corporation Limited, State Police Accountability Commission and Village Defence Organizations.
- (14) Civil Defence and Home Guard matters.
- (15) Fire and Emergency Services matters.
- (16) Forensic Science matters.
- (17) Prisons matters.
- (18) Assam Police Radio Organization matters.
- (19) Matters related to Arms License.
- (20) All matters related to Freedom Fighters.
- (21) Motor Accident Claims Tribunal (MACT) cases of the Home Department.
- (22) Matters related to Thana-level Nagarik Committee.
- (23) Matters relating to Indian passport and other consular services as entrusted by Ministry of External Affairs from time to time.
- (24) Matters relating to attestation of documents for proving their validity outside India.
- (25) Matters relating to foreigners as entrusted by Ministry of External Affairs and Ministry of Home Affairs, Government of India from time to time.
- (26) All financial matters including allotment of salary budget for designated staff of 3 (three) District Commissioner Offices (i.e. Nagaon, Sonitpur, Cachar) under their establishment.
- (27) Matter relating to verification for NOC/ character & antecedents.
- (28) Any other matter which may be related to Home Department.

## **21. Housing and Urban Affairs Department**

- (1) Coordinating with local bodies of the State and discharge of statutory responsibilities under the provisions of the Assam Municipal Act, 1956, Assam Municipal Corporation Act, 2022 and the Guwahati Municipal Corporation Act, 1969.
- (2) Administration of the provisions of the Assam Town and Country Planning Act, 1959 and the Guwahati Metropolitan Development Authority Act, 1985 by way of publishing the Master Plan of each Urban Legislative Bodies and planned development of urban areas.
- (3) Administration of the functioning of the Assam State Housing Board.
- (4) Sanction of schemes for development of urban local bodies sponsored by Government of India, wherever necessary.
- (5) Execution of various infrastructure development projects in urban areas.
- (6) Providing basic facilities like potable water supply, Solid Waste Management (SWM), street lights in urban areas.

## **22. Implementation of Assam Accord Department**

- (1) Review of implementation of Assam Accord.
- (2) Co-ordination between the State Government, Government of India and the All Assam Student Union in implementation of the Assam Accord is done through Tripartite Meetings, Bipartite Meetings and through the meetings of the Tripartite Sub-Committee set up by the Government of India.
- (3) Schemes for rehabilitation packages for the welfare of the victim persons of Assam Agitation.

## **23. Indigenous and Tribal Faith and Culture Department**

- (1) Promotion, formulation and implementation of policies and programmes for welfare and all-round development of the indigenous tribal people of the State.
- (2) Implementation of the Acts related with the protection of the tribal people in the State.
- (3) Protection, preservation of the indigenous faith and culture of the tribal people of the State by virtue of various means viz. by compilation in book formats (both hard and soft formats), in academic libraries or digital libraries, through regular promotional activities, podcasting and vodcasting methods etc.
- (4) Exploring the scope for using the indigenous tribal knowledge in other fields like healthcare, education, agriculture, culture, etc. Efforts shall be made to link and incorporate new knowledge with ethnic characteristics.
- (5) Identification of problems, lacunae, obstacles regarding the protection and preservation of the indigenous tribes of the State and suggest remedial measures.

## **24. Industries, Commerce and Public Enterprises Department**

- (1) Carrying out potential survey, Pre-feasibility, Study with regards to potentially viable projects for investors.
- (2) Motivating and guiding the youths as well as potential investors and entrepreneurs for setting up industrial units in the State.
- (3) Providing technical and managerial consultancy services to the entrepreneurs to the best possible extent.

- (4) Providing infrastructure to the entrepreneurs, arranging workshop, training programme, seminars, exhibitions etc. for motivating entrepreneurs for setting up various enterprises.
- (5) Providing financial assistance in the form of various subsidies under different schemes and policies.
- (6) Implementing various schemes formulated by Central and State government for industrial development.
- (7) Formulation of policies, programmes, projects, schemes etc. for promotion and development of industries.
- (8) Matters relating to infusion of capital, appointment of Board of Directors and Chief Executives, disinvestment, audit and accounts in respect of Public Sector Enterprises in accordance with these rules.

## **25. Information, Public Relations, Printing and Stationery Department**

### **(A) Information and Public Relations Branch:**

- (1) Press releases, Advertisement in both print, electronic and outdoor media, Street plays, Publications, Cultural programmes, LED Billboard display, Hoardings, Press Accreditation to Journalists, Medical aid to ailing Journalists, Announcement of Government messages through Fixed Loud Speaker, dissemination of information at grassroot level, Website, e-mail, Facebook and Bulk SMS etc.
- (2) Ensure smooth and uninterrupted flow of information regarding Government policies, programmes and schemes to the citizens including media.
- (3) Promote regular feedback to the Government about people's perception.
- (4) Establish communication links between Government and people using social media and other Information Technology (IT) platforms.

### **(B) Printing and Stationery Branch:**

- (1) Supply of office stationeries including papers and various kinds of Schedule and Non-Schedule Forms to all the State Government Offices of the entire State as per their Annual Indents timely and regularly.
- (2) Printing and publishing of Assam Gazette every Wednesday in every week and Gazette Notifications timely and regularly.
- (3) Arrangement of sale of Government Publications through the existing Government Book Depot and generate revenue for the State.
- (4) Printing various kinds of confidential matters like Ballot Papers, Budget Volumes, Assembly Questions, Speeches of Hon'ble Governor, Chief Minister etc. by maintaining strict security measures. All these printing works are time bound in nature.
- (5) Printing Non-Schedule Forms for the Offices of the Corporate Bodies Boards etc., on payment basis and thereby generate revenue for the State.
- (6) Print and supply Government Diaries, Calendars and Engagement Pads during the month of December every year for all the Government Offices of the State.
- (7) Dealing with matters of Directorate of Printing and Stationery, Assam.
- (8) Executing printing works of all Departments of Government of Assam including schedule and non-schedule forms, budget speech, Assembly matters, departmental publications, various reports, and confidential matters etc.

- (9) Procurement or purchase and stocking and distribution of various stationery items to meet the needs of Government departments.
- (10) Render advice to various state Government departments on technical matters relating to printing and allied matters in printing technology.

## **26. Information Technology Department**

- (1) Promotion and implementation of Digital India objectives. Evolution of policies relating to Information Technology and Telecom sectors. Creating robust IT infrastructure for the State including -
  - (i) Data Centre infrastructure and services to all the Departments.
  - (ii) Promotion multiple service delivery channels for e-Governance services delivery.
  - (iii) Promotion and Development of Aadhaar Authentication User Agency (AUA) for efficient and faster delivery of services and benefits.
  - (iv) Facilitating development of robust Telecom Infrastructure and meeting connectivity demand.
  - (v) Supporting Government sector-
    - (a) Facilitating BharatNet implementation for providing triple play services up to last mile.
    - (b) Implementation of Assam State Wide Area Network (ASWAN) to connect all the Government Institutions.
    - (c) Supporting National Broadband Mission and rolling out of 5G and 6G Administering Right of Way (RoW) Guidelines for setting-up of Telecom and Network infrastructure.
    - (d) Promotion of International Long Distance (ILD) Project for meeting Internet connectivity demand.
- (2) Services on Demand and Sustainability-
  - (i) Promotion of development of services with consumable APIs with one Digital Service Standard.
  - (ii) Development of Open APIs, integration of services across departments.
  - (iii) Support in on-boarding of services on UMANG and Digilocker.
  - (iv) Creating ecosystem for e-Governance with India Enterprise Architecture (IndEA) framework.
  - (v) Creating road map for leveraging emerging technologies like Artificial Intelligence, Machine Language, Blockchains etc. for the State Government Departments.
- (3) Technical and e-Governance advisory to all the Departments-
  - (i) Designing Technical Road Map and architecture for various technological initiatives.
  - (ii) Advising on IT Procurement including designing of Request for Proposals (RFP).
  - (iii) Provide advisory and assistance in the promotion and implementation of e-Governance initiatives.
  - (iv) Creation of Data Governance Framework.
- (4) Advise on matters relating to Cyber Laws, administration of the Information Technology (IT) Act, 2000 and other IT laws.

- (5) Implementation and monitoring of Cyber Security policy, Cyber Crisis Management Plan (CCMP) and Information Security Management System (ISMS).
- (6) Cyber appellate authority in the state.
- (7) Bridging the digital divide up to the last-mile through various initiatives such as promotion of digital transactions including Digital Payments.
- (8) Increasing employment through developing trained IT skilled resources by imparting need-based quality IT Skill programs.
- (9) Investment and Promotion for development of IT (Hardware and Software) and Electronic manufacturing industry-
  - (i) Development of Single Window facility for faster setting up of IT and Electronic manufacturing units.
  - (ii) Promoting Research and Development, Innovation and Intellectual Property Rights Division in IT and Electronic.
  - (iii) Development of IT and Electronics System Design and Manufacturing Parks across the State.
  - (iv) Administration of IT and Electronic Policy.
  - (v) Promoting IT and Electronic Manufacturing exports and competitiveness of the industry.
- (10) Implementation of National Language Translation Mission (NLTM).
- (11) Support on Digital Enablement of Local Languages.

