



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্রাপ্ত কর্তৃত্ব দ্বাৰা প্রকাশিত

PUBLISHED BY AUTHORITY

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

LAGISLATIVE DEPARTMENT : : LEGISLATIVE BRANCH

NOTIFICATION

The 17th January, 2006

**No. LGL.64/98/203.** -- In exercise of the powers conferred by sub-clauses (i) to XVII of clause (b) of sub-section (1) of Section 4 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Assam is here by pleased to make and publish the following Manuals, in respect of Legislative Department of the Government of Assam, namely :-

CHAPTER - I

(Manual No. I)

**(i) Particulars of the Organisation, function and duties of the Department**

**Organisation :-** Legislative Department is an separate and independent Department of the Government of Assam under serial No. 28 of the List of Departments under first Schedule of the Assam Rules of Executive Business, 1968. The Officers of the Legislative Department are manned from different cadres of the Assam Legal Service, 1962. The Legislative Department consists of the following posts namely :-

(i) Commissioner & Secy. - 1

(ii) Secretary-1

(iii) Senior Legislative Counsel and Joint Secy. - 1

(iv) Deputy Secretary-1.

(v) Junior Legislative Counsel and Under Secy.-1



Except the above Officers all other supporting staff, i.e. Superintendent, U.D.A., L.D.As, Typist, Peons are posted by the Secretariat Administration (Estt.) Deptt. from the Assam Secretariat Service and other Grade-III and -IV Staff.

Moreover, the Legislative Department has the following Wings and Organisation under its Administrative Control :-

**(a) Language Wing**

There is a Language Wing under the Legislative Department for the purpose of translating the State Acts into Assamese and Bengali language. The Wing consists of two Chief Language Officers and four Language Officers.

**(b) Assam State Law Commission**

There is a State Commission, namely :- The Assam State Law Commission which has been functioning under the administrative control of Legislative Department. The Commission consists of a Chairman, Vice-Chairman and Seven members with a part time Member-Secretary. Advocate General and the Additional Advocate General of the State of Assam is the Chairman and Vice Chairman respectively and other Members and Member and Member-Secretary are persons having legal background, nominated by the Government to the Commission as Members and Member Secy., respectively. The Commission has a skeleton staff with one Law Asstt. to Member Secy., one Upper Division Asstt., one Typist and three number of IV Grade staff.

**(c) The Assam Official Language Commission.**

There is an another Commission, namely :- The Assam Official Language Commission has been functioning under the administrative control of Legislative Deptt. for the purpose of translation of Central Laws into Assamese under a scheme sponsored by Government of India regarding translation of Central laws into regional languages. The said Commission is headed by a Chairman who controls the staff and look after the administrative affairs of the Commission/Commissioner and Secy., Secretary, as the case may be of Legislative Department is the *Ex-officio* Chairman of the Commission. The Commission consist of two Senior Language Officers, five Language Officers, one U.D.A., one L.D.A., five Typists and four Peon, one Night Chowkider and one part times Sweeper (fixed pay).

**(d) Legal Services Authorities and Committees in different levels**

The State Legal Services Authority, District Legal Services Authority and Subdivisional Legal Services Committees have been constituted by the State Government under the Legal Services Authorities Act, 1987 in consultation with the Chief Justice of the Gauhati High Court and these Authorities and Committees have been functioning under the said Act. Since these are the Statutory bodies functioning under the provisions of the said Act the Manuals required to be framed and other actions to be taken under the Act shall be within their jurisdiction as they will be the Public Authority within the meaning of the RTI Act.

**Functions and duties :-**

(a) The functions and duties of the Legislative Department have been laid down under Rules 40 to 52 of the Assam Rules of Executive Business, 1968. The Relevant Rules in this respect has been reproduced below :-

**Legislative Department.**

40. The function of 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 Deptt. 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 discussed and subject to Rule 8, settled in such Deptt.

41. 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 Deptt. 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 to enact the measure proposed ;



- (iii) The requirements of the Constitution as to obtaining the previous sanction of the President there to; and
- (iv) The consistency of the proposed measure with the provisions of the constitution, and in particular those relating to the fundamental rights.

42. If Legislation is decided upon by the Minister-in-Charge the Deptt. will if the legislation involves expenditure from the Consolidated Fund of the State, prepared in consultation with the Finance Deptt. a financial memorandum. The papers shall then be sent to the Legislative Deptt. requesting it to draft the Bill accordingly.

