



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY AUTHORITY

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No. 118 Dispur, Saturday, 16th June, 2001, 26th Jyaistha, 1923 (S.E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

EDUCATION (HIGHER) DEPARTMENT

NOTIFICATION

The 15th June, 2001

No.B(2)H-94/2001/4.--In suppression of the Assam Aided College Management Rules 1976, except in respect of things done or omitted to be done before such suppression, the Governor of Assam is hereby pleased to make the following rules regulating the management of Non-Government Colleges in Assam, namely :-

1. Short title, application and commencement :-

- (1) These rules may be called the Assam Non-Government College Management Rules, 2001.
- (2) They shall come into force on the date of their publication in the Official Gazette.
- (3) They shall be applicable to Non-Government Colleges in Assam affiliated by any Central or State University of Assam and in receipt of defines Grants-in-Aid or ad-hoc Grants-in- Aid, from the State Government.

2. Definitions.— In these rules, unless there is anything repugnant in the subject or context :

- (a) "College" means a Non-Government College ;
- (b) "Constitution" means the Constitution of India ;
- (c) "Director" means the Director of Higher Education, Assam ;
- (d) "Governing Body" means the body constituted under rule 3 ;
- (e) "Governor" means the Governor of Assam ;
- (f) "Management" means the body or group of persons administering the affairs of a Non-Government College including academic affairs as well as the affairs relating to the assets and liabilities of the Non-Government College in fair manner within the framework of established financial and administrative principles of the State Government from time to time ;
- (g) "Non-Government Colleges" means colleges for importing Higher education in the Post-secondary courses, established and situated in Assam affiliated by any Central or State University of Assam and receive the concurrence of the State Government ;
- (h) "President" means the President of the Governing Body ;
- (i) "State Government" means the Government of Assam ;
- (j) "Secretary" means the Secretary to the Governing Body ;

3. Constitution of the Governing Body :-

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body to be constituted by the Director.

4. Composition of the Governing Body :-

(1) The Governing Body shall consist of :-

(a) One President ;

(b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body ;

Provided that if circumstance so demands, the Director may nominate any person from the teaching staff of the college to act as the Secretary in lieu of the Principal of the College, for a period of six months and beyond that period with the State Government's prior approval.

(c) The Vice-Principal-Member-Ex-Officio ;

(d) Two members to be nominated by the affiliating University concerned ;

(e) One member to be nominated by the Director from the field of Education ;

(f) One woman member to be nominated by the Director ;

(g) One member to be nominated by the Director from the Backward Classes ;

(h) Local Deputy Commissioner or his representative may be included as a member ;

(i) Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zila Parishad may be included ;

(j) The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the College on the submission of three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them.

(2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

(3) Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the Governing Body.

5. Tenure of the Governing Body :-

The tenure of the Governing Body shall be for a period of three years

from the date of its constitution. The term may, however, be extended for another period of two years by the Director with the prior approval of the State Government :

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolve the Governing Body and constitute a fresh Governing Body thereafter recording his views with reason thereof through a speaking order for the purpose.

6. Taking over the management of a Non-Government College.--In the event of mismanagement of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

7. Accountability of the Governing Body .-- The Governing Body, constituted under Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs.

8. Secretary of the Governing Body or report to the Director .-- The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

9. Restriction of some members to attend the Governing Body .-- No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

10. Restriction of some members to enter into contract for works of the College .-- No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

11. Disqualifications .-- Any member, who absents himself for more than 4(four) consecutive meeting of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds :-

- (i) if he becomes insolvent;
- (ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such;
- (iii) on death or resignation;
- (iv) on his being convicted of a criminal offence involving moral turpitude.