## **27. Irrigation Department**

- (1) To oversee and monitor the works constructed or maintained for abstracting, distribution or using controlled amount of water for irrigation purposes.
- (2) Nodal agency for all issues related to ground water in the State.
- (3) Conducting Minor Irrigation Census and Water Body Census.
- (4) Matters relating to activities impacting availability of water in the sources of water of existing Irrigation Schemes/Projects.
- (5) Matters relating to activities impacting maintenance or utilization of irrigation potential of existing Irrigation Schemes/Projects.

## **28. Judicial Department**

- (1) Establishment matters of officers of Assam Legal Service and subject to constitutional provisions, officers of Assam Judicial Service.
- (2) Establishment matters relating to Subordinate Judiciary including all Tribunals and Courts like Motor Accidents Claims Tribunal (MACT), Industrial Tribunal, Labour Court, Family Court, Central Bureau of Investigation Court etc. coming under subordinate judiciary.
- (3) Matter relating to appointment of Advocate General, Assam, Additional Advocate General, Assam, Senior Government Advocate, Additional Senior Government Advocate, Junior Government Advocate, Panel advocates, Public Prosecutors and Additional Public Prosecutors for the Gauhati High court and payment of their fees, remuneration etc.

- (4) Matter relating to appointment and payment of remuneration or fees etc. of Government Pleader, Assistant Government Pleader, Public Prosecutors, Additional Public Prosecutors and Assistant Public Prosecutors for the subordinate district Judiciary in Assam.
- (5) Matters relating to appointment of Standing Counsels etc. for conduct of Government cases in Supreme Court and payment of their fees etc.
- (6) Administrative Control of the office of the Advocate General, Assam and the Senior Government Advocate, Assam, Gauhati High Court, office of Senior Government Advocate, Assam Administrative Tribunal (AAT) and Central Administrative Tribunal (CAT).
- (7) Matter relating to appointment of Senior Government Advocate and Junior Government Advocate for the Assam Board of Revenue and payment of their fees, remuneration etc.
- (8) Maintaining liaison between the High Court and the Government in matters as prescribed in the Constitution.
- (9) Matter relating to appointment of Notary Public in Assam.
- (10) Matter relating to Rules regulating recruitment, conditions of Service etc. of officers of Assam Legal Service and the Assam Judicial Service and staffs of Subordinate Judiciary, subject to constitutional limits.
- (11) Matter relating to Legal Remembrancer's establishment.
- (12) Maintenance of Legal Remembrancer's Library of the Department. Purchase of Law Books and Journal for the library of the Department.
- (13) All matters pertaining to appointments, posting, transfers, promotions, conduct, grant of leave, pensions etc. in respect of all Gazetted officers and Non-Gazetted Government servants under the administrative control of the Department.
- (14) Legal Views on matters referred to by other Administrative Departments including Governor's Secretariat and Assam Legislative Assembly Secretariat.
- (15) Development of Infrastructure relating to Judiciary including High Court particularly construction of Court Buildings, High Court Judges Bungalows, Residential quarters of Judicial Officers etc. throughout the State.
- (16) Matter relating to National Law University and Judicial Academy Assam.
- (17) Establishment matters relating to Law Research Institute, Gauhati High Court.
- (18) Matter relating to North Eastern Judicial Officers Training Institute.
- (19) Appointment of Special Public Prosecutor under any existing law and in cases of importance.
- (20) Formulation and implementation of Policies, Guidelines, Standard Operating Procedure in regard to conduct of state litigation or Government cases and functioning of Notary Public.
- (21) Periodical performance review of Government Advocates and Public Prosecutors at all level.
- (22) Fixation of fees structure for contempt cases.
- (23) Review of pending Government litigation from time to time.

## **29. Labour Welfare Department**

- (1) Administration of all labour welfare legislations (both Central and State) along with the Rules.
- (2) All labour and worker related legislations at the center and international level will be duly examined and incorporated dynamically as per law and procedure.
- (3) Performing statutory and quasi-judicial functions pertaining to industrial disputes arising out of different labour problems through its conciliatory machineries.
- (4) Ensuring occupational safety, health and hygiene, working conditions in various factories and establishment concerned
- (5) Formulation of projects, policies, schemes etc. for development of workers.
- (6) Formulation of State Acts and Rules related to labour laws, when necessary.
- (7) Providing social security benefits to unorganised workers including Building and other Construction workers of Assam.
- (8) Promotion of a labour market which is conducive to investment, decent work environment, positive industrial relations and overall economic growth.
- (9) Maintaining the welfare of labour force with harmonious industrial relations to achieve a sustainable economy through -
  - (a) Appropriate legislations and regulations;
  - (b) Inspection, compliance monitoring and enforcement;
  - (c) Social and income protection; and (d) Social dialogue.
- (10) Examination, testing and certification of stability of buildings, machineries and equipment being used in the factories.
- (11) Performing statutory functions mandated under the Boilers Act, 1923 and regulations and rules framed thereunder.
- (12) Providing medical benefits to the insured persons and their family members.
- (13) Providing social security to tea gardens and Tea factories workers of Assam through five schemes, namely:-
  - (i) Provident Fund Scheme;
  - (ii) General Pension Scheme;
  - (iii) Family Pension Scheme;
  - (iv) Deposit Linked Insurance Scheme;
  - (v) Gratuity Scheme.

## **30. Legislative Department**

- (1) Examinations and scrutiny of proposals of Draft Bill, Ordinances, Regulations, Statutory Rules and Orders, Notification, Deed of Agreements, Memorandum of Association, Memorandum of Understanding, etc. relating to all Administrative Departments of the Government and drafting and finalization of all these projects of Legislations to give them a technical shape.
- (2) Receipt of the Authenticated Bills from Assam Legislative Assembly and take necessary actions for obtaining the assent of the Governor of Assam or the President of India as the case may be on the Authenticated Bill and thereafter to take necessary steps for publication of the same in the Official Gazette of Assam.
- (3) Circulation of State Acts, Ordinances to all concerned.

- (4) Preparation of authoritative texts in Assamese of all State Acts and of Ordinances.
- (5) Making arrangements for the translation of Central Acts and State Acts into Assamese, languages under the Assam Authoritative Text Act, 2018 and publication of translated version of the Central Acts, Ordinances and State Acts in the Official Gazette.
- (6) Preservation and maintenance of all State Acts published in the Extra Ordinary Gazette thereof and uploading of the same in Departmental website.
- (7) Matters relating to Assam State Legal Services Authority, District Legal Services Authority, Gauhati High Court Legal Services Committee and Lok Adalats under the Legal Services Authority Act, 1987.
- (8) Matters relating to State Law Commission.
- (9) Matters relating to Official Language Wing under Legislative Department.
- (10) Matters relating to payment of Defence Pleaders and Amicus Curiae Bills as legal aid to the poor.
- (11) Maintenance of the Library of the Department. Purchase of Law Books and Journals for the library of the Department.
- (12) Digitization of all State Acts and uploading thereof in the India Code Portal for dissemination of State Acts.

### **31. Medical Education and Research Department**

- (1) All matters relating to:-
  - (a) Medical Profession and medical education.
  - (b) Nursing profession and nursing education.
  - (c) Pharmacists and Pharmacy education.
  - (d) AYUSH and Alternative medicine.
- (2) Matters connected with Medical Colleges, All India Institute of Medical Science (AIIMS), Super-Specialty Hospital and other centers of Research and learning.
- (3) Matters relating to Dental, Nursing, Ayurvedic and Homeopathic colleges.
- (4) Matters connected with professional bodies like National Medical Commission, Dental Council of India, Nursing Council of India, and Red Cross.
- (5) Medical Health Recruitment Board.
- (6) Codes and Manuals pertaining to department under administrative control of Health and Family welfare Department and Medical Education and Research Department.
- (7) Recruitment Rules and Appointments.
- (8) Policy matters concerning Health and Family welfare and Medical Education.
- (9) Matters relating to Employees Health Insurance, other Health Insurance and other Assurance schemes.
- (10) Matters relating to Assam Cancer Care Foundation and Cancer care programmes.
- (11) Matters relating to Assam Employees Health Scheme.
- (12) Matters relating to Assam Health Infrastructure Department and Management Society (AHIDMS).
- (13) Matters relating to Srimanta Sankaradeva University of Health Sciences.
- (14) Matters relating to any other institution relating to Medical Education and Research.
- (15) Central Government or State Government programmes related to Medical Education and Research.