43. The Legislative Deptt. shall thereafter prepare a Draft Bill and return the case, where necessary, to the Department concerned.

44. If the draft Bill is approved by the Minister-in-Charge it shall be brought before the meeting of the cabinet with the prior approval of the Chief Minister. The Cabinet may approve the Bill with or without amendment.

45. If the Bill is approved with amendment it shall be sent to the Legislative Deptt. to finalise the Bill after incorporating the amendments.

46. The Legislative Deptt. shall then send the Bill to the Deptt. concerned indicating at the same time the sanctions, if any required for the Bill. If any provisions in the Bill involving expenditure from the consolidated Fund of the State are modified in the finalised draft the Department shall send the finalised draft Bill to Finance Department for revising if necessary, the financial memorandum.

47. The Bill thus finalised will be sent to the Legislative Assembly by the department concerned for introduction in Legislature with intimation to the Legislative Department. The Department concerned will obtain the previous sanction of the President and also prepare the financial memorandum, where necessary in consultation with the Finance Department. The department also will obtain the recommendation of the Governor in cases where such recommendation will be necessary.

48. Notwithstanding anything contained in Rule 26, measures designed solely to modify and consolidate existing enactment and Legislation of a formal character, such as repealing and amending Bills may be initiated in the Legislative Department.

49. (1) (a) If any private member of the State Legislature 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 Deptt. and another copy to the Parliamentary Affairs Deptt.

(b) Whenever a private member of the State Legislature has given notice of his intention to move for leave to introduce a Bill or for its consideration and whether 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 Legislature 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 also to the Legislative Deptt. and another copy of the above documents to the Parliamentary Affairs Deptt.

(2) 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 Legislature 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 deptt. concerned together with copy of the Bill, the explanatory statement of objects and reasons and the administrative Deptt. 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.

(3) 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 member concerned or to the Secretary of the Legislature, as the case may be.



(4) In all cases covered by the preceding sub-rule 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 intimate the Parliamentary Affairs Department the Administrative Department and in case where a financial memorandum is required, the Finance Department about such requirement.

50. The provisions Rule 47 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 Legislative for being moved during the consideration of a Bill in that Legislature.

51. (a) 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.

(b) 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.

(c) 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.

52. Wherever 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, the draft shall be referred to the Legislative Department for opinion and for revision, where necessary.

Further, in respect of Promulgation of Ordinance the similar procedure of obtaining the prior instruction of the President and drafting and obtaining assent of the Governor or for reservation for the assent of the President as the case may be, and the ordinance is followed by the Legislative Department.

(b) Language wing :-

The functions of the language Wing of Legislative Department is to translate the State Acts into Assamese and Bengali and after finalisation and authentication they are required to be published in the Official Gazette.

**(5) Assam State Law Commission.**

The functions and duties of the State Law Commission is to scrutinise and examine the working of the existing State Acts and to suggest suitable modification/amendment etc. if required to suit said legislation in the prevailing circumstances and to suggest enactments of any new laws in any matters on which they feel it expedient and necessary for the interest of the State. On receipt of any such suggestion from Law Commission by the Legislative Department the Legislative Department forwards the draft proposal/suggestion to the concerned Administrative Department under whose authority the subject matter relates to process the proposal and to take administrative decision on the proposal of legislation.

**(C) The Assam Official Language Commission**

The functions and duties of the Assam Official Language Commission is to translate the Central Acts, which are forwarded by the Central Government into Assamese. On receipt of the copies of the Central Acts the Legislative Department forwards the same to the Commission for translation of the same into Assamese and to submit the translated version of the Acts to Legislative Department for onward submission to the Central Government for their scrutiny, finalisation and authentication. After authentication of the translated version by the President the said translated Acts are published by the State Government (Legislative Deptt.) in the Official Gazette.



## CHAPTER-II

(Manual No. 2)

## (ii) Powers and duties of its Officers and Employees.

## (d) Legislative Department.

Commissioner & Secretary, Legislative Department is the head of the Department and over all incharge of the Legislative Department Government of Assam, who is supported by the Secretary, a senior Legislative Council and Joint Secretary, Deputy Secretary and a Junior Legislative Council and Under Secretary. Whenever 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 & 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. Scrutiny put up the matter to Commissioner and Secretary with his Observation, Correction/Modification etc., wherever necessary for his consideration and order/approval. Commissioner & 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.

