

পঞ্জীকৃত নম্বৰ - ৭৬৮/৯৭

Registered No. - 768/97

অসম



ৰাজপত্ৰ

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY AUTHORITY

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No. 344 Dispur, Monday, 31st October, 2005, 9th Kartika, 1927 (S.E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

PENSION AND PUBLIC GRIEVANCES DEPARTMENT

NOTIFICATION

The 12th October, 2005

No. PPG(P) 268/05/83.— In pursuance of the provisions contained under Section 4(I) (b) of the Right to Information Act, 2005, the required information is published for general information in the Information Manual given herein below :

INFORMATION MANUAL

DEPARTMENT OF PENSION & PUBLIC GRIEVANCES

GOVERNMENT OF ASSAM

(UNDER SECTION 4(I) (b) OF THE RIGHT TO INFORMATION ACT, 2005)

CHAPTER 1**PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES :****1. DEPARTMENT OF PENSION & PUBLIC GRIEVANCES
GOVERNMENT OF ASSAM, DISPUR****DR. BHUMIDHAR BARMAN**, Minister i/c Pension & Public Grievances

SMT. EMILY CHOWDHARY, IAS Principal Secretary, is the Head of the Department at the Official level and is assisted by Shri Subha Baruah, Joint Secretary, Sri W. Rongphar, ACS Deputy Secretary, Sri Anwarul Haque ACS Deputy Secretary, Sri B. Choudhury, Deputy Secretary, Smti K. Banik, Under Secretary in the Department. Sri G.C. Malakar & Shri J. Pathak are Superintendents. Sri S. Gogoi is the Senior Financial Advisor in the Department. The Officers are Assisted by Senior & Junior Administrative Assistants.

2. FUNCTIONS OF THE DEPARTMENT OF PENSION & PUBLIC GRIEVANCES

The Department Administers and Monitors the Acts and Legislations Relating to pension, Provident Fund, Group Insurance Scheme, Commutation of Pension, Special Family Pension, for which purpose, exercises the Financial Powers as the Administrative Department and Acts as the Referral Department for Interpretation of the Acts/rules namely :

1. The Assam services (pension) rules 1969
2. The Assam services (Extraordinary) pension rules, 1963
3. The Assam services (commutation of pension) rules, 1965
4. The Assam services (compassionate fund) rules, 1962
5. General Provident Fund (as) rules
6. State Government Employees group Insurance Scheme
7. Special Family Pension Scheme.

Review/Amendment/Relaxation of the said rules are the Responsibility of the Department.

The Department Receives and Monitors Applications from the members of the public on their individual grievances and forwards the same to the concerned authorities for suitable redressal permissible under the Acts/Rules/Guidelines/instructions etc. of the Government.

CHAPTER 2 & 3

POWERS, DUTIES OF ITS OFFICERS AND EMPLOYEES :

PROCEDURES, CHANNELS OF SUPERVISION AND ACCOUNTABILITY

<u>NAME & DESIGNATION</u>	<u>POWER & DUTIES</u>
1. Smti Emily Choudhary, IAS, Principal Secretary, Phone : 2261308 (O)	Over all in Charge of the Department.
2. Shri S. Boruah Joint Secretary	Matters Relating to Pension Adalat, Public grievances, Pay Commissions/PAC, Audit Objections, Assembly Matters, Amendments of Rules, Establishment Matters of Directorate Sanction of GPF/CPF Comutation of Pension Districts of Nagaon/Sonitpur/Golaghat/Hills Districts/Barak Valley.
3. Shri A. Haque, ACS Deputy Secretary	Maters Relating to New Pension scheme, Pension Association, Standing Committee, Amendment of any Rule, Commutation pension outside State and districts of Morigaon, Barpeta, Mangaldoi, Kamrup.
4. Shri B. N. Choudhury Deputy Secretary	All referred cases of pension, Family pension, DCRG etc. of Education Department, All Court cases, Commuted pension of Sivasagar/Dibrugarh/Tinsukia/Lakhimpur and Dhemaji Districts.
5. Shri W. Rongphar, ACS Deputy Secretary	Any works to be allotted time to time.
6. Smti. K. Banik Under Secretary	All referred cases of pension, Family pension, DCRG etc. other than Education Department, All Budget matter and issue of Ceiling, Commuted pension of all lower Assam districts except Kamrup and Barpeta.
7. Sri G. C. Malakar Superintendent	Supervises the work of the Assistants in respect of Commutation pension of districts/deptt., Family pension, Special Family pension, referred cases, GIS matters etc.
8. Shri J. Pathak Superintendent	Supervises works of the Asstts in respect of Commutation pension of districts/deptt., referred cases of education deptt., matter relating to PAC, Audit, Pension Adalat, Pension rules, Budget etc.
9. Shri B. C. Devsarma Senior Admn. Asstt.	Pension referred cases, Commutation pension cases of Goalpara/Dibrugarh/Jorhat/Golaghat, Amendment of pension rules etc.

