

অসম



ৰাজপত্ৰ

सत्यमेव जयते

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 379, দিশপুৰ, মঙ্গলবাৰ, 11 ডিচেম্বৰ, 2007, 20 আঘোণ, 1929 (শক)
No. 379, Dispur, Tuesday, 11th December, 2007, 20th Agrahayana, 1929 (S.E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

LAGISLATIVE DEPARTMENT :: LEGISLATIVE BRANCH
DISPUR

NOTIFICATION

The 10th December, 2007

No. LGL. 64/98/269.- 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 hereby 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, functions and duties of the Department.

Organisation :- Legislative Department is a separate and independent Department of the Government of Assam under serial No. 20 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) Secretary-1
- (ii) Senior Legislative Counsel and Joint Secretary-1
- (iii) Deputy Secretary-1
- (iv) Junior Legislative Counsel and Under Secretary-1

Except the above Officers all other supporting staff, i.e. Superintendent, Sr. Admn. Astd., Jr. Admn. Astd., Typists, 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 Organisations 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 two 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-Secretary are persons having legal background, nominated by the Government to the Commission as Members and Member Secretary, respectively. The Commission has a skeleton staff with one Law Asstt., to Member Secretary, one Upper Division Asstt., one Typist and three numbers of Grade-IV staff.

(c) The Assam Official Language Commission.

There is another Commission, namely :- The Assam Official Language Commission which has been functioning under the administrative control of Legislative Department 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 looks after the administrative affairs of the Commission. Secretary of the Legislative Department is the Ex-Officio Chairman of the Commission. The Commission is consisted of one Senior Language Officer, five Language Officers, one U.D.A., one L.D.A., five Typists and four Peons, one Night Chowkider and one part time 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 Department 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 be discussed and subject to Rule 8, settled in such Department.

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 Department 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 Legislature to enact the measure proposed ;
- (iii) The requirements of the Constitution as to obtaining the previous sanction of the president thereto ; 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 Department will, if the legislation involves expenditure from the Consolidated Fund of the State a financial memorandum be prepared in consultation with the Finance Department. The papers shall then be sent to the Legislative Department requesting it to draft the Bill accordingly.

43. The Legislative Department 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 Department to finalise the Bill after incorporating the amendments.

46. The Legislative Department shall then send the Bill to the Department concerned indicating at the same time the sanctions, if any, required for the Bill, If any provision 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 the 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 codify and consolidate existing enactment and Legislation of a formal character, such as repealing and amending Bills may be initiated in the Legislative Department :

Provided that the Legislative Department shall send a copy of the draft Bill to the Department which is concerned with the subject matter for consideration as an administrative measure and the Department to which it is sent shall forth with make such enquiries as it thinks fit and shall send to the Legislative Department its opinion thereon together with a copy of every communication received by them on the subject.

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 Department and another copy to the Parliamentary Affairs Department.

(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 Department and another copy of the above documents to the Parliamentary Affairs Department.

(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 Department concerned together with copy of the Bill, the explanatory statement of objects and reasons and the administrative Department 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 of 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 the 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.

(c) ~~(S)~~ 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 the 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 shall forward 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.

(d) ~~(e)~~ 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 Department) in the Official Gazette.

CHAPTER-II

(MANUAL No. 2)

(ii) Powers and Duties of its Officers and Employees.

(a) Legislative Department :

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, 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, 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. 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 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 shall 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 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 Department :

In the Legislative Department in 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 or 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 the Department then mark 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 Secretary and the Secretary is under the supervision and control and accountable to the Minister Incharge of the Department 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 and 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 discharge of his functions is accountable to the Government of Assam, 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 Secretary of Legislative Department. As regards procedure to be 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 new 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 Legislation therefore, this Department gives priority to dispose of the files relating to views, vetting 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 disposed of on priority basis after the Bills, depending upon the urgency of the matter.

In respect of 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, 1939
5. The Delegation of Financial Power Rules, 1999
6. Fundamental Rules and Subsidiary Rules
7. The Assam Services (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 ^{Assam} Services (Discipline and Appeal) Rules, 1964
12. The Assam Services (Confidential Rolls) Rules, 1990
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 different Departments from time to time.

CHAPTER-VI

(Manual No. 6)

(VI) 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 Department is not concerned with the formulation of any policy or implementation thereof as the functions of the 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 the 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 the public but minutes are accessible for public.

CHAPTER-IX

(Manual No. 9)

(IX) Directory of Legislative Departments officers and employees.