## (b) Language Wing

The functions and duties of the Language Officers is to translate such of the State Acts which are entrusted to them for translating into Assamese or Bengali. The Chief Language Officers are to scrutinise the translated versions of the Acts translated by the Language Officers and then put up the same to Commissioner & Secretary with their recommendation. And thereafter these translated versions are required to be published in the Official Gazette subject to its statutory approval and authentication.

## (c) Assam Official Language Commission.

The functions and duties of the Language Officers is to translate such of the Central Acts which are supplied by the Central Govt. and entrusted by the Legislative Department to the Commission for translation of the same into Assamese.

Thereafter, the translated Assamese version are submitted to the Senior Language Officer who, after scrutiny and making necessary correction, submits the same to the Chairman for his approval. After approval by the Chairman the translated version of the Acts are submitted to the State Government in the Legislative Department who then forward the same to the Legislative Department, Government of India. After scrutiny, finalisation and authentication of the translated Acts the Government of India returns the said Acts to the State Government for its publication. Accordingly the State Government in the Legislative Department publish the translated Acts in the Official Gazette.

## (d) Assam State Law Commission :

The part time Member-Secretary of the State Law Commission is responsible for running the day to day affairs of the office of the Law Commission. He is responsible for day to day co-ordination and liason with the Legislative Department, Government of Assam apart from convening of the meetings of the Law Commission. He is also responsible for preparing the minutes of the meeting and for keeping and maintaining the records of the Commission. He is to execute and carry out the decision taken in the meetings of the Commission.

## CHAPTER - III

(Manual No. 3

(iii) The procedure followed in the decision making process, including channels of supervision and accountability.

## (a) Legislative Deptt.

In the Legislative Department in all establishment matters which are processed for disposal are put up by the concerned Dealing Asstt. dealing with the respective subject to the Branch Officer, through the Supdt. who then further put up the matter to his next senior officer or directly to the Commissioner with his



observation in the matter. Finally, the matter is disposed of with the approval of Commissioner. In respect of matter which requires approval of the Chief Secretary, Minister or Chief Minister, as the case may be the Commissioner 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 Commissioner and Secretary, the File is sent to the Department with an initial by the receiving officer for putting up the matter. The Supdt. of the Department then mark the matter to concerned Dealing Asstt. for putting up the same. The concerned D.A. then put up the File to Secretary or Commissioner & 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 Commissioner with his observation and making necessary correction/modification etc. in the draft, if any. The Commissioner, 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 also accountable to the Commissioner and Secretary and Commissioner and Secretary is under the supervision and control of an accountable to the Minister Incharge including the Chief Minister.

**(b) Language wing**

In the disposal of matters relating to Language wing of Legislative Department the officers of the wing are under the direct supervision and control of the accountable to the Legislative Department. In the decision making process regarding disposal of the matters of the wing the same procedure as narrated in (a) above is adopted as far as practicable.

**(c) State Law Commission**

The supporting staff of the Law Commission are under the direct supervision and control of and accountable to the part time Member-Secretary. All the decision relating to establishment matters of the Commission are taken by the Member-Secretary. All other functions of the Commission are decided by majority of votes in the meeting of the Commission. The Member Secretary in the discharge of his functions is accountable to the Government in the Legislative Department.

**(d) Assam Official Language (TCL) Commission.**

All the Officers and Staff of the said Commission are under the direct supervision and control of and accountable to the Chairman. All the decisions of the Commission are taken at the behest of the Chairman. The Chairman is accountable to the Commissioner and Secretary of Legislative Department. As regards procedure to adopted for disposal of matters in the Commission the same procedure as described in clause (c) of Chapter (ii) is followed.

**CHAPTER - IV**

(Manual No. 4)

**(IV) The norms set by it for the discharge of its functions.**

For the disposal of files relating to news on Legislation and Drafting and Vetting of Ordinances, Bills, Rules, Notifications etc. by the Legislative Department although no norms has been laid down by issuing Office Memorandum, Circulars and any Guidelines but as a matter of practice certain norms have been followed for disposal of the aforesaid matters on priority basis. Since the promulgation of an Ordinance is the most immediate kind of Legislation to be promulgated by the Governor to meet immediate and urgent situation when the State Assembly is not in session hence, top-most priority is given by this Department to dispose of the File relating to promulgation of Ordinance over other Files.