12. Vacancy in the Governing Body :-

- (1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.
- (2) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

13. Meeting of the Governing Body :-

- (1) The Governing Body shall meet at least once in every six months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.
- (2) A meeting of the Governing Body shall be called by the Secretary with the consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7 (seven) days' notice.
- (3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.
- (4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

14. Proceedings of the meeting of the Governing Body :-

- (1) The minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present.
- (2) If any note of dissent is given by any member it shall be recorded in the Proceedings-Book.
- (3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

15. Presiding over the meeting.-- All the meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting already notified and approved before-hand by the President.

16. Quorum.-- At least six members of the Governing Body, excluding the Co-opted member, shall form a quorum of the meeting.

17. Secretary to make correspondence.-- Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body :

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

18. Governing Body to obtain prior approval of the Director in certain matters.-- The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching or non- teaching staff including that of the Principal of any construction works involving Rs.50,000/- (Fifty thousand) or more shall be undertaken by the Governing Body without the prior approved of the Director :

Provided that so far as Non-Government Colleges are concerned, the Governing Bodies are not required to send the proceedings of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

19. Duties of the Governing Body :-

In general the following are earmarked as duties of a Governing Body in respect of Non-Governing Colleges receiving deficit Grants-in-Aid :-

- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorised subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc.

to the Teaching and non-teaching staff of the College ;

- (ii) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc. ;
- (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University ;
- (iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government ;
- (v) to arrange for half-yearly internal audit for all college funds and verification of stocks, furniture and other assets ;
- (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year ;
- (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam ;
- (viii) to submit annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, performance of Lecturers in an academic session, to the Director and to the affiliating University concerned ;
- (ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College ;
- (x) on behalf of the Governing Body the Secretary shall receive and grow the grants sanctioned by the State Government and by the Government of India and University Grants Commission from

time to time ;

- (xi) with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director ;
- (xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;
- (xiii) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.

20. Grounds of suspension of Grants-in-Aid.-- Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of preceeding financial year, may attract stoppage of Grants-in-Aid by Director suomoto, after the expiry of 30th June, every year :

Provided that on failure in respect of maintenance of a consistent academic achievements by a particular Non-Government College as a whole or a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

21. Other functions of the Governing Body.-- The Governing Body is authorised :-

- (i) to determine the general scheme of the studies of the College, subject to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major Course in any existing subject or opening of new faculty and creation of additional posts ;
- (ii) to consider and initiate projects for improvement of the College, including prohibitions of taking private tuition by the teaching staff ;

- (iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the College;
- (iv) to grant fee remission under rules prescribed by the State Government or with the approval of the Director; and
- (v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.

22. Submission of Annual Account.-- The Secretary of the Government Body shall ensure submission of Audited Annual Accounts and Annual Administration Report to the Director.

23. Interpretation.-- If any question arises relating to the interpretation of these Rules, the decision of the State Government shall be final.

ANURAG BHATNAGAR,
Commissioner & Secretary to the Govt. of Assam,
Education (Higher) Department.

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA GUWAHATI 781 019

GC.132/2010/Pt./54

Dated Kahilipara, the 06-01-2014

From: Sri P. Jidung, M.A. M.PHIL, A.D.
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To: The Principal,
..... College/ Mahavidyalaya
P.O. District

Sub: Placement in Senior Scale and Selection Grade Scale of pay.

Ref.: 1) Govt. O.M. No.AHE.162/2012/Pt/46, dated 13-11-2013
2) Govt. letter No.AHE.162/2012/Pt/47, dated 13-11-2013.
3) Govt. corrigendum No.AHE.162/2012/Pt/75, dated 27-12-2013
4) Govt. corrigendum No.AHE.162/2012/Pt/76, dated 27-12-2013.

Sir,

In inviting a reference to the subject cited above, I like to forward herewith copies of Govt. Office Memorandum and Corrigendum in connection with placement of teachers/ librarians in the Senior Scale/ Selection Grade Scale/ Associate Professorship for favour of information and necessary action.

Yours faithfully


Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

Memo No.G(B) UCC.132/2010/Pt./54-A

Dated Kahilipara, the 06-01-2014

Copy to:

- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- 2) Guard file.


Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No AHE 162/2012/Pt/75

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

The date appeared in the following para/ clauses in the Govt. Office Memorandum No AHE 162/2012/Pt/46, dated Dispur, the 13-11-2013 is hereby corrected as follows:

- 1) Para -3: Read as 31-12-2013 instead of 30-06-2010.
- 2) Para -4: Read as 13-11-2013 instead of 31-12-2008.
- 3) Clause 2(a)(i): Read as 31-12-2013 instead of 30-06-2010.
- 4) Clause 2(b)(i): Read as 31-12-2013 instead of 30-06-2010.
- 5) Clause 3(a): Read as 13-11-2013 instead of 31-12-2008.
- 6) Clause 3(b): Read as 13-11-2013 instead of 31-12-2008 as appeared in the last line.

The other terms and condition as laid down in the O.M. No.AHE.162/2012/Pt/46, dated 13-11-2013 will remain the same.

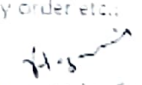
Sd/- (H.K. Sharma, IAS)
Commissioner & Secretary to the Govt. of Assam
Higher Education Department.

Memo No AHE 162/2012/Pt/75-A
Copy forwarded for information to:

Dated Dispur the 27th December, 2013

1. The Principal Accountant General, (A&C), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRJ) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kharipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kharipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.,


Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-08

No AHE 162/2012/Pt/76

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

The date appeared in the following para/ clauses in the Govt. Office Memorandum No AHE 162/2012/Pt/47, dated Dispur the 13-11-2013 is hereby corrected as follows:

- 1) Para-2 Read as to be effective from 13-11-2013 instead of 01-01-2009
- 2) Para-3 Clause 1 - Read as "Thus, if a teacher is considered for Career Advancement Scheme (CAS) promotion in 2014 one year Academic Performance Indicator (API) scores for the year 2013 alone will be required for assessment. In case of a teacher being considered for Career Advancement Scheme (CAS) promotion in 2015, 2(two) years average API score for these categories will be required for assessment and so on leading progressively for the complete assessment period. For category III (research and academic contribution) Academic Performance Indicator (API) score for this category will be applied for the entire assessment period

instead of

Thus, if a teacher is considered for Career Advancement Schemes (CAS) promotion in 2009, one year Academic Performance Indicator (API) scores for the year 2008 alone will be required for assessment. In case of a teacher being considered for Career Advancement Schemes (CAS) promotion in 2010, two years average of Academic Performance Indicator (API) scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions) Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

CAREER ADVANCEMENT SCHEME (CAS) TIME SPAN

Duration

- (i) Read (as per UGC guideline instead of off campus Degree not admissible)
- (ii) Read (as per UGC guideline instead of off campus Degree not admissible)
- (iii) Appendix III (Appendix-II) - Table II(B)
- (iv) Please read 1(one) year and 2(two) years relaxation respectively for M.Phil and Ph.D Degree.
Add appendix III Table VII for assessment of API in respect of Librarian for CAS promotion

The other terms and condition as laid down in the O.M. No AHE 162/2012/Pt/47, dated 13-11-2013 will remain the same.

Sd/- (H.K. Sharma, AS)
Commissioner & Secretary to the Govt. of Assam
Higher Education Department

Memo No AHE 162/2012/Pt/76-A
Copy forwarded for information to

Dated Dispur the 27th December, 2013

1. The Principal Accountant General (A&E), Assam, Majumgaon, Bokoila, Guwahati-29
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6
3. OSD to Minister Education, Assam, Dispur, Guwahati-6
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6
8. The Director of Higher Education, Assam, Kahlipara, Guwahati-19 for information and necessary action. He is also requested to inform all concerned.
9. The Director of Technical Education, Assam, Kahlipara, Guwahati-19 for information and necessary action. He is also requested to inform all concerned.
10. The Director of Education, BTC, Kokrajhar, Assam
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8

By order etc.

Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.162/2012/Pc47

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No.1-32/200-U II/UI(i), dated 31-12-2008 and letter number 1-32/2006-U.II/UI(ii) dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.f. 01-01-2006. As per new U.G.C. guidelines, the Career Advancement Schemes (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e., 30th June, 2010. In pursuance of the above, the Govt. of Assam has decided to issue a guideline regarding career advancement of college teacher in Assam.

Guidelines for Career Advancement Schemes (CAS) promotion of College Teachers (Assistant Professor as re-designated/ librarians /Non-Technical faculties of Engineering College/other Technical Institutions as per revised UGC guidelines dated 30-06-2010 to be effective from 01-01-2009).

1. In order to facilitate to implement of the Regulations 2010, in the Universities and Colleges in the Career Advancement Schemes (CAS) Promotion, the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) will be progressively and prospectively rolled out. Accordingly, the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) scores of categories I and II as mentioned in these tables is to be implemented for one year only with the minimum annual scores as described in Table II(b) for college teachers. This annualized Academic Performance Indicator (API) scores can then be compounded progressively as and when the teacher becomes eligible for Career Advancement Schemes (CAS) promotion to the next cadre. Thus, if a teacher is considered for Career Advancement Schemes (CAS) promotion in 2009, one year Academic Performance Indicator (API) scores for the year 2008 alone will be required for assessment. In case of a teacher being considered for Career Advancement Schemes (CAS) promotion in 2010, two years average of Academic Performance Indicator (API) scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

2. A teacher who wishes to be considered for promotion under Career Advancement Schemes (CAS) may submit in writing to the college, with three months in advance of the due date that he/she fulfils all qualifications under Career Advancement Schemes (CAS) and submits to the college the Performance Based Appraisal System (PBAS) proforma duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under Career Advancement Schemes (CAS), the college should immediately initiate the process of screening/selection and shall complete the process within six months from the date of application.

3. Candidates who do not fulfill the minimum score requirement under the Academic Performance Indicator (API) Scoring System proposed in the Regulations as per Tables II(A and B) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

4. Career Advancement Schemes (CAS) promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by the same "Screening cum-Evaluation Committee" adhering to the criteria laid out as Academic Performance Indicator (API) score in Performance Based Appraisal System (PBAS).

5. Career Advancement promotions from Assistant Professor to Associate Professor will be conducted by the Selection Committee.

(Contd.-2)

6. Assessment of Academic Performance Indicator (API) scoring shall be processed and made by the IQAC cell of the respective colleges as per Appendix and Table prescribed by UGC.

7. The "Screening cum Evaluation Committee" for Career Advancement Schemes (CAS) promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:

(A) COMPOSITION:

- i) The Principal of the college;
- ii) Head of the concerned department from the college not below the rank of Associate Professor.
- iii) Two subject experts in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

(B) DUTIES & FUNCTIONS:

- i) To verify API Score
 - ii) To verify other relevant documents
 - iii) To report their findings for consideration of the Selection Committee
8. The quorum for these committees mentioned above shall be three including the one subject expert/university nominee need to be present.
 9. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting. Wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
 10. Career Advancement Schemes (CAS) promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
 11. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/ Career Advancement Schemes (CAS) Promotion.
 12. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum Academic Performance Indicator (API) scores indicated in the appropriate Academic Performance Indicator (API) system tables by submitting an application and the required Performance Based Appraisal System (PBAS) proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.
 13. In the final assessment, if the candidates do not either fulfill the minimum Academic Performance Indicator (API) scores in the criteria as per Performance Based Appraisal System (PBAS) proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed.
 14. The Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department, (Chairman), Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education, (Member) will scrutinize, verify and approve the promotional cases. The Committee shall meet as and when necessary but at least once in every quarter.