### **32. Mines and Minerals Department**

- (1) Exploration of mineral and groundwater resources throughout the State by,-
  - (a) Detailed Geological Mapping of mineral bearing areas;
  - (b) Core-drilling of mineral body;
  - (c) Ground water survey;
  - (d) Exploratory drilling and production well for groundwater;
  - (e) Collection of mineral and groundwater samples;
  - (f) Laboratory studies with the aim of establishing mineral and groundwater resources of the State;
  - (g) Reserve estimation of minerals;
  - (h) Auction of minerals.
- (2) Regulating the administration of mineral, petroleum and natural gas throughout the State by,-
  - (a) Grant of concession of minerals and petroleum;
  - (b) Assessment and realization of non-tax revenue to the State exchequer in the form of royalty, rents, etc. from the lessees on minerals and petroleum produced in the State;
  - (c) Grant of Exploration Licenses for minerals and petroleum to various public sector as well as private sector organizations;
  - (d) Approval of Mining plan for minor minerals;
  - (e) Grant of Mining leases for minerals and petroleum by the Mines and Minerals Department of the Government of Assam to various public sector as well as private sector organizations;
  - (f) Issuing of Dealer's license for limestone and coal under the provisions of "The Assam Minerals Regulation and Dealers Rules, 2020" to prevent illegal mining, storing, transportation etc. of coal and limestone;
  - (g) Taking care of enforcement and implementation of various relevant Acts and Rules in force by the lessees and licensees of all minerals.

### **33. Panchayat and Rural Development Department**

- (1) Implementation of Panchayati Raj System including the functioning of the Panchayati Raj Institutions (PRIs).
- (2) Conduct of Panchayat Election.
- (3) Matters related to Assam Panchayat Act, 1994.
- (4) Framing of guidelines and release of funds under Central Finance Commission and State Finance Commission to the Panchayats.
- (5) Matter related to settlement of Hat, Ghat, Fisheries, Pond.
- (6) Matter related to capacity building activities of the PRI members (Training etc.) under Rashtriya Gram Swaraj Abhiyan (RGSA).
- (7) Training of youth for self-employment and to organize need based training programs through State Institute of Panchayat and Rural Development, Assam (SIPRD).
- (8) Gaon Panchayat Development Plan (GPDP).
- (9) Matter related to State Election Commission.

- (10) Implementation of various schemes for eradication of rural poverty, employment generation, rural housing, livelihood, SARAS Mela and development of rural infrastructure.
- (11) Financial aid to Self-Help Groups for gainful economic activities.
- (12) Providing old age pension, widow pension and assistance to differently abled people.
- (13) Matters relating to Creation or Re-Organization of Development Blocks.
- (14) Matters relating to Socio-Economic Caste Census or Below Poverty Line (BPL) Census.

### **34. Parliamentary Affairs Department**

- (1) Assumption of office by the Governor.
- (2) Co-ordination between executive and legislature.
- (3) Assurance Committee matters. Scrutiny and implementation reports.
- (4) Instructions or guidance to Departments on procedural matters with regard to Assembly matters.
- (5) Follow up actions in respect of recommendations of various House Committees, e.g., P.A.C., Estimates Committee, etc.
- (6) Compilation and submission of weekly returns in respect of disposal of Assembly questions.
- (7) Matters relating to the assumption and relinquishment of offices by the Ministers, Ministers of States and Deputy Ministers.
- (8) Reimbursement of Medical bills of Ministers.
- (9) Officially sponsored visits of members of Assembly to places in the interest of public service.
- (10) Work connected with the All-India Whips' Conference.
- (11) Precedents, decisions and rulings of the Speaker on different matters.
- (12) Advice on Parliamentary matters.
- (13) Governor's Address to the Assam Legislative Assembly.
- (14) Planning and coordination of legislative and other official business.
- (15) Appointment of Members of Legislative Assembly for Committees and other bodies set up by the Government.
- (16) Functioning of Consultative Committees of Assam Legislative Assembly for various Ministries.
- (17) Implementation of the assurances given by Ministers in the Assam Legislative Assembly.
- (18) Advice to Ministries on procedural and other matters.
- (19) Matters connected with powers, privileges and immunities of Members of the Legislative Assembly.
- (20) Organizing of Youth Parliament competitions in schools and colleges throughout the State.
- (21) The Salaries, Allowances and Pensions of Members of the Assam Legislative Assembly.

- (22) The Salaries and Allowances of the Speaker, Deputy Speaker, Ministers, Deputy Ministers, State Ministers and Leader of Opposition of the Assam Legislative Assembly.

### **35. Personnel Department**

#### **(A) Personnel-A Branch:**

- (1) Appointment of Assam Civil Service (ACS) and Assam Land Revenue Service (ALRS) Officers.
- (2) Promotion, Transfer, Deputation, Departmental proceedings and all relevant service matters of Indian Administrative Service (IAS), Assam Civil Service (ACS) and Assam Land Revenue Service (ALRS) Officers.
- (3) Pension and Retirement benefits etc. to IAS, ACS and ALRS Officers.
- (4) Leave, foreign visit etc. of IAS, ACS and ALRS Officers.
- (5) Quinquennial Cadre Review of IAS.
- (6) Matter of joint Cadre Authority of All India Services from Assam Meghalaya cadre.
- (7) Creation or Up-gradation of Gazetted posts and creation of ex-cadre Posts for IAS, ACS and ALRS Officers.
- (8) Promotion of ACS and Non-ACS Officers to the IAS cadre.
- (9) Periodical Cadre Review of ACS and ALRS Cadre.
- (10) Framing of Rules and Regulation relating to establishment matters of IAS, ACS and ALRS Officers.
- (11) Placement of IAS, ACS and ALRS Officers in Directorates, Corporations, Public Sector Undertakings (PSUs) on deputation.
- (12) Re-employment and Re-engagement of officer after retirement.
- (13) Establishment matters of Secretary and above of Technical Departments as specified.
- (14) Appointment of Chairman and Members of the Assam Administrative Tribunal.
- (15) Conduct of Combined Competitive Examination through Assam Public Service Commission (APSC).
- (16) Investiture of Magisterial Power.
- (17) Nomination of IAS probationers for district training.

#### **(B) Personnel-B Branch:**

- (1) Advise Departments in the matter of framing and relaxation of Service Rules for various services.
- (2) Concurrence to the proposal for-
  - (i) relaxation of any general Service Rule;
  - (ii) relaxation of any General Service condition; and
- (3) Advise Departments on reference in the matters regarding fixation of seniority during promotion, Departmental Proceedings and all matters relating thereto.
- (4) Compilation of quarterly statement of departmental proceedings case, maintenance of records in respect of officers dismissed, removed or compulsorily retired.
- (5) Dealing of matters relating to Service Associations, conventions, co-ordination, including the grant of recognition.
- (6) Dealing of matter relating to policy on special reservation in post and services in respect of Women, Person with Disability, Ex-servicemen, Economically Weaker Section.

- (7) Dealing of matters as specified relating to the Assam Public Service Commission.
- (8) Matters relating to policy on appointment on compassionate ground.
- (9) Matters relating to absorption of retrenched personnel of temporary Departments.
- (10) Matters relating to debarring persons from Government service.
- (11) All matter relating to Recruitment Commission for Class-III and Class-IV posts.
- (12) Policy matters relating to upper age limit for entry into Government Service.
- (13) Matters relating to grant of Special Pay, Additional Pay, Compensatory Allowance, honorarium, etc., to Gazetted Officers.
- (14) Grant of Gazetted status.
- (15) Nodal Department for the Assam SC and ST (Reservation in Services for Vacancies and Posts) Act and all matters relating to reservation in services.

### **36. Political Department**

- (1) Matters related to National Human Rights Commission and Assam Human Rights Commission.
- (2) Security related matters including Security Related Expenditure (SRE), matters of State Security Review Committee, matter relating to Telecom Services and Internet, matter relating to Personal Security Officer (PSO) and Security of vulnerable persons.
- (3) Security matter of all courts, Assam Secretariat and Assam Legislative Assembly Complex. Security of vital installation like Airport, Railways, National Highways, Oil and Natural Gas Corporation, Refinery etc.
- (4) Visit of VVIP, VIP and Foreign dignitaries and their security arrangement.
- (5) Release of fund for construction of detention centers.
- (6) All matters related to crime and narcotics including Narcotic Drugs and Psychotropic Substances (NDPS) Act, 1985 Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances (PITNDPS) Act, 1988 and related Court Cases.
- (7) Matters related to National Security Act, 1980 (NSA).
- (8) Matters relating to crime against women and children.
- (9) Matter relating to commutation of sentence other than life convicts.
- (10) Matters relating to National Register of Citizens (NRC) and Aadhaar.
- (11) Detention center and detention and deportation of foreigners' matters and coordination with Ministry of External Affairs, Ministry of Home Affairs.
- (12) All matters related with prevention, infiltration of foreigner, Foreigners tribunal and Doubtful voters.
- (13) Permanent Resident Certificate, Domicile, De-limitation and Citizenship act and rules matters.
- (14) Matters related to official language implementation.
- (15) Matters related with State Level National Integration Council (SLNIC).
- (16) Matters related with cattle smuggling.
- (17) Designated camps and rehabilitation of surrendered youth.
- (18) Bodoland Territorial Council matters and Memorandum of Settlement.
- (19) Counter insurgency operations and logistics.
- (20) Law and order in inter-state border areas.
- (21) Matters related to peace process, Suspension of Operation (SOO), SOO cadres and their stipend.