Since the primary function of the Legislative Department is to give technical shape to the projects of Legislative, therefore, this Department gives next priority to dispose of the Files relating to views, votting of the Bills within shortest possible time. As this Department is to examine and vet all Rules, Regulations, Notifications, Bye-Laws etc. these matters are also disposal of on priority basis after the Bills, depending upon the urgency of the matter.

In respect all matters other than those mentioned above norms set in the manual of Office Procedure, Secretariat, 1981 is followed by this Department in disposal of the matters.



## CHAPTER - V

(Manual No. 5)

(v) The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The following are the list of rules, regulations etc. held by Legislative Department which are used by its employees for discharging its functions in the relevant cases :-

1. The Assam Rules of Executive Business, 1968.
2. Hand Book of General Circulars.
3. Manual of Office Procedure, Secretariat 1981.
4. The Assam Financial Rules.
5. The Delegation of Financial Powers Rules, 1999.
6. Fundamental Rules and Subsidiary Rules.
7. The Assam (Pension) Rules, 1969.
8. Leave Rules, 1934.
9. General Provident Fund (Assam Services) Rules, 1937.
10. The Assam Civil Services (Conduct) Rules, 1965.
11. The Services (Discipline and Appeal) Rules, 1964.
12. The Assam Services (Confidential Roll) Rules, 1960.
13. The Assam Public Service Commission (Limitation of Functions) Rules, 1951.
14. The Assam Services (Revision of Pay) Rules, 1998.
15. The Assam Services (Relaxation of upper age limit) Rules, 1986.
16. And all other Circulars and Instructions issued by defferent Departments from time to time.

## CHAPTER -VI

(Manual No. 6.)

(IV) A Statement of the categories of the documents that are held by it or under its control.

Since the Legislative Department is mainly responsible for the matter of legislation. This Department retains the gazette copies of the Assam Acts enacted by the State Legislature till date, save and except some old enactments and certain enactments which were made before State Reorganisation.

## CHAPTER-VII

(Manual No. 7)

(VII) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

The Legislative is not concerned with the formulation of any policy or implementation thereof as the functions of Legislative Department relates to give technical shape of the proposals of Legislation including drafting and vetting of other deeds, documents, notifications, policy of which has been adopted and approved by other Departments of the Government. Hence, no manuals is required to be framed by the Legislative Department in respect of sub-clause (VII) of Clause (b) of sub-section (1) of Section 4 of the RTI Act, 2005.

## CHAPTER - VIII

(Manual No. 8)

(VIII) Statement of the Boards, Councils, Committees and Other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those Boards, Councils, Committees and other Bodies are open to the public, or the minutes of such meetings are accessible for public.

There is a Commission, namely :- The Assam State Law Commission with its head quarter at Guwahati, constituted by the Government of Assam, under the Legislative Department. Although the meetings of the Commission are not open to the public but minutes are accessible for public.



CHAPTER - IX  
(Manual No. 9)

(IX) Directory of its officers and employees.

**The following is the Directory of its officers and employees :-**

(a) **Legislative Deptt. :**

Designation	Number of post
1. Commissioner & Secretary	One
2. Secretary	One
3. Senior Legislative Counsel & Joint Secretary	One
4. Deputy Secretary	One
5. Junior Legislative Counsel & Under Secretary	One
6. Librarian	One
7. Library Attendent	One
8. Drivers	Two

**Language Wing :**

1. Chief Language Officer (Assamese)	One
2. Chief Language Officer (General)	One
3. Language Officers	Four

(c) **Assam State Law Commission :**

1. Member Secretary (Part time) (Fixed Pay)	One
2. Law Asstt. to Member Secretary	One
3. Upper Division Asstt.	One
4. Typist	One
5. Peons	Three

(d) **Assam Official Language (TCL) Commission**

1. Ex-Officio Chairman (Fixed Pay)	One
2. Senior Language Officers	Two
3. Language Officers	Five
4. U. D. Asstt.	One
5. L.D. Asstt.	One
6. Typists	Five
7. Peons	Four
8. Night Chowkidar	One

(C) Although the State Legal Services Authorities, the District Legal Services Authorities, the Sub-divisional Legal Services Committees and the High Court Legal Services Committee are "Public Authority" within the meaning of the Right to Information Act, 2005 yet the post for the said Authorities and Committees are to be provided by the State Government under the provisions of the Legal Services Authorities Act, 1987. As such the following posts have been created by the State Government and provided to the said Authorities and Committees :-