Assistant Professor/ Librarian and equivalent cadre will be eligible for stage promotion through a procedure if he/she has fulfilled the following conditions:

CAREER ADVANCEMENT SCHEME (CAS): TIME SPAN

1. (a) Assistant Professor with AGP of Rs.6000 to (stage I to 2) Rs.7000

DURATION

- i) 4 years with Ph.D. (off campus Degree not admissible)
 - ii) 5 years with M.Phil (off campus Degree not admissible)
 - iii) 6 years regular service without M.Phil/Ph.D.
- (b) Minimum Requirement for Career Advancement Scheme (CAS) from stage I to stage II
- i) Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) Appendix III.
 - ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.
 - iii) Screening cum Verification process for recommending promotion.
(Appendix-III - Table : III)

2. Assistant Professor with AGP of Rs.7000 to (stage 2 to 3) Rs.8000

DURATION : 5 years

- Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)(B) of Appendix III.
- One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.
- Screening cum Verification process for recommending promotion. (Appendix-III - Table: II(B)).

3. Assistant Professor with AGP of Rs.8000 to (stage 3 to 4) Rs.9000

Duration : 5 years

- Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)(B) of Appendix III.
- At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.
- One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.
- A selection committee process as stipulated in the UGC regulation and in Table II(B) of Appendix III. (Appendix-III - Table: II(D)).

Appendix III. (Appendix-III – Table: II(B))

APPENDIX-III TABLE - I (B)

	Assistant Professor equivalent cadres Stage 1 to Stage 2 (AGP Rs.6000/- to Rs.7000/-)	Assistant Professor equivalent cadres Stage 2 to Stage 3 (AGP Rs.7000/- to Rs.8000/-)	Assistant Professor equivalent cadres Stage 3 to Stage 4 (AGP Rs.8000/- to Rs.9000/-)	
I	Teaching-learning, Evaluation Related Activities (Category-I)	75/Per year Out of 125	75/Per year Out of 125	
II	Cocurricular, Extension and Profession related activities (Category-II)	15/Per year Out of 50	15/Per year Out of 50	
III	Minimum total average annual Score under Categories I and II	100 (I+II) Per year	100 (I+II) Per year	
IV	Research and Academic contribution (Category-III)	50/Per year 20/2500 Assessment period:- From the date of achieving Stage 1 to the due date for Stage 2 (4 years period) for the teachers possessing Ph.D. in the relevant subject at entry level in addition to NET/SET/LET; 5 years for the teachers possessing M.Phil in the relevant subject at entry level in addition to NET/SET/LET; and 6 years for the teachers who do not have Ph.D./M.Phil Degree in the relevant subject at entry level.	50/Per year 50/Assessment period:- From the date of achieving Stage 2 to the due date for Stage 3 (5 years period)	45/Per year 45/Assessment period:- From the date of achieving Stage 3 to the due date for Stage 4 (3 years period)
	Expert Assessment System	Screening cum Evaluation Committee & Departmental Promotion Committee	Screening cum Evaluation Committee & Departmental Promotion Committee	Selection Committee & Departmental Promotion Committee
V	Total Marks in the Expert Assessment Minimum required marks for promotion is 50	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion.	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion.	Contribution to Research- 20 marks Assessment of domain knowledge and teaching practices-40 marks Interview performance-20 marks

This is issued in partial modification/ additions to clause (G) of the Govt. Notification issued vide No FPC.16/99/11, dated 18th September, 1999.

The guidelines notified above should be read with notifications, amendments and guidelines issue by UGC from time to time in this regard.

Sd/-

(H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam
Higher Education Department

(Contd.-4)

Dated Dispur the 1st November, 2013

Memo No AHE.162/2012/Pt/47-A

Copy forwarded for information to:

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Bistola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
- ✓ 11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc:

[Signature]
Deputy Secretary to the Govt. of Assam
Higher Education Department
[Signature]

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**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06**

No AHE 162/2012/P/46

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No 1-32/200-U II/II(i), dated 31-12-2008 and letter number 1-32/2006-U II/II(ii), dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.f 01-01-2006. As per new U.G.C. guideline No. F.3-1/2009 dated 30th June, 2010, the Career Advancement Scheme (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e. 30th June, 2010.