- (22) Matters related to withdrawal of cases of surrendered militants.
- (23) Matters related to Press Council.
- (24) Firing range matters.
- (25) Matters related to Commission of Inquiry.
- (26) Matters related to Sixth Schedule Areas, Autonomous Councils and Tribal council.
- (27) Ethnic caste, community issues, separate state demand related issues and accord matters.
- (28) Force deployment and requisition of Central Armed Police Force (CAPF) matters.
- (29) Unified Command matters.
- (30) Armed Forces (Special Powers) Act, 1958 (AFSPA) and Essential Services Maintenance Act, 1968 (ESMA) matters.
- (31) Banning of organizations under Unlawful Activities (Prevention) act, 1967.
- (32) Matters relating to prosecution sanctions other than government servants.
- (33) Residuary cases under Terrorist and Disruptive Activities (Prevention) Act, 1987 (TADA), and cases under Assam Disturbed Areas Act, 1955.
- (34) The Assam Maintenance of Public Order Act, 1947.
- (35) Private Security Guards matters under Private Securities Agencies (Regulation) Act, 2005 (PSARA).
- (36) Central Bureau of Investigation, National Investigation Agency, LIA matters.
- (37) Cybercrime matters.
- (38) Matters related with Scheduled Caste and Scheduled Tribes atrocities and human trafficking.
- (39) Matters related to Union Public Service Commission and Assam Public Service Commission exam.
- (40) Matter relating to Prevention of Infiltration of Foreigners (PIF) Scheme.
- (41) Matter relating to Immigration Check Post.
- (42) Bharat Ratna and Padma Award.
- (43) Matter relating to Central Scheme for Assistance to Civilian Victims of Terrorist, Communal and Naxal Violence.
- (44) National Population Register (NPR) Matters.
- (45) Matter relating to National Foundation for Communal Harmony (NFCH).
- (46) Matters relating to Assam Cattle Preservation Act, 2021.
- (47) Matter relating to e-FT.
- (48) Matters related to Government Pleader's extension, appointment, payment of bills of Foreigners Tribunals.
- (49) Matters relating to international borders including Indo-Bangladesh and Indo Bhutan Border.
- (50) Registration with Foreigners Regional Registration Officers (FRRO)
- (51) Matter relating to Ashok Chakra, Foreign Contribution (Regulation) Act, 1976.
- (52) All vigilance matters under Prevention of Corruption Act, 1988.
- (53) Financial and Establishment matters of Directorate of Vigilance and Anti-Corruption, State Vigilance Commission along with Financial Matters of Bureau of Investigation Economic Offences (BIEO).
- (54) Matters relating to meetings of the Cabinet and Council of Ministers.

(55) Matter related to freedom fighters.

### **37. Power Department**

- (1) Monitoring appointments of various portfolios of Assam Power Distribution Company Limited (APDCL), Implementation of distribution, generation, transmission projects of Assam Power Distribution Company Limited (APDCL), Implementation of Transmission Projects of Assam Electricity Grid Corporation Limited (AEGCL), POWERGRID and North East Transmission Company Limited (NETC), Board of Directors, Assam Electricity Regulatory Commission (AERC), Energy Conservation, Non-Conventional Energy.
- (2) Formulation, monitoring and implementation of policies and programmes.
- (3) Administration of Electricity Act, 2003, Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulations, 2010 and any subsequent Central and State Acts.
- (4) Administration of certain provisions of the Assam Cinema (Regulation) Rules, 1960 made under The Assam Cinemas (Regulation) Act, 1953.
- (5) Administration of the provisions of the Assam Electrical Licensing Board Regulation, 1992.
- (6) Administration of provisions of the Assam Lifts and Escalators Rules, 2010 made under the Assam Lifts and Escalators Act, 2006
- (7) Administration of provisions of the Energy Conservation Act, 2001. Matters relating to Assam Power Generation Corporation Limited.
- (8) Matters relating to Assam Power Distribution Corporation Limited.
- (9) Matters relating to Assam Electricity Grid Corporation Limited.
- (10) Matter related to energy efficiency.
- (11) Matter related to new and renewable source of energy.

### **38. Public Health Engineering Department**

- (1) Providing safe and potable drinking water supply in the rural areas of the state.
- (2) Providing and maintaining safe sanitation and best hygiene practices in the rural areas.
- (3) Ensuring effective solid waste management in rural areas through composting and biogas plants for biodegradable waste and processing and scientific disposal facilities for non-biodegradable waste.
- (4) Effective management of grey water through proper conveyance systems and soakage pits, and faecal sludge through safe treatment facilities.
- (5) IEC and capacity building activities for the beneficiaries for sustainability of all the schemes.
- (6) Empower and develop human resource in the sector such that the demands of construction, plumbing, electrical, water quality management, water treatment, Observations and Measurements etc. are taken care of in short and long term.
- (7) Monitoring and Evaluation of all schemes for regular updation, progress and future goals.

### **39. Public Works Building and National Highways Department**

- (1) Construction and maintenance of National Highways.

- (2) Architectural and Structural Planning, Designing, Construction and Maintenance of functional and residential buildings of different departments under the Government of Assam.
- (3) Planning, Designing, Construction and Maintenance works for any public sector undertaking that may requisition technical expertise for executing building projects.
- (4) Construction, repair and maintenance works for local bodies and autonomous organizations or institutions of the State Government as “Deposit works”.
- (5) Preparation and revision of Specifications for all works of Buildings.
- (6) Preparation and revision of Schedule of Rates for all works of Building and of National Highways.
- (7) Approval of new products and maintaining up-to-date lists of approved manufacturers for specified materials.
- (8) Provide consultancy services in planning, designing and construction of civil engineering projects, as and when required by public undertaking and other autonomous bodies.

#### **40. Public Works Roads Department**

- (1) Construction of all-weather road in the State.
- (2) Improvement, widening and strengthening of State Highways and Major District Roads.
- (3) Construction of bridges.
- (4) Improving the road maintenance system and Road Safety Management System.
- (5) Project planning, Project preparation and approval, Procurement, Contract Management, Vendor Management, Monitoring and review, Appraisal, Capacity Building, Training and research and Innovation in construction industry.

#### **41. Revenue and Disaster Management Department**

##### **(A) Land Administration and Acquisition Branch:**

- (1) Matters relating to constitution and re-organization of jurisdiction of field offices and instrumentalities incidental thereto.
- (2) Matters relating to transfer of property including agricultural and non-agricultural land.
- (3) Matters relating to land revenue including assessment, re-assessment and recovery of arrears of land revenue (Bakijai).
- (4) Matters relating to creation, merger and division of revenue villages.
- (5) Matters relating to Acquisition, Requisition and alienation of land.
- (6) Matters relating to service conditions of the human resources engaged for land administration including those in the Revenue and Disaster Management Department.
- (7) Matters relating to establishment of the Directorate of Land Records and Survey and Directorate of Land Requisition, Acquisition and Reforms.
- (8) Matters relating to Assam Board of Revenue.
- (9) Matters relating to training of revenue machinery including establishment of training institutions.
- (10) Matters relating to establishment of revenue towns.

**(B) Survey and Settlement Branch:**

- (1) Matters relating to land surveys, cartography and cadastral mapping.
- (2) Matters relating to the formulation and implementation of land policy.
- (3) Matters relating to allotment, settlement, re-settlement, protection of Government land, conservation of reserved land, re-classification and conversion of land.
- (4) Matters relating to international, inter-state and inter-district boundary.
- (5) Matters relating to tea garden, tea land and small tea growers.
- (6) Matters relating to tribal belts and blocks.
- (7) Matters relating to questions of policy related to land raised by Autonomous councils- Bodoland Territorial Council (BTC), Karbi Anglong Autonomous Council (KAAC) and North Cachar Hills Autonomous Council (NCHAC).
- (8) Matters relating to land equity including settlement of land to landless people.
- (9) Matters relating to eviction of unauthorized occupants on government land.
- (10) Matters relating to conclusive titles, title guarantee and ancillary matters.