<u>NAME & DESIGNATION</u>	<u>POWER & DUTIES</u>
10. Sri L. M. Singh Sr. A. A.	Budget, referred pension cases, New pension schemes, Commutation pension of Darrang/Barpeta Nalbari District.
11. Shri T. Bora Sr. A. A.	Commutation pension cases of Dhemaji/Morigaon/Darrang/Nagaon/Bongaigaon, pensioner adalat.
12. Shri K. Kalita Sr. A. A.	GIS, Pensioners Association, Commutation pension of school teachers of Kamrup, Goalpara, Tinsukia Bongaigaon, Dhubri, Kokrajhar, Barpeta & Nalbari, High Power Committee.
13. Smti. P. Hazarika Sr. A. A.	All Public Grievances matters, Commutation pension cases of Kokrajhar, Dhubri District.
14. Shri H. Roy Jr. A. A.	PAC matter, Audit objection, Commutation pension cases of Kamrup(M) & Kamrup (R) etc.
15. Shri A. Rajbangshi Jr. A. A.	NRA & GPF, Assembly, Standing Committee matter, Commutation pension cases of provincialised school teachers.
16. Shri A. Pathak Jr. A. A.	Est. matter, Commutation pension cases of provincialised school teachers etc.
17. Shri T. Talukdar Jr. A. A.	Commutation pension cases, Special family pension, Family pension.
18. Shri K. Bordoloi Jr. A. A.	Diarssing of receipts, Commutation cases of Tinsukia District.
19. All Gr. IV Staff	As per direction of the officer, with whom the person is attached.

CHAPTER 4

NORMS FOR DISCHARGE OF DUTIES AND FUNCTIONS :

All cases of Commutation of pensions are processed in a chronological manner depending on the date of receipt of authority from the Office of the Accountant General and Director Pension or on application from the individual pensioners registers are maintained for this purpose.

Individual cases of pension referred to this Department for interpretation of rules, views and advice by the other Departments are disposed at the earliest. Individual Court cases/documents pertaining to pension matters of other Administrative Departments are forwarded promptly for necessary action.

The Department does not sanction pension of individual Government servants. It is the job of the concerned Administrative Department.

Registers on Public Grievances are maintained.

Rules are amended only on completion of the legal requirements and necessary advice from the concerned Departments as required under the rules of executive business.

CHAPTER 5

RULES, REGULATIONS INSTRUCTIONS, MANUALS RECORDS HELD BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

1. Assam Services (Pension) Rules 1969
2. Assam Services (Commutation of Pension) Rules 1965
3. Assam Services (Extraordinary) Pension Rules 1963
4. Assam Services (Compassionate Fund) Rules 1962
5. State Government Employees Group Insurance Scheme
6. General Provident Fund (AS) Rules
- 7.. Special Family Pension to the Families of Officers killed while on duty.

CHAPTER 6

CATEGORIES OF DOCUMENTS UNDER ITS CONTROL

1. Registers on :
 - Commutation of Pension
 - Public Grievances
2. Buffsheets On :
 - Pension cases referred to the Department.
 - Release of General Provident Fund
 - General Insurance Scheme
3. Budget of the current year.
4. Monthly expenditure statements of Treasuries on Pension

CHAPTER 7

PARTICULARS OF ARRANGEMENTS THAT EXIST FOR CONSULTATION WITH THE REPRESENTATIVES OF THE MEMBERS OF THE PUBLIC IN RELATION WITH THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF :

No such arrangements exist.

CHAPTER 8

BOARDS, COUNCILS COMMITTEES, OTHER BODIES CONSTITUTED FOR THE PURPOSE OF ADVISING WHETHER THE MEETING OF THESE COUNCILS, BOARDS ARE OPEN TO OR ACCESSIBLE FOR PUBLIC

There is a Standing Committee constituted by the Department with the Accountant General Assam to review and monitor the pension cases pending with the Administrative Departments of the State Government.

Pension Adalats are held from time to time to expedite finalisation of pending pension cases.

CHAPTER - 9

DIRECTORY OF ITS OFFICERS AND EMPLOYEES :

As given in Chapter 2 & 3.

CHAPTER - 10

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS, EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION PROVIDED IN ITS REGULATIONS.

