



CITIZEN S' CHARTER
LEGISLATIVE DEPARTMENT
(GOVERNMENT OF ASSAM)

ASSAM SECRETARIAT,
E- BLOCK, SECOND FLOOR,
DISPUR, GUWAHATI-6
e-mail – legislativedepartmentassam@gmail.com

2016

Netted
Chhobor
23/8/16

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LEGISLATIVE DEPARTMENT::GOVERNMENT OF ASSAM

The Legislative Department is a distinct and independent unit of Government of Assam. The erstwhile Law Department was bifurcated into Judicial and Legislative Department under Appointment (B) Departments Notification No. ABM. 23/67/60, dated 18/05/76. It is located in Assam Secretariat, Block-E, second floor, Dispur, Guwahati-6. The business of the Legislative Department is transected by the Secretary of the department assisted by other officials of the department.

VISION

To strengthen and maintain the standard and quality of the legislative matters and legislative drafting.

MISSION

The mission of the department is to function as a vibrant institution of the State to render high quality legal services (legislative as well as advisory) to our clients particularly to the Secretariat departments for their proper and effective functioning and ensure effective services to the public through its line agencies. Hence, it is the endeavor of the department to provide a just, transparent, accountable and human system of governance through excellence in legislative drafting reflecting human standards and administrative needs.

FUNCTIONS OF THE DEPARTMENT

Function of the Legislative Department is,

- 1) to put into technical shape of the projects of legislations, the policy of which has been approved by the administrative department;
- 2) to draft and vet the proposals of Principal Legislations and Sub-Ordinate Legislations received from various administrative departments and finalize the same in conformity with legal and Constitutional provisions;
- 3) to draft and vet the Ordinances to be promulgated by the Governor;
- 4) to advise different departments on framing of laws and legislative drafting;
- 5) to draft and vet statutory Rules, Regulations, Bye laws, Notifications, Orders, Deeds and Documents etc to be framed or issued by different Administrative Departments;
- 6) to take steps for obtaining assent of the Governor or the President, as the case may be, on the Government Bills passed by the Assam Legislative Assembly.
- 7) to take steps for publication of the Acts/Ordinances in the Assam Gazette after being assented by the Hon'ble Governor/ President;
- 8) to supervise translation of Central Acts into Assamese and their publication for the benefit of general public;
- 9) to provide fund for salary and other administrative expenses, administrative assistance to various authorities and committees constituted under the Legal Service Authorities Act, 1987.
- 10) to make payment of Defence Pleaders fee bills and Amicus Curie Fee bills to the Defence Counsels and Amicus Curie appointed under section 304 of Cr.P.C., by the Courts;
- 11) to act as the nodal department in respect of Legal Aid to the poor.

DETAILS OF CLIENTS

- (1) Assam State Legal Services Authority and District Legal Services Authorities in the districts of Assam, High Court Legal Services Committee and Sub Division Legal Services Committees.
- (2) State Law Commission, Assam.
- (3) Assam Official Language (Translation of Central Laws) Commission.
- (4) Language Wing under Legislative Department.
- (5) All Administrative Departments of the Govt. of Assam.

ORGANISATIONAL SET UP

Sl No.	Designation	Address
1.	Secretary, (Grade-I of Assam Legal Service) Legislative Department	E Block, 2 nd Floor, Assam Secretariat, Dispur, Guwahati-6
2.	Joint Secretary, (Grade-II of Assam Legal Service) Legislative Department	E Block, 2 nd Floor, Assam Secretariat, Dispur, Guwahati-6
3.	Deputy Secretary, (Grade-III of Assam Legal Service) Legislative Department (2 No.s)	E Block, 2 nd Floor, Assam Secretariat, Dispur, Guwahati-6
4.	Under Secretary, (Grade-IV of Assam Legal Service) Legislative Department	E Block, 2 nd Floor, Assam Secretariat, Dispur, Guwahati-6
5.	Other supporting staff, i.e. -Superintendent, Senior Administrative Assistants, Junior Administrative Assistants, Computer Operators, Peons, are posted by the Secretariat Administration Department.	E Block, 2 nd Floor, Assam Secretariat, Dispur, Guwahati-6
6.	Language Officers under both the Language wings and the staffs under the State Law Commission, and other Grade-III and Grade-IV posts thereunder are appointed by the Legislative Department	(1) State Law Commission, Panbazar, Guwahati-1 (2) Language Wing, E Block, 2 nd Floor, Assam Secretariat, Dispur, Guwahati-6 (3) Assam Official Language (TCL) Commission, Jayanagar, Beltola, Guwahati-29.
7.	Posts under the Legal Services Authorities and Committees are created by the State Government and concerned Authorities and Committees are the respective appointing authorities.	(1) Districts / Sub divisions of State of Assam. (2) The Office Assam State Legal Services Authority is located at Gauhati High Court old building.

