

## **Job Chart of Legislative Department.**

Powers and Duties of its Officers and Employees.

Legislative Department :

Commissioner and Secretary, Legislative Department is the head of the Department and overall incharge of the Legislative Department, Government of Assam, who is supported by a Senior Legislative Counsel and Joint Secretary, Deputy Secretary and a junior Legislative Counsel and Under Secretary, Wherever any Administrative Department of the Government Proposes any Bill, Ordinance, Rules Regulation, Notification, Deeds, Documents for drafting and vetting or legal opinion on legislation, as the case may be, Commissioner and Secretary, Legislative Department, after receipt of the matter either he himself examine and dispose of the matter or through any of the sub-ordinate Officers mentioned above get the matter examined, who after making necessary examination and scrutiny shall put up the matter to the Secretary with his observation, correction/modification etc. wherever necessary for his consideration and order/approval, Commissioner and Secretary after consideration of the matter, either approve the same with or without modification. Thereafter, the file dealing with the Bill Ordinance, rules etc. is returned to the concerned Department with an endorsement and vetting of the draft, signed by any Officer of the Legislative Department for their necessary action.

## Legislative Department

In the Legislative Department is all establishment matters which are processed for disposal are put up by the concerned Dealing Assistant dealing with the respective subject to the Branch Officer, through the Superintendent who then further put up the matter to his next senior officer or directly to the Secretary with his observation in the matter. Finally, the matter is disposed of with the approval of the Secretary. In respect of matter which requires approval of the Chief Secretary, Minister of Chief Minister., as the case may be, the Secretary shall dispose of the same after obtaining the approval of the Chief Secretary.

In respect of disposal of files concerning Bills, Ordinance, rules etc. received from other Department, after receipt of the files by the Secretary, the file is sent to the Department with an initial by the Receiving Officer for putting up the matter. The superintendent of Department then make the matter to concerned Dealing Assistant for putting up the same. The concerned D.A. then put up the file to the Secretary who examine and dispose of the matter either himself or mark the file to any other officer of the Department to examine the matter. The said officer then examine the matter and put up the same to the Secretary with his observation and making necessary correction/modification etc. in the draft, if any. The Secretary, after consideration, approve the matter with or without any further correction/modification.

All the Staff and Officers of the Legislative Department are under the overall supervision and control of and are accountable to the Commissioner and Secretary and the Commissioner and Secretary is under the supervision and control and accountable to the Minister Incharge of the Department including the Chief Minister.