**(C) Land Reforms Branch:**

- (1) Matter relating to implementation of Central and State Land Reforms Laws, Land Advisory Committee, Agriculture Census Operation.
- (2) Matters relating to prohibition of land grabbing.
- (3) Matters relating to protection of hill land and ecological sites.
- (4) Matters relating to Land ceiling cases in urban and rural areas including management of ceiling surplus land.
- (5) Matters relating to Wakf Property and its management.
- (6) Matters relating to land tenures including the relation of landlord and tenant.
- (7) Matters relating to acquisition of land belonging to religious or charitable institutions of public nature.
- (8) Matters relating to Implementation of Assam Accord (Clause 10 and 11).
- (9) Matters relating to infusion of technology in land governance and administration including e-governance projects.

**(D) Registration Branch:**

- (1) Matters relating to registration of deeds and documents including optional registrable documents.
- (2) Matters relating to rates of registration fees for registration of deeds and documents.
- (3) Matters relating to stamp duties other than duties or fees collected by means of judicial stamps.
- (4) Matters relating to rates of stamp duty in respect of documents other than those specified in the provisions of List-I of Constitution of India.
- (5) Matters relating to establishment of Inspector General of Registration (IGR) and its sub-ordinate offices and other instrumentalities incidental thereto.
- (6) Matters relating to zonal valuation of land.
- (7) Matters relating to stamps including digital stamping and e-stamping.
- (8) Matters relating to registration of marriages under Special Marriage Act, 1954, Hindu Marriage Act, 1955, The Indian Christian Marriage Act, 1872 and Assam Moslem Marriages and Divorces Registration Act, 1935.

#### **(E) Disaster Management Branch**

- (1) Matters relating to disaster management as emanating from (a) Disaster Management Act, 2005, (b) State Policy on Disaster Management and (c) State Action Plan on Climate Change.
- (2) Matters relating to post disaster recovery and re-construction including its financing.
- (3) Matters relating to relief, rescue, rehabilitation and payment of ex-gratia to victims of natural disasters.
- (4) Matters relating to disaster risk reduction roadmap and disaster mitigation.
- (5) Matters relating to establishments of Assam State Disaster Management Authority (ASDMA) and District Disaster Management Authorities (DDMA).
- (6) Matters relating to payment of ex-gratia to the victims of manmade disaster.

#### **42. Science, Technology and Climate Change Department**

- (1) Formulation of policies on various aspects of science, technology and climate change, which are in the interest of the State.
- (2) Implementation of schemes on Science and Technology of the Government of India, Government of Assam, North-Eastern Council, Indian Space Research Organisation, North Eastern Space Application Centre and other public bodies through necessary collaborations.
- (3) Promoting research and development and innovations through various schemes in Assam by providing technical and financial support to the scientists, technical persons, innovators, experts and scientific and academic institutions.
- (4) Promoting new areas of Science and Technology with special emphasis on emerging areas such as Nanotechnology, artificial intelligence, utilization and promotion of space inputs for governance and development planning, etc.
- (5) Coordinate and integrate areas of Science and Technology having cross-sectoral linkages in which a number of institutions and departments have interest and capabilities.
- (6) Manage information systems for science and technology and coordination thereof.
- (7) Promotion of Geo-spatial technology among various line departments and supporting schemes pertaining to application of remote sensing and geographical information system.
- (8) Matters relating to institutional Science and Technology capacity building including setting up of new institutions and institutional infrastructure to create a better science and technology eco-system for overall development of the state.
- (9) Taking up schemes and programmes for communicating science and technology, environmental education, awareness and conservation and to build climate resilience at the village, district and state levels for socio-economic development and for creation of scientific temper among all sections of people.
- (10) Advise and support concerned Departments, Organizations, Public Bodies under Government of Assam on the various aspects of Science and Technology, including institutional capacity building for adequate science and technological interventions.

- (11) Leveraging Biotechnology to unleash the bio-resource potential in Assam for creating a sustainable bio-economy public bodies, etc. on matters related to science and technology.
- (12) Harnessing of solar, wind, biomass, micro-hydel potential and other forms of non-conventional and renewable energy.
- (13) Development of human resource in the field of science, technology and climate change and to recognize scientific talents of the state.
- (14) IPR (Intellectual Property Rights) awareness and protection of intellectual properties and indigenous scientific knowledge.

#### **43. School Education Department**

- (1) Expansion of quality education to all children and ensure enrolment and retention to all.
- (2) Inclusion of disadvantaged groups and weaker sections and bridging gender gap.
- (3) Improving standard of education.
- (4) Institutional and systematic reforms.
- (5) Implementation of Right of Children to Free and Compulsory Education Act, 2009 and improving the standard and quality of school education in the state of Assam.
- (6) Making provisions for rationalization, merger and amalgamation of schools.
- (7) Working for quality improvement of teachers in compliance of section 23 of the Right of Children to Free and Compulsory Education Act through State Council for Educational Research and Training.
- (8) Monitoring the functions of Assam State Textbook Production and Publication Corporation Limited regarding publication and distribution of textbooks from Ka Shreni to Class X.
- (9) Monitoring of ERP (Enterprise Resource Planning) through Directorate of Elementary Education, Assam.
- (10) Framing rules and working agenda under New Education Policy, 2020 in connection with Elementary schools of Assam.
- (11) Appointment of Chairman of Board of Secondary Education, Assam (SEBA) and Assam Higher Secondary Education Council (AHSEC).
- (12) Matter relating to regulation of Board of Secondary Education, Assam (SEBA) and Assam Higher Secondary Education Council (AHSEC).
- (13) Matter relating to Establishment and Appointment of Headmaster, Assistant Headmaster both Government and Provincialized School.
- (14) Matter relating to Establishment and Appointment of Principal, Vice-Principal both Government and Provincialized School.
- (15) Establishment of Directorate of Secondary Education and Directorate of Non-Formal and Adult Education.
- (16) Establishment matters of Assam Education Service.
- (17) Matter relating to Jawahar Navodaya Vidyalaya.
- (18) Provincialization matters.
- (19) Amalgamation and Merger of Schools, Conversion of Schools.

- (20) Matter relating to Board of Secondary Education, Assam (SEBA), Assam Higher Secondary Education Council (AHSEC) and Rashtra Bhasha Prasar Samitee.
- (21) Appointment of TET teachers.
- (22) Allotment of lands for Educational Institutions.
- (23) Matter relating to State and National Awardee Teacher.
- (24) Matters relating to Private School and Private Educational Institutions.

#### **44. Skill, Employment and Entrepreneurship Department**

- (1) Matters relating to registration in Employment Exchanges.
- (2) Establishment of Employment Exchanges, Model Career Centers (MCCs) and provision for Career counselling, Vocational Guidance to the youths of Assam in Employment Exchanges and MCCs.
- (3) Setting up of ITIs and provision of Vocational Training to the youths of Assam through the Industrial Training Institutes (ITIs).
- (4) Conducting Job Fair, Job Drives and Recruitment Drives to create employment opportunities for the youth of Assam.
- (5) Provision for providing Short term training in multiple sectors as per Industry requirement-
  - (i) To bring all Skill Training under the ambit of Skill Employment and Entrepreneurship.
  - (ii) Provision of subsidy and financial incentives to trainees.
  - (iii) Provision for Collaboration with various Private or Public companies both national and international for training of students and their placement.
- (6) Providing skill training through North East Skill Centre and apprenticeship training of youth in the industries and establishments.
- (7) Establishment of Assam Skill University (ASU) for providing quality Technical and Vocational Education.
- (8) Conducting Employment related surveys, studies and employability enhancement activities for the benefit of the youth of Assam.
- (9) Matters relating to District Youth Welfare Centre (DYWC) and Skill Yatra.
- (10) Matters relating to skilling in indigenous employment sectors and upskilling of existing workforce in various sectors like tour guides, hotel staff etc.

#### **45. Social Justice and Empowerment Department**

- (1) Administration, formulation and implementation of policies and programmes for welfare and development of the Scheduled Castes (SC) and Other Backward Classes (OBC) in the State.
- (2) Implementation of the programmes and Schemes of the Scheduled Caste Sub Plan (SCSP) components of Annual Plan, Central and State Government's funded programmes for the welfare of Scheduled Castes (SC) and Other Backward Classes (OBC) communities in the State.
- (3) Matters relating to Assam State Development Corporation for Schedule Caste Limited.
- (4) Matters relating to Assam State Development Corporation for Other Backward Classes Limited.