* There are some teachers and librarians who have participated in Orientation Course (O.C.) and Refresher Course (R.C.) within the stipulated time, but could not avail benefit for placement in the senior scale and selection grade due to some administrative constraints in time. As a result some teachers are deprived from the benefit of the career advancement schemes.

The Govt. of Assam, Higher Education Department has considered the entire matter of career advancement schemes and the conditions and accountability imposed in the guidelines issued by the UGC from time to time. The following procedures will be adopted for placement of lecturers/ librarians in senior / selection grade scale of pay working against valid sanctioned post/ appointed/ approved by the competent authorities who have fulfilled the required criteria before 30-06-2010. 12/11/2013

The implementation of the Career Advancement Schemes (CAS) for Lecturers/ Librarians in colleges, who have acquired eligibility on or before 31-12-2008, but have not fulfilled the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C.) will be considered in terms of UGC guidelines, if the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C.) is fulfilled within 31-12-2013. Financial benefit for the Career Advancement Schemes (CAS) will be admissible from the date of eligibility on or before 31-12-2008. 12/11/2013

UAC Regulation 2013

It should be strictly followed that the qualifying criteria as specified below shall not be relaxed/ waived/ compromised under any circumstances. Below 31/12/13 Selection Grade ✓ Assam (contd. 2) 2.9.1 Jan 2007 ✓

1) (a) Lecturer will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:

- Completed minimum 6 years of service after regular appointment with relaxation of one year and 2 years, respectively, for those with M.Phil and Ph.D.
- Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
- Consistently satisfactory performance in the works appraisal reports as specified in the Rules
- The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the lecturers and recommend the names for placement in the senior scale of pay as per Govt. Notification No AHE 44/2011/11, dated 21-02-2011;
- The Governing Body (G.B.) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11, dated 21-02-2011;
- The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary, Higher Education Department, (Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.

1) (b) Librarian will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:

- Completed minimum 6 years of service after regular appointment with relaxation of one year and 2 years, respectively, for those with M.Phil and Ph.D.

(Contd. 2)

- i) Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time).
 - iii) Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
 - iv) The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the Librarian and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE 44/2011/11, dated 21-02-2011;
 - v) The Governing Body (G.B.) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE 44/2011/11 dated 21-02-2011.
 - vi) The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department, (Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (a) Lecturer in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012 *subject to relax and extension of date of participation till 01 Dec*
 - iii) Consistently satisfactory performance in the works appraisal reports
 - iv) Recommendation of the D.P.C. constituted by the College;
 - v) The Governing Body (G.B.) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
 - vi) The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department, (Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (b) Librarian in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012 *subject to relax and extension of date of participation till 01 Dec*
 - iii) Consistently satisfactory performance in the works appraisal reports
 - iv) Recommendation of the D.P.C. constituted by the College;
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- 3) (a) Lecturers (now Assistant Professor, Selection Grade) who have not completed three years in the pay scale of Rs 12,000-18,300 on or after 1st January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs 15,600-Rs 39,100/- with AGP of Rs 8,000 till they complete three years of service in the grade of Lecturers (now Assistant Professor) (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs 37,400-67,000 and accordingly re-designated as Associate Professor with AGP 9000 provided if he/she has completed 3 (three) years of service in the Selection Grade Scale of pay within 31-12-2008.
- 3) (b) Librarian (Selection Grade) who have not completed three years in the pay scale of Rs 12,000-18,300 on or after 1st January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs 15,600-Rs 39,100/- with AGP of Rs 8,000 till they complete three years of service in the grade of Librarian (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs 37,400-67,000 with AGP 9000 provided if he/she completed 3(three) years of service in the Selection Grade Scale of pay within 31-12-2008.

The guidelines notified above should be read with notifications, amendments and guidelines issued by UGC from time to time in this regard.