DETAILS OF GRIEVANCE REDRESSAL MECHANISM

Any person can approach the officers of the department for redressal of their grievances at any time during office hours. In addition to that any complaint or grievance or information may be made by uploading the same in the website www.cpgram.in and legislativedepartmentassam@gmail.com which will be properly addressed in the department.

In case of grievances, the following officers can be contacted: -
Smti Geetanjali Das Saikia, Deputy Secretary, Legislative Department. If not satisfied citizen may approach Shri S. M. Buzar Baruah, Secretary, Legislative Department, Ph. No. 9435301191 in Block -E, 2nd floor, Assam Secretariat, Dispur, Guwahati-6.

Sl.No.	Service	Condition	Time line/flow	Fee	Officer	Remarks.
1.	Give technical shape and vetting of proposals of drafting of principal legislations and subordinate legislations.	(a) Approval of all consulting line departments on the draft Bill/Rules etc. (b) Approval of Minister in charge of the Administrative department concerned on the draft proposal (c) A Working draft of the proposed Bill/Rules/Regulation/ etc.prepared and submitted by the concerned Administrative Deptt.	1) for small Bills/ Rules/ Regulation/etc. } 30 working days from the }date of receipt 2) for medium Bills/Rules/ Regulations/etc. } 45 working days from the }date of receipt 3) for comprehensive Bills/Rules/Regulation/ etc. } 60 working days from the }date of receipt	No fees.	As entrusted by Secretary.	1)Small Bills/Rules/ Regulations etc. means bills etc. Containing less than 10 clauses 2) Medium Bills/Rules/Regulations etc. means bill etc. Containing more than 10 clauses but less than 25 clauses. 3) comprehensive Bills/Rules/Regulations etc. Bill etc. means containing more than 25 clauses.
2.	Submission of files for assent of Government Bills by the Governor or the President as the case may be.	(a) Receipt of copy of the Bill passed by the Legislative Assembly duly authenticated by the Speaker.	10 days from the date of receipt.	NILL	As entrusted by Secretary	
3.	Publication of Acts through Assam Government press after receipt of assent of the Governor/President on the Bills.	Receipt of Bills duly assented by the Governor/President.	40 days from the date of Receipt.	No fees.	As entrusted by Secretary.	
4.	(1) Issue of sanction of Defence Pleader fee Bills and Amicus Curiae fee Bills (2) Issue of ceiling in respect of Defence Pleader fee Bills and Amicus Curiae fee Bills	(1) Receipt of Defence Pleader's fee Bill and Amicus curiae fee Bill with necessary documents from the respective courts. 2)Approval of Finance Deptt. for issuing ceiling (3)Sanction of the Department against the proposal	15 days from the date of Receipt.	No fees.	As entrusted by Secretary.	

5.	Budget Allotment to the concerned DDO/s under its administrative control.	(1) Budget Proposal from the concerned offices. (2) Fund allotted under concerned H/A in the Budget.	20 days from the date of release of fund by the Finance Deptt.	No fees.	As entrusted by Secretary.			
6.	Uploading of Acts passed in Assam Legislative Assembly in the website of the Department.	(a) Gazette Copy of the Act (b) A Departmental Website for that purpose. (c) An activated online net work service connection (d) Workable and active infrastructure (e) Expert computer operator and technical support	40 days	No	As entrusted by Secretary.			
7.	Updating of website of the Department.	(a) A Departmental Website. (b) Content Materials for the website to upload. (c) expert computer operator and technical support (d) An activated net work and infrastructure.	weekly	No	As entrusted by Secretary.			
8.	Issuing of Information under RTI	(a) RTI application, (b) required fees submitted as per provision of the Act. (c) additional fees, if any, required under the RTI Act.	30 days from the date of receipt of application subject to payment of fees and fulfillment of other requirements under the Act.	Rs. 10/- and Rs. 2/- per page.	State Public Information Officer, Smti. Geetanjali Das Saikia, Deputy Secretary to the Govt. of Assam, Ph. No. 9435010570			
9.	Action on public grievances received by post and by hand.	a) Receipt of grievances from clients. b) Marking of receipts.	10 working days	NIL	As entrusted by Secretary.			

Expectation from clients

It is expected that the clients will fulfill the following:-

- a) Citizens are expected to first access the relevant information from the public domain www.assam.gov.in of the Department before writing or contacting the officers concerned.
- b) Grievances may be sent by post, writing on a plain sheet of paper or posting an inland letter directly to the department or the Public Grievances redressal officer. The timeline for the acknowledgement of grievances received by post is given in the charter.
- c) Fees to be submitted timely where necessary.
- d) Citizens/clients have to submit their proposal to the department with all necessary particulars for addressing them.

Review

This Citizen Charter shall be reviewed annually. Any suggestion in this regard may be submitted to The Secretary to the Govt. of Assam, Legislative Department, Block 'E', Second Floor, Assam Secretariat, Dispur, Guwahati-6.