- (5) Matters relating to The Assam State Backward Classes Commission.
- (6) Welfare of Senior Citizens.
- (7) Welfare of Differently Abled Persons.
- (8) Welfare of Transgender.
- (9) To act as the Nodal Department for matters pertaining to Disability.
- (10) Establishment and maintenance of Old Age Homes.
- (11) Establishment and maintenance of Halfway Homes, Homes for persons suffering from mental illness.
- (12) Special schemes aimed at rehabilitation and social, educational and economic empowerment of Persons with Disabilities.
- (13) Awareness generation and prevention of alcohol, drugs and substance abuse.
- (14) Awareness generation, research, evaluation and training of various schemes.
- (15) Implementation of the Rights of Persons with Disabilities Act, 2016 (49 of 2016).
- (16) Matters relating to inclusion and exclusion of any community in the Scheduled Caste, and Other Backward Classes List of Assam.
- (17) Matters relating to Development Councils (SC, OBC, MOBC and General): -
  - (i) Kalita Development Council.
  - (ii) Gorkha Development Council.
  - (iii) Nath Yogi Development Council.
  - (iv) Bishnupriya Manipuri Development Council.
  - (v) Manipuri Development Council.
  - (vi) Hindi Speaking Development Council.
  - (vii) Bengali Speaking Development Council.
  - (viii) Keot Development Council.
  - (ix) Sut Development Council.
  - (x) Goria Development Council.
  - (xi) Tai Ahom Development Council.
  - (xii) Chutia Development Council.
  - (xiii) Koch Rajbongshi Development Council.
  - (xiv) Maimal Development Council.
  - (xv) Moria Development Council.
  - (xvi) Sadharan Jati Development Council.
  - (xvii) Adivasi Development Council.
  - (xviii) Tea and Ex- Tea Garden Development Council.
  - (xix) Chaudang Development Council.
  - (xx) Kumar Development Council.
  - (xxi) Jolha Development Council.
  - (xxii) SC Development Council.
  - (xxiii) Brahmin Development Council.
- (18) Matters relating to State Level Scrutiny Committee (SLSC) for verification of Schedule Caste (SC) and Other Backward Classes (OBC) Caste Certificates.
- (19) National Commission for Schedule Caste (SC) and Other Backward Classes (OBC).
- (20) Parliamentary Committee, Assembly Committee for welfare of Other Backward Classes (OBC).

- (21) Parliamentary Committee, Assembly Committee for welfare of Scheduled Caste (SC).
- (22) Matter relating to Manual Scavengers.
- (23) Matters relating to Autonomous Councils-
  - (i) The Moran Autonomous Council Act, 2020.
  - (ii) The Matak Autonomous Council Act, 2020.
  - (iii) The Kamatapur Autonomous Council Act, 2020.
- (24) The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 to prevent the Commission of offences of atrocities against the members of the Scheduled Castes and the Scheduled Tribes.
- (25) Matters related to Sub-Divisional Development Board for Scheduled Caste (SC), Other Backward Classes (OBC) and More Other Backward Classes (MOBC).

#### **46. Soil Conservation Department**

- (1) Scientific Management of most vital natural resources namely Soil, Water and Vegetation.
- (2) Development of rain-fed agricultural lands by taking up Various Soil Erosion Control and water harvesting and Conservation measures.
- (3) Mitigation of flash flood through ecological management practices at greater Guwahati region.
- (4) Watershed Development.
- (5) Reducing all forms of Soil erosion from Agricultural Land by Soil Moisture Conservation works.
- (6) Restoring ecological balance by augmenting, conserving and harnessing natural resources.
- (7) Increasing Agricultural productivity of farmers in a sustained manner by various conservation measures.
- (8) Enabling farmers to shift from mono cropping to double cropping and creating valuable assets in the field for the farmers.
- (9) Addressing desertification, land degradation and Climate Change impact on land and water.

#### **47. Sports and Youth Welfare Department**

- (1) Creating sports infrastructure, maintenance of the infrastructures, development of playfields, create human resource for sports and physical education, promote sports and implement the provisions of the Integrated Sports Policy in order to bring about social transformation by promoting sports and spreading awareness of sports across different sections of the society resulting in character building and inclusive development.
- (2) All round development of the youth of the state through State Level Advisory Committee for Student and Youth Welfare and Assam Youth Commission.
- (3) Coordinating with National Service Scheme, Nehru Yuva Kendra, National Cadet Corps and Bharat Scouts and Guides and other youth organizations of the State for the welfare of the youth.
- (4) Supporting sports and youth welfare by providing funds and technical support.

#### **48. Tea Tribes and Adivasi Welfare Department**

- (1) To accelerate the socio-economic development of the Tea Tribes and Adivasi people of Assam.
- (2) Formulation of policies, projects, schemes, etc. for development of Tea Tribes and Adivasi communities.
- (3) To enhance the gainful employability of the Tea Tribe's and Adivasi manpower.
- (4) To gear up the activities for spreading out institutionalization of education at different level viz. primary, secondary and higher.
- (5) To coordinate with other Departments for providing basic amenities like health and hygiene, sanitation, safe drinking water, electricity.
- (6) To monitor and assess all development works undertaken by various Departments in areas inhabited by tea tribes and ex-tea tribes.
- (7) To create awareness among women for creating women Self Help Groups in coordination with various organizations including voluntary organization.
- (8) To monitor and coordinate with the management of the tea gardens for providing eco-friendly working environment.
- (9) To develop appropriate network between the Government Departments and the other various organizations with a view to enabling the speedy disposal of matters relating to tea garden tribes.
- (10) To implement schemes in different sectors, viz. education, housing for tea garden workers, skill employment and youth welfare, financial inclusion, etc.

#### **49. Tourism Department**

- (1) To frame policies and programmes for the development and promotion of Tourism in Assam.
- (2) To monitor the implementation of projects for which financial assistance is sanctioned both by the Centre as well as the State.
- (3) To thrive for increasing the number of footfalls of both domestic and foreign tourists with active participation of all segments of the society.
- (4) To ensure quality standards among tourism service providers.
- (5) To focus in integrated development of tourism infrastructure in effective partnership with various stakeholders,
- (6) To project Assam as a 365 days tourist destination in collaboration with other Administrative Department.

#### **50. Transformation and Development Department**

- (1) Strategic planning for Transformation and Development of Assam.
- (2) Nodal Department for inter-sectoral development activities.
- (3) Evidence based analysis of ongoing development schemes.
- (4) Monitoring of schemes as identified by Government from time to time.
- (5) Nodal Department for co-ordination with the Ministry of Development of North East Region (DONER) including North Eastern Council (NEC).
- (6) Nodal Department for co-ordination with NITI Aayog.

- (7) Nodal Department for implementation of State Priority Schemes under Member of Parliament Local Area Development (MPLAD), Member of Legislative Assembly Local Area Development (MLALAD), Untied Fund, Asom Darshan, Assam Adarsha Gram Yojana, Gyanjyoti and any other scheme as allocated by Government from time to time.
- (8) Matters relating to Aspirational District.
- (9) Matters relating to Omeo Kumar Das Institute of Social Change and Development.
- (10) Matters relating to State Innovation and Transformation Ayog (SITA).
- (11) Matters relating to Directorate of Economics and Statistics, Assam.

### **51. Transport Department**

- (1) Registration of vehicles and licensing of drivers.
- (2) Assessment and collection of Motor Vehicles Tax and Fees etc.
- (3) Grant, Issuance of Fitness Certificate to the Transport Vehicles.
- (4) Issue Road Permits to Stage Carriage, Contract Carriage, Goods Vehicles and countersign the same.
- (5) Authorization and issuance of permit for National and All India vehicles.
- (6) Detection of offender vehicles violating the relevant Rules and Regulations and act against them through the Enforcement Wing of Transport Department.
- (7) Maintenance of road safety measures and Observance of programmes, workshop, and seminar on Road safety at regular intervals.
- (8) Running of Driver and Conductor's Training Institutes.
- (9) To take action to minimize the vehicular air pollution.
- (10) Survey and Registration of Boats and Vessels.
- (11) Enhance inland waterways in Assam and create infrastructure for enabling transportation of passengers and cargo through waterways and to upgrade the infrastructure facility.
- (12) Operation of ferry services on the river Brahmaputra, Barak and in its tributaries for the purpose of public utility.
- (13) Imparting training to ferry crew.
- (14) Providing inter and intra District Bus Services to the General Public at a very economical and affordable fares throughout Assam.
- (15) Provide passenger amenities to the public travelling by Bus.
- (16) To ensure reliable and robust air connectivity in the State.

### **52. Tribal Affairs (Plain) Department**

- (1) Administration, formulation and implementation of policies and programmes for welfare and development of the Scheduled Tribes (ST) in the State.
- (2) Implementation of the programs and Schemes of the Tribal Sub Plan (TSP) components of Annual Plan, Central and State Government's funded programmes for the welfare of Scheduled Tribe (ST) communities in the State excluding the Autonomous Hill districts of Karbi Anglong, Dima Hasao and Bodoland Territorial Region (BTR).
- (3) Matters relating to Assam Institute of Research for Tribals and Schedule Castes.