MONTHLY REMUNERATION IS RECEIVED BY EACH OF THE ITS OFFICERS/STAFF MEMBER AS PER THE PAY SCALES SHOWN AGAINST THEIR NAMES.

1. Smti Emily Choudhary, IAS, Principal Secretary, PPG	Rs. 22,400-525-24,500
2. Shri Subha Boruah Joint Secretary, PPG	Rs.10,050-15,575
3. Shri W. Rongphar, ACS Deputy Secretary	Rs. 9025/-300/-14,000/-
4. Shri Anowarul Haque, ACS Deputy Secretary	Rs. 9025-300-14,000/-
5. Shri B. N. Choudhury, ACS Deputy Secretary	Rs. 8750-13,825/-
6. Sri S. Gogoi, AFS Sr. F.A.	Rs. 8750-13,825/-
7. Smti. K. Banik Under Secretary	Rs. 8100-13,025/-
8. Shri G. C. Malakar Superintendent	Rs. 5375-10,700/-
9. Shri J. Pathak Superintendent	Rs. 5375-10,700/-
10. Shri B. C. Dev Sarma Sr. A.A.	Rs. 3760-9400/-
11. Sri L. M. Singh Sr. A. A.	Rs. 3760-9400/-
12. Shri T. Bora Sr. A. A.	Rs. 3760-9400/-

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| 13. Smti. P. Hazarika
Sr. A. A. | Rs. 3760-9400/- |
| 14. Shri K. C. Kalita
Sr. A. A. | Rs. 3760-9400/- |
| 15. Shri A. Rajbangshi
Jr. A. A. | Rs. 3490-8100/- |
| 16. Shri A. Pathak
Jr. A. A. | Rs. 3490-8100/- |
| 17. Shri H. Roy
Jr. A. A. | Rs. 3490-8100/- |
| 18. Shri T. R. Talukdar
Jr. A. A. | Rs. 3490-8100/- |
| 19. Shri K. Bordoloi
Jr. A. A. | Rs. 3490-8100/- |
| 20. Shri B Chetia
Sr. Gd. Typist | Rs. 3850-7350/- |
| 21. Shri K. Sarma
Typist | Rs. 3010-6075/- |
| 22. Shri T. K. Das
Typist | Rs. 3010-6075/- |
| 23. Shri R. Talukdar
Duftry | Rs. 2530-4390/- |
| 24. Shri S. Joshi
Duftry | Rs. 2530-4390/- |
| 25. Shri K. Pathak
Peon | Rs. 2450-3670/- |
| 26. Smti S. Begum
Peon | Rs. 2450-3670/- |
| 27. Shri M. R. Das
Peon | Rs. 2450-3670/- |
| 28. Shri H. Sarma
Peon | Rs. 2450-3670/- |
| 29. Shri J. sarma
Peon | Rs. 2450-3670/- |

CHAPTER 11

BUDGET ALLOCATED TO ITS OF ITS AGENCY INDICATING PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

Director of Pension is released Fund from the annual Budget of the Department as when ceiling is received from the Finance Department for taking up the works proposed for during the year.

CHAPTER 12

MANNER OF EXECUTION OF THE SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED AND DETAILS OF THE BENEFICIARIES OF SUCH PROGRAMMES.

----- No such subsidy programmes is executed in the Department.

CHAPTER 13

PARTICULARS OF RECEIPTS OF CONCESSIONS, PERMITS AND AUTHORISATION GRANTED BY IT.

No concessions, permits or authorisation are issued. However sanctions for Commutation of pension are issued from this department.

CHAPTER 14

DETAILS OF INFORMATION REDUCED IN AN ELECTRONIC FORM

No. such information is available

CHAPTER 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR ATTAINING INFORMATION INCLUDING THE WORKING HOURS LIBRARY OR READING ROOM IF MAINTAINED FOR THE PUBLIC

The State Public Information Officer of this Department is available during office hours on working days.

CHAPTER 16

NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

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|---|----------------------------------|
| 1. Sri Anwarul Haque, ACS
Deputy Secretary, Pension & Public Grievance
Department. | State Public Information Officer |
| 2. Smti Emily Choudhary, IAS
Principal Secretary, Pension & Public Grievances
Department. | First Appellate Authority |

CHAPTER 17

SOME USEFUL INFORMATION

The State Information Officer of the Department will maintain a register on the number of applications received from the members of the public. The register will be maintained datewise.

Application submitted will be maintained chronologically by the State Information Officer and each application will bear a given number and date which will be noted on the receipt handed over to the applicant for making future references.

EMILY CHOUDHARY,
Principal Secretary to the Govt. of Assam,
Pension & Public Grievances Department,
Dispur.