**1. State Legal Services Authority :**

Designation	Number of Post
(1) Member Secretary	One
(2) U.D. Asstt.	One
(3) L. D. Asstt.	One
(4) Stenographer Gr. III	One
(5) Typist	One
(6) Peon	One



**2. High Court Legal Services Committee :**

<u>Designation</u>	<u>Number of Posts</u>
(1) L.D. Asstt.	One
(2) Typist	One

**3. District Legal Services Authorities and Sub-Divisional Legal Services Committees :**

(1) L. D. Asstt. Cum-Typist	Thirty
(2) Peons	Thirty

**CHAPTER - X**  
(Manual No. 10)

(X) The Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

The following are the monthly remuneration received by each of the officers and employees of the Legislative Department including the offices under its control. Presently there is some provision for Medical reimbursement, Leave Travel Concession and T.A. and D.A. on Official duties as a compensatory measure, in addition to the monthly remuneration.

**Monthly remuneration of officers and employees :****Legislative Department**

<u>Designation of Officers and employees</u>	<u>Gross Monthly Salary</u>
(i) Commissioner & Secretary	Rs. 24894.00
(ii) Secretary	Rs. 23550.00
(iii) Senior Legislative Counsel and Joint Secretary	Rs. 20518.00
(iv) Deputy Secretary	Rs. 16714.00
(v) Junior Legislative Counsel and Under Secretary	Rs. 15570.00
(vi) Librarian	Rs. 12284.00
(vii) Library Attendant	Rs. 4898.00

**Language Wing**

(i) Chief Language Officer (General)	Rs. 18882.00
(ii) Chief Language Officer	Rs. 16714.00
(iii) Language Officer (Hindi)	Rs. 20082.00
(iv) Language Officer (Bengali)	Rs. 16071.00
(v) Language Officer (Assamese)	Rs. 15506.00

**3. Assam Official Language (TCL) Commission**

(i) Senior Language Officer	Rs. 16133.00
(ii) Language Officer	Rs. 14969.00
(iii) Language Officer	Rs. 14522.00
(iv) Language Officer	Rs. 14522.00
(v) Language Officer	Rs. 14522.00
(vi) Language Officer	Rs. 11658.00
(vii) U.D.A.	Rs. 10976.00
(viii) L.D.A.	Rs. 8420.00
(ix) Typist (Four)	Rs. 8863.00 each
(x) Typist (One)	Rs. 6969.00
(xi) Peon (Three)	Rs. 6218.00 each
(xii) Peon (One)	Rs. 5573.00
(xiii) Night Chowkidar	Rs. 6003.00



**4. Assam State Law Commission**

(i) Member Secretary (Part time)	Rs. 3500.00
(ii) U.D.A.	Rs. 13627.00
(iii) Typist	Rs. 11289.00
(iv) Peon (One)	Rs. 6647.00
(v) Peon (One)	Rs. 6218.00

**CHAPTER - XI**

(Manual No. 11)

(XI) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The budget allocation for the Financial year 2005-2006 of the offices under the Administrative Central of Legislative Department indicating the particulars and proposed expenditures are given below :-

Budget provision under the head of account "2014-Administration of Justice-800-Other expenditure-Voted-Non Plan General" for the financial year 2005-2006.

<b>Legislative Department</b>		
<b>311-Law Commission</b>		
<u>Detailed Head</u>	<u>Budget Provision</u>	<u>Proposed Expenditure</u>
01 - Salaries		
001- Pay	3.42 Lakh	
002- D. A.	1.94 Lakh	
004- Other allowance	0.84 Lakh	
005- L.T.C.	0.06 Lakh	
006- Medical Reimbursement	0.06 Lakh	
<b>Total - Salaries</b>	<b>Rs. 6.32 Lakhs</b>	
02 - Wages	0.20 Lakh	
03 - Travel Expenses	0.15 Lakh	
04 - Office Expenses	0.50 Lakh	
06 - Rent, Rates & Taxes	-	
09 - Grant-in-Aid	-	
26 - Other Charges	-	
C (i) Dearness allowances	0.07 Lakh	
C (ii) Arrear D.A.	0.10 Lakh	
<b>Total - 311 - Law Commission</b>	<b>Rs. 7.34 Lakh</b>	
<b>312 - Translation of Central Laws.</b>		
<u>Detailed Head</u>	<u>Budget Provision</u>	<u>Proposed Expenditure</u>
01 - Salaries -		
001 - Pay	13.70 Lakh	
002 - D.A.	9.18 Lakh	
004 - Other allowance	2.80 Lakh	
005 - L. T. C.	0.27 Lakh	
006 - Medical Reimbursement	0.27 Lakh	
<b>Total - Salaries</b>	<b>Rs.26.22 Lakh</b>	
03 - Travel Expenses	0.17 Lakh	
04 - Office Expenses	0.20 Lakh	
05 - payment for professional & Spl. Services	0.20 Lakh	
06 - Rent, Rates & Taxes	0.40 Lakh	