- (4) Matters relating to Assam Plains Tribes Development Corporation Limited.
- (5) Matters relating to implementation of the following Acts, namely:-
  - (i) Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.
  - (ii) The Tiwa Autonomous Council Act, 1995.
  - (iii) The Rabha Hasong Autonomous Council Act, 1995.
  - (iv) The Mising Autonomous Council Act, 1995.
  - (v) The Deuri Autonomous Council Act, 2005.
  - (vi) The Sonowal Autonomous Council Act, 2005.
  - (vii) The Thengal Kachari Autonomous Council Act, 2005.
  - (viii) The Bodo Kachari Welfare Autonomous Council Act, 2020.
- (6) Matters relating to inclusion and exclusion of any community in the Scheduled Tribes List of Assam.
- (7) Matters relating to State Level Scrutiny Committee (SLSC) for verification of Schedule Tribes (ST) Certificates.
- (8) National Commission for Scheduled Tribes.
- (9) Parliamentary Committee and Assembly Committee for welfare of scheduled Tribes (ST).
- (10) Matters relating to Development Councils (ST): -
  - (i) Garo Development Council.
  - (ii) Barman Dimasa Kachari Development Council.
  - (iii) Khasi Jaintia Development Council.
  - (iv) Development Council for Karbis living outside Karbi Anglong.
  - (v) Barak Valley Hills Tribes Development Council.
  - (vi) Amri Karbi Development Council.
  - (vii) Singhpho, Sema, (Man Tai) Development Council.
  - (viii) Hajong Development Council.
  - (ix) Sarania Kachari Development Council.
  - (x) Mech Kachari Development Council.
  - (xi) Madahi Development Council.
- (11) Matter relating to Sub Divisional Development Board for Schedule Tribe (ST) and Integrated Tribal Development Programme (ITDP).

### **53. Water Resources Department**

- (1) Developing comprehensive flood control and mitigation programs, formulation and execution of schemes and projects towards management of floods, controlling river bank erosion, providing relief to the drainage congested areas of the state.
- (2) Engaging with the neighbouring countries and states for evaluation and execution of effective measures for flood management in the state.
- (3) Pre-Construction Survey, preliminary investigation and studies for preparation of memo of the works.
- (4) Preparation of Detailed Project Report (DPR) of Anti-erosion, town protection, flood prevention, drainage development, land reclamation and river channelization schemes.

- (5) Execution of new marginal embankment, raising and strengthening of weak and deplorable embankment, anti-erosion, town protection schemes, drainage development, land reclamation and river channelization schemes.
- (6) Implementation of Externally Aided Projects under Water Resources Department
- (7) Monitoring and maintaining quality of the construction material and work execution.
- (8) Collection, compilation and analysis of hydro-meteorological data.
- (9) Carrying out surveys and studies relating to Water Resource.

#### **54. Welfare of Bodoland Department**

- (1) Formulation and implementation of policies and programmes for welfare and all-round development of the people inhabiting in the Bodoland area under the Sixth Schedule of the Indian Constitution.
- (2) Implementation of Tribal Sub-Plan of the State Annual Plan, Central and State Government funded programmes in the Bodoland area under the Sixth Schedule.
- (3) Implementation of the Acts related with the Bodoland areas under the Sixth Schedule in the State.
- (4) Enabling and strengthening the Bodoland Territorial Region (BTR) to discharge their functions efficiently under through policy support and interface with the Government of Assam and its departments.
- (5) Implementation of the schemes and programmes implemented in the Bodoland Territorial Region (BTR).
- (6) Identification of problems of the economic backwardness for the improvement of their Social, educational and economic conditions.
- (7) Formulation of schemes for the rehabilitation and assistance to the indigenous people living outside the BTR areas.

#### **55. Welfare of Minorities and Development Department**

- (1) Matters relating to Socio-economic welfare of minorities and people inhabiting the Char areas.
- (2) Matters relating to Haj.
- (3) Matters relating to the following organizations -
  - (a) Assam Board of Wakf (ABW);
  - (b) Assam Minorities Development Board (AMDB);
  - (c) Assam Linguistic Minorities Development Board (ALMDB);
  - (d) Assam State Commission for Minorities (ASCM);
  - (e) Joint State Haj Committee (SHC);
  - (f) Assam Minorities Development and Finance Corporation Ltd;
  - (g) Directorate of Char Areas Development Assam (CADA).

#### **56. Women and Child Development Department**

- (1) Women and Child welfare and co-ordination of activities of other Departments and Organizations in connection with this subject.
- (2) Care of pre-school children including pre-primary education and their nutrition.
- (3) Implementation of the provisions of following Acts and Rules, namely:-
  - (i) The Indecent Representation of Women (Prevention) Act, 1986;

- (ii) The Dowry Prohibition Act, 1961;
  - (iii) The Infant Milk Substitutes, Feeding Bottles and Infant Food (Regulation of Production, Supply and Distribution) Act, 1992;
  - (iv) The Juvenile Justice (Care and Protection of Children) Act, 2015;
  - (v) The Prohibition of Child Marriage Act, 2006.
- (4) Welfare of pregnant and lactating women.
  - (5) Welfare and care of Women in distress.
  - (6) Women's Empowerment and Gender Equity.
  - (7) Issues relating to children in conflict with law and vagrancy.
  - (8) Probation of children in conflict with law.
  - (9) Issues relating to adoption, State Adoption Resource Agency.
  - (10) Child Help Line.
  - (11) Institutional and non-institutional services for the care and protection of children in need including orphans and orphanages.
  - (12) Matters relating to (a) The Assam State Commission for Protection of Child Rights, (b) The Assam State Commission for Women, (c) State Child Protection Society and (d) Assam State Social Welfare Board.

**SECOND SCHEDULE**  
(See rules 12, 14, 15 and 26)

**Cases to be placed before the Cabinet, Chief Minister and the Governor**

Nature of Cases	Cabinet	Chief Minister	Governor
(1)	(2)	(3)	(4)
<b>1. Human Resource</b>	1. Proposals for the appointment or removal of the Advocate General or for determining or varying the remuneration payable to him.	1. Appointment of the Chief Secretary.	1. Appointment, resignation and removal of the State Election Commissioner and other members of the State Election Commission as per Article 243 (K) and 243 (ZA) of the Constitution of India.
	2. Proposals for recruitment from open market to the post of Grade I and II of the Assam Legal Service including appointment of Legal Remembrancer.	2. Proposals for the appointment and posting of the following officers: (a) Additional Chief Secretary, (b) Special Secretary, Principal Secretaries, (c) Additional Secretaries and (d) Joint Secretaries of Department of Government; (e) Agricultural Production Commissioner and Chairman, Board of Revenue (f) Heads of Departments [and Additional Heads of Departments] (g) Special officers of the status of Joint Secretaries and above (h) Commissioner of Police	2. Proposals relating to appointment of High Court Judges as per Article 217 of the Constitution of India.

Nature of Cases	Cabinet	Chief Minister	Governor
		(i) Deputy Inspectors General of police (j) Joint Commissioner of Police (k) District Commissioners and (l) Superintendents of Police.	
	3. Proposal involving any action for the dismissal, removal or suspension of a member of the Assam Public Service Commission.	3. Proposals for compulsory retirement under F.R. 56(b) where the appointing authority is the Governor.	3. Proposals for the appointment of Chairman, Members of the Assam Public Service Commission as per Article 316 of the Constitution of India.
	4. Proposals for the making or amending rules for regulating the recruitment and conditions of service of- (a) Persons appointed to the Secretariat staff of the Assembly [Article 187 (3)]; (b) Officers and employees of the High Court under Article 229, provisos to clauses (1) and (2); (c) Person appointed to the public	4. Proposal for dismissal, removal or reduction in rank of persons employed in civil capacities under the State invoking the proviso (c) to Article 311(2), where the Governor is satisfied that in the interest of the security of the State it is not expedient to hold such inquiry.	4. Cases pertaining to the Governor's personal establishment and Governor's House matters.

Nature of Cases	Cabinet	Chief Minister	Governor
	service and posts in connection with the State (proviso to Article 309).		
	5. Proposals involving any important alteration in the conditions of service of the members of any All India Service.	5. Proposal for awarding punishment under provisions of Sub-rule (iii) of rule 10 of the Assam Services (Discipline and Appeal) Rules, 1964.	
	6. Proposals for making or amending regulations under Article 318 or under the proviso to clause (3) of Article 320.	6. Proposals for Post creation above the rank of Joint Secretary and above.	
	7. Report of the Assam Public Service Commission on its work [Article 323(2)] and any action proposed to be taken with reference thereto.	7. Conferring of State and State Level Awards, medals etc.	
	8. Proposals for the making or amending of rules under Article 234.	8. Any communication from the Election Commission, especially with reference to its requirements as to staff and action proposed to be taken thereon.	