Sd/-

(H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam
Higher Education Department

(Contd.-3)

Memo No. AHE. 162/2012/P/46-A

Dated Dispur the 13th November, 2013

Copy forwarded for information to:

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7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
- ✓ 11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.:

Deputy Secretary to the Govt. of Assam
Higher Education Department

[Handwritten signature]
13/11/13



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 408 দিশপুৰ, শুক্ৰবাৰ, 23 ডিচেম্বৰ, 2005, 2 পুং, 1927 (শক)
No. 408 Dispur, Friday, 23rd December, 2005, 2nd Pausa, 1927 (S.E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
LEGISLATIVE DEPARTMENT :: LEGISLATIVE BRANCH

NOTIFICATION

The 22nd December, 2005

No.LGL. 112/2005/158 :- The following Act of the Assam Legislative Assembly which received the assent of the Governor is hereby published for general information.

ASSAM ACT NO. XLVI OF 2005

(Received the assent of the Governor on 19th December, 2005)

THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005

AN

ACT

to provide for provincialisation of the services of employees of the Non-Government Colleges in receipt of deficit grants-in-aid in the State of Assam.

Preamble.

Whereas it is expedient to provincialise the services of employees of the Non-Government Colleges in receipt of deficit grants-in-aid from the Government of Assam.

It is hereby enacted in the Fiftysixth Year of the Republic of India as follows :-

**Short title,
extent and
commencement.**

- 1.(1) This Act may be called the Assam College Employees (Provincialisation) Act, 2005.
- (2) It extends to the whole of Assam except the Autonomous Council areas under the Sixth Schedule to the Constitution of India :
Provided that the State Government may, in consultation with the said Autonomous Councils, extend this Act to the Autonomous Council areas by notification published in the Official Gazette.
- (3) It shall be deemed to have come into force on and from the 1st day of December, 2005.

Definitions.

2. In this Act, unless the context otherwise requires, -

- (a) "College" means any Non-Government College in Assam in receipt of deficit grants-in-aid from the Government and imparting general education in Arts, Commerce or Science stream in Graduate level ;
- (b) "employee" means an employee of a College both teaching or non-teaching appointed substantively against a sanctioned post ;
- (c) "existing employee" means an employee of a College both teaching and non-teaching appointed substantively against a sanctioned post and who is or has been in service on or after the 1st day of January, 2005 ;
- (d) "Governing Body" means the body constituted by the Government in accordance with the provisions of the Assam Non-Government College Management Rules, 2001 ;
- (e) "Government" means the Government of Assam;
- (f) "provincialisation" means taking the liabilities for payment of salaries including dearness allowance, medical allowance and such other allowances as admissible to the government employees of similar category and gratuity, pension, leave encashment, etc. as admissible, under the existing rules, to the employees of the State Government serving under the Government of Assam;
- (g) "prescribed" means prescribed by rules made under this Act;
- (h) "retired employee" means an employee who has retired on attaining the age of superannuation or otherwise.

**Employees
to be
provincialised.**

3. Subject to the provisions of Article 30 and 309 of the Constitution of India, all employees of the Colleges, save and except the employees who exercise option to continue in the existing terms and conditions of service under clause (d) below, shall be deemed to have become the employees of the Government on and from the date on which the Colleges have been brought under the deficit system of grants-in-aid, on the following terms and conditions, namely :-

- (a) all rules including the rules of conduct and discipline, which are applicable to the Government servants of corresponding grade similarly situated shall be applicable;
- (b) the existing employees will continue to receive their respective existing scales of pay and other allowances etc. as admissible to them under relevant rules and orders of the Government;
- (c) the posts in each provincialised College shall constitute an independent cadre for each category of employees. No intercadre transfer from one college to another including mutual transfer shall be allowed;
- (d) the existing employees who want to continue in the existing terms and conditions of service shall give an option in writing to the Director, Higher Education, Assam within a period of three months from the date of coming into force of this Act:

Provided that the option once exercised by an existing employee is final and cannot be changed afterwards :

- (e) any existing employee who does not exercise option under clause(d) shall be deemed to have opted for provincialisation under the provisions of this Act;
- (f) the employees of the Colleges provincialised after coming into force of this Act shall have no right of option under clause (d); and
- (g) all existing employees who do not exercise option under clause (d) shall have to refund the State Government's share of the Contributory Provident Fund with interest within six months from the date of coming into force of this Act :

Provided that if any existing employee who fails to refund the State Government's share of Contributory Provident Fund with interest within the said stipulated period such employee shall be deemed to have been opted to remain under the existing terms and conditions of service applicable to them before provincialisation.

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| Colleges to be known as Assam Provincialised Colleges. | 4. | After coming into force of this Act the Colleges provincialised under this Act shall be known as the Assam Provincialised Colleges as distinct from the Government Colleges in Assam. |
| Government to take over the services of employees. | 5. | The services of all the employees, who do not exercise the option within the stipulated period under clause (d) of section 3, shall vest with the Government with effect from the respective date of provincialisation of the Colleges. |
| Selection and appointment of employees. | 6. | Appointments of both teaching and non-teaching posts in the Colleges shall be made by the Director of Higher Education, Assam on the basis of selection and recommendation of the Governing Body of the respective College in accordance with the Rules and Procedure of the Government in force. |
| Rules to be followed for settlement of pension. | 7. (1) | <p>The existing employees shall be governed by the existing pension Rules of the Government for the time being in force:</p> <p>Provided that the employees who join on or after the 1st day of February, 2005 shall not be covered by the existing pension Rules of the Government. They shall be governed by such pension Rules or Scheme, as the case may be, as may be framed by the Government from time to time.</p> <p>(2) The Director of Higher Education, Assam shall process all pension cases and send them to the Accountant General, Assam as per laid down procedure.</p> |

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| Mode of pension to employees who retired/died prior to 1st January, 2005. | 8. Employees who retire/died, as the case may be, prior to 1st January, 2005 shall be given only superannuation pension or the family pension, as may be applicable under the existing pension Rules of the Government. They shall not be entitled to any other pensionary benefits: . . . |
|---|---|

Provided that the payment of such superannuation or family pension, as the case may be, are subject to refund of the Government's share of their Contributory Provident Fund within six months from the date of coming into force of this Act.

Provided further that if the Government's share of Contributory Provident Fund is not refunded in respect of a retired/deceased employee within the aforesaid stipulated period no superannuation pension or family pension shall be admissible in respect of such employee.

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| Age of superannuation. | 9. The provincialised employees shall go on superannuation on attaining such age at which a Government servant similarly situated superannuates. |
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| Suits and Proceeding. | 10. No suit, prosecution and other legal proceedings shall lie for anything done in good faith under this Act, except with the previous sanction of the Government. |
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| Power of interpretation and removal of difficulties. | 11.(1) If any difficulty arises as to the interpretation of any provision of this Act, the interpretation of the Government shall be final,
(2) If any difficulty arises in giving effect to the provisions of this Act, the Governor may, by order do anything, not inconsistent with the provisions of this Act, which appear to him to be necessary for the purpose of removing the difficulty. |
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| Power of the Government to make Rules. | 12.(1) Except for the purpose of payment of pension which will be governed by the Assam Services Pension Rules 1969, the State Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.
(2) All rules made by the State Government under this Act shall, as soon as may be after they are made, be laid before the State Legislature, while it is in session, for a total period of not less than fourteen days which may be comprised in one session or in two or more successive sessions, and shall, unless some later date is appointed, take effect from the date of their publication in the Official Gazette subject to such modifications or annulments as the Legislature may, during the said period agree to make, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done thereunder. |
|--|---|

M. K. DEKA,

Commissioner and Secretary to the Govt. of Assam,
Legislative Department, Dispur.