09 - Grant-in-Aid	
26 - Other Charges	
C (i) Dearness allowance	0.27 Lakh
C (ii) Arrear D. A.	0.47 Lakh
<b>Total - 312 translation of Central Laws</b>	<b>Rs. 27.93 Lakh</b>

**185 - Legal Aid to the Poor**

<u>Detailed Head</u>	<u>Budget Provision</u>	<u>Proposed Expenditure</u>
01 - Salaries -		
001 - pay	57.29 Lakh	
002 - D.A.	38.71 Lakh	
004 - Other allowance	14.43 Lakh	
005 - L. T. C.	1.15 Lakh	
006 - Medical Reimbursement	1.15 Lakh	
<b>Total - Salaries</b>	<b>Rs.112.73 Lakh</b>	
03 - Travel Expenses	1.00 Lakh	
04 - Office Expenses	1.00 Lakh	
06 - Rent, Rates & Taxes	1.50 Lakh	
09 - Grant-in-Aid	0.50 Lakh	
26 - Other Charges		
C (i) Dearness allowance	1.29 Lakh	
C (ii) Arrear D. A.	1.67 Lakh	
<b>Total - 185 Legal Aid to the poor</b>	<b>Rs.119.69 Lakh</b>	

**304 - Cr. P.C.**

<u>Detailed Head</u>	<u>Budget Provision</u>	<u>Proposed Expenditure</u>
09 - Grant-in-Aid	Rs. 2.00 Lakh	
<b>Total - 304. Cr. P. C.</b>	<b>Rs.2.00 Lakh</b>	

**CHAPTER - XII**

(Manual No. 12.)

(XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme.

Since the Legislative Department is not concerned with the execution of any subsidy programme there is nothing to prescribe in this regard in the manual.

**CHAPTER - XIII**

(Manual No. 13)

(XIII) Particulars of recipients of concessions, permits or authorisations granted by it.

Legislative Department is not connected with granting of concessions, permits or authorisation. Hence, there is nothing to be prescribed in the Manual in this regard.



**CHAPTER - XIV**

(Manual No. 14)

(XIV) Details in respect of the information available to or held by it, reduced in an electronic form.

Legislative Department is not computerised yet. Hence, there is no information available in the Department in an electronic form.

**CHAPTER - XV**

(Manual No. 15)

(XV) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

The Legislative Department has no library for public use. The Departmental Library which contains only law books are meant only for the official use for the officers and other staff of the Department in connection legal scrutiny and referance in connection with Departmental Files. Hence, no information in this regards is required to be provided in this Manual.

**CHAPTER - XVI**

(Manual No. 16)

(XVI) The names, designation and other particulars of the Public Information Officers.

The name, designation and other particulars of the State Public Information Officer designated in respect of Legislative Department are furnished below :-

- |                       |  |
|-----------------------|--|
| 1. Name               | - Shri S. M. Buzar Baruah,   |
| 2. Designation        | - Senior Legislative Counsel and Joint Secretary to the Govt. of Assam,<br>Legislative Department.                 |
| 3. Other particulars. | - Office Address - Legislative Department, Assam Secretariat,<br>Dispur, Guwahati-6.<br>Phone No. 2264300 (Office) |

**CHAPTER - XVII**

(Manual No. 17)

(XVII) Such other information as may be prescribed.

For clarification of all concerned it may be mentioned here that the Ordinances and Acts of the State Government are published in the Official Gazette at the behest of the Commissioner & Secretary, Legislative Department under his signature. But it is printed and published by the Director, Directorate of Printing and Stationery, Assam, Guwahati-21. As such any person seeking a copy of the Gazette publishing any Acts or Ordinance shall have to obtain copy of the same from the public authority of the Printing and Stationery, Department Govt. of Assam. However, any body desirous to inspect the copy of any such ordinances, Acts may inspect or peruse the same in this Department.

**M. K. DEKA,**

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