Nature of Cases	Cabinet	Chief Minister	Governor
	<p>9. Proposals for the issue of a notification under Article 237</p>	<p>9. Any proposal for the institution or withdrawal of a prosecution by Government against the advice tendered by the Judicial Department.</p>	
		<p>10. Cases pertaining to appeals against the orders of appointing Authority issued under the provisions of Assam Services (Discipline and Appeal) Rules, 1964, where the Governor is the appointing authority in relation to the Department concerned.</p>	
		<p>11. Proposals including any important changes in the structural organization, strength and distribution of Police Force.</p>	
<p><b>2. Legislative Matters</b></p>	<p>1. Proposals to summon, prorogue or dissolve the Legislative Assembly of the State.</p>		<p>1. Governor's address and message to the Legislative Assembly as per Article 175 of the Constitution of India.</p>

Nature of Cases	Cabinet	Chief Minister	Governor
	<p>2. Decision on questions arising as to whether the Member of a House of the Legislature of the State has become subject to any disqualification under Article 191 and any proposals to refer such questions for the opinion of the Election Commission, any proposal to recover or to waive recovery of the penalty due under Article 193.</p>		<p>2. Appointment, suspension, resignation and removal of the Chairman and members of the State Finance Commission under Article 243 (I) of the Constitution of India relating to Panchayati Raj Institutions.</p>
	<p>3. Proposals to move resolutions to request parliament to move law in State subject under Article 252.</p>		<p>3. Proposals for making or amending regulations under Article 318 of the Constitution of India or under the proviso to clause (3) of Article 320 of the Constitution of India.</p>
	<p>4. Proposals for legislation including the issue of ordinance under Article 213 of the Constitution.</p>		<p>4. Promulgation and withdrawal of ordinances as per Article 213 of the Constitution of India.</p>
			<p>5. Summoning, prorogation or dissolution of the State Assembly as per Article 174 of</p>

Nature of Cases	Cabinet	Chief Minister	Governor
			the Constitution of India.
			6. Decisions on questions as to disqualification of members of the State Assembly as per Article 192 of the Constitution of India.
			7. Bills reserved for Presidential Assent as per Article 201 of the Constitution of India.
			8. Bills passed by the Legislative Assembly for the Governor's assent as per Article 200 of the Constitution of India.
			9. Appointment and resignation of the Chief Ministers of the State as per Article 164 of the Constitution of India.
			10. Appointment and resignation of other Ministers of the State as per Article 164 of the Constitution of India.
<b>3.Financial Matters</b>	1. Proposals for the imposition of a new tax or any change in the method of assessment or the pitch of any existing		1. Cases relating to any dispute regarding the payment of a share of royalty accruing from mines and

Nature of Cases	Cabinet	Chief Minister	Governor
	<p>tax or land revenue or irrigation rates or for the raising of loans on the security of revenues of the State or for giving of a guarantee by the Government of the State.</p>		<p>minerals to the District Councils.</p>
	<p>2. Any proposal which affects the finances of the State which has not the consent of the Finance Minister.</p>		
	<p>3. Any proposals for re-appropriation to which the consent of the Finance Minister is required and has been withheld.</p>		
	<p>4. Proposals involving the alienation either temporary or permanent or of sale, grant or lease of Government property exceeding Rs. 10.00 Lakh in value or the abandonment or reduction of revenues exceeding that amount except when such alienation, sale, grant or lease of Government property is in accordance with the rules or with a general scheme already approved by the Cabinet.</p>		

Nature of Cases	Cabinet	Chief Minister	Governor
	5. Cases involving financial implications on which the Minister of Finance desires a decision of the Cabinet.		
	6. Any project which necessitates sharing or commitment of resources involving financial commitment above rupees Ten Crores or any government land between the private sector and the Govt. of Assam including its departments, PSUs, Administrative Offices or any entity funded partially or wholly from the consolidated fund of the State.		
	7. The Annual Financial Statement to be laid before the Legislative Assembly.		
	8. Proposals for Winding up, amalgamation or such other major schemes of structural reorganization of Public Sector Undertaking.		
<b>4. Decisions relating to Court Proceedings, Prosecutions</b>	1. Any proposal for the institution or withdrawal of a prosecution, suit or other court	1. Constitution of an advisory board under Article 22(4)(a) for preventing detention of persons without trial.	1. Proposals for the grant of pardons, reprieves, respites or remissions of punishment or for

Nature of Cases	Cabinet	Chief Minister	Governor
<b>and Law and Order</b>	proceedings by Government against the advice tendered by the Judicial Department.		the suspension remission or commutation of a sentence in pursuance of Article 161 of the Constitution of India.
		2. Cases which affect or are likely to affect the peace and tranquillity of the State.	
<b>5. Miscellaneous</b>	1. Proposals involving any policy or practice with interdepartmental implications.	1. Cases raising questions of major policy and cases of administrative importance.	1. Proposals for the constitution of autonomous regions in autonomous districts under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
	2. Proposals to vary or reverse a decision previously taken by the Cabinet.	2. Important cases which affect or are likely to affect the interests of Scheduled Castes, Scheduled Tribes and Other Backward Classes.	2. Proposals for the alteration of the areas of an autonomous district under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
	3. Reports of the Committees or Commissions of Inquiry appointed by the Government or in pursuance of a resolution passed by the State Legislative Assembly.	3. Cases which affect the relations of the State Government with the Government of India, any other State Government, with the foreign countries, the Supreme Court or the High Court.	3. Proposals for the union of two or more autonomous districts or parts thereof with a view to form one autonomous district and for the creation of new autonomous district under Sixth

Nature of Cases	Cabinet	Chief Minister	Governor
			Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
	4. Proposals to act otherwise than in accordance with the advice of the Assam Public Service Commission.	4. Proposals for the provisions of representation to the Anglo-Indian Community under Article 333.	4. Proposals for the constitution of District and Regional Councils and the framing of rules to govern the conduct of business in those bodies under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
	5. Proposals which adversely affect the operation of the policy laid down by the Central Government.	5. Matters of importance relating to the Sixth Schedule of the Constitution as the Chief Minister may consider necessary.	5. Cases relating to the application of Acts of Parliament or of the State Legislative Assembly to Autonomous Districts and Autonomous Regions under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
	6. Proposal relating to creation of new corporations or companies wholly owned by the State Government or by a Public Sector Undertaking belonging to the State Government or conversion of non-Government	6. Matters or cases of administrative importance which the Chief Minister may from time to time by general or special order, specify.	6. Proposals for the appointment of a Commission to enquire into and report on the administration of Autonomous Districts and Autonomous Regions under Sixth Schedule (Article 244 (2)

Nature of Cases	Cabinet	Chief Minister	Governor
	Company to Government Company.		and 275 (1) of the Constitution of India).
	7.Proposal for setting up of new autonomous bodies, Development Councils, State Universities, Deemed Universities, Institutes of Excellence of State Importance and Special Purpose Vehicles etc.	7. Any departure from these Rules which comes to the notice of the Chief Secretary or the Secretary of any Department.	7. Cases relating to action to be taken on the report of Commissions referred to in clause 21 above under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
	8.Cases in which the Minister-in-charge of the concerned department desires a decision or direction of the Cabinet in a matter of importance on a subject assigned to his charge.		8. Proposals for the annulment or suspension of any acts and resolutions of the District and Regional Councils under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
	9.Cases required by the Chief Minister to be brought before the Cabinet.		9. Proposals for the application of the provisions of the Sixth Schedule relating to the administration of autonomous districts and regions to any area specified under Part 1 of the Table appended to Paragraph 20 of the same Schedule under Sixth Schedule (Article 244 (2) and 275 (1)

Nature of Cases	Cabinet	Chief Minister	Governor
			of the Constitution of India).
	10. Cases in which a difference of opinion arises between two or more Ministers and a cabinet decision is desired.		10. Proposals for dissolution of a District or Regional Council under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
	11. Approval, addition, deletion of area to Wildlife Sanctuaries, Conservation Reserves and Eco sensitive Zones etc.		11. Proposals for the exclusion of any areas from autonomous district for the purpose of forming constituencies for election to the State Assembly under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
	12. Cases raising questions of policy.		12. Cases relating to the issue of regulations for the administration of autonomous districts during the transitional period pending the constitution of District and Regional Council under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
			13. Proposal relating to application of Central or State

Nature of Cases	Cabinet	Chief Minister	Governor
			Act in any Autonomous District including modification or exception thereof etc. under Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).
			14. Proposals for the exclusion of Plains Areas from the Tribal Areas specified in Part I of the Table appended to Paragraph 20 of the Sixth Schedule, and their incorporation in normal administration.
			15. Proposals for any amendments to the Sixth Schedule (Article 244 (2) and 275 (1) of the Constitution of India).

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