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

(a) Legislative Department

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

(b) 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 Assistant to Member Secretary	One
3. Upper Division Assistant	One
4. Typist	One
5. Peons	Three

Designation Number of post

(d) Assam Official Language (TCL) Commission :

1. Ex-officio Chairman (Fixed pay)	One
2. Senior Language Officer	One
3. Language Officers	Five
4. Upper Division Assistant	One
5. Lower Division Assistant	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 Committees 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 :

<u>Designation</u>	<u>Number of post</u>
1. Member Secretary	One
2. Upper Division Assistant	One
3. Lower Division Assistant	One
4. Stenographer Gr. III	One
5. Peon	One
6. Driver	One
7. Bunglo Peon	One

2. High Court Legal Services Committee :

<u>Designation</u>	<u>Number of post</u>
1. Lower Division Assistant	One
2. Typist	One

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

<u>Designation</u>	<u>Number of post</u>
1. Lower Division Assistant-Cum-Typists	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 are some provisions 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

Designation of officers and employees

Gross Monthly Salary

i) Secretary	Rs. 30,086/-
ii) Senior Legislative Counsel and Joint Secretary	Rs. 26,411/-
iii) Deputy Secretary	Rs. 18,805/-
iv) Junior Legislative Counsel and Under Secretary	Rs. 9,817/-
v) Librarian	Rs. 15,700/-
vi) Library Attendant	Rs. 6,856/-

Language Wing

i) Chief Language Officer (General) (11,350)	Rs. 23,454/-
ii) Chief Language Officer (Assamese) (10,395) + HR	Rs. 22,680/-
iii) Language Officer (Hindi) (11,350) + HR	Rs. 24,654/-
iv) Language Officer (Bengali) (10,375)	Rs. 21,480/-

3. Assam Official Language (T.C.L.) Commission :

i) Senior Language Officer	Rs. 20,633/-
ii) Language Officer	Rs. 19,239/-
iii) Language Officer	Rs. 18,542/-
iv) Language Officer	Rs. 18,542/-
v) Language Officer	Rs. 18,542/-
vi) Language Officer	Rs. 14,627/-
vii) Upper Division Assistant	Rs. 13,876/-
viii) Lower Division Assistant	Rs. 10,282/-
ix) Typists (Four)	Rs. 11,054/- each
x) Typist (One)	

- xi) Peon (Three) Rs. 7,628/- each
 xii) Peon (One) Rs. 6,856/-
 ix) Night Chowkidar Rs. 7,371/-

4. Assam State Law Commission

- i) Member Secretary (Part time) (fixed pay) Rs. 8,000/-
 ii) Upper Division Assistant Rs. 16,772/-
 iii) Typist Rs. 13,876/-
 iv) Peon (One) Rs. 8,272/-
 v) Peon (One) Rs. 7,628/-
 vi) Sweeper/Chowkidar (Part time) (One) Rs. 400/-

5. State Legal Services Authority :

Designation	Number of Post	Basic Pay	Gross Pay
1) Member Secretary	One	Rs. 28,725/-	Rs. 43,624/-
2) Upper Division Assistant	One	Rs. 9,375/-	Rs. 13,876/-
3) Lower Division Assistant	One	Rs. 7,800/-	Rs. 11,569/-
4) Stenographer Gr. III	One	Rs. 6,045/-	Rs. 9,030/-
5) Peon	One	Rs. 3,915/-	Rs. 5,973/-
6) Driver	One	Rs. 2,500/- (fixed pay)	Rs. 2,500/-
7) Bunglo Peon	One	Rs. 2,500/- (fixed pay)	Rs. 2,500/-

CHAPTER-XI**(Manual No. II)**

(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 2007-2008 of the offices under the Administrative Control 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 2007-2008.

Legislative Department**311-Law Commission (for 2007-2008)**

Detailed Head	Budget Provision
01 - Salaries	
001 - Pay	3.19 Lakh
002 - Dearness Pay	1.33 Lakh

<u>Detailed Head</u>	<u>Budget Provision</u>	<u>Budget Provision</u>	<u>Detailed Head</u>
003 - D.A.	13.77 Lakh	1.60 Lakh	004 - Other allowance
004 - Other allowance	1.23 Lakh	0.42 Lakh	005 - L.T.C.
005 - L.T.C.	1.23 Lakh	0.06 Lakh	006 - Medical Reimbursement
006 - Medical Reimbursement	Rs. 145.42 Lakh	0.06 Lakh	Total-Salaries
Total-Salaries	2.00 Lakh	6.66 Lakh	03 - Travel Expenses
02 - Wages	2.00 Lakh	0.20 Lakh	04 - Office Expenses
03 - Travel Expenses	1.58 Lakh	0.16 Lakh	06 - Rent, Rates & Taxes
04 - Office Expenses	7.00 Lakh	0.52 Lakh	09 - Grant-in-Aid
06 - Rent, Rates & Taxes	-	-	26 - Other Charges
09 - Grant-in-Aid	-	-	C(i) - Dearness allowances
26 - Other Charges	-	-	C(ii) - Arrear D.A.
C(i) - Dearness allowances	Rs. 128.00 Lakh	-	Total-185-Legal Aid to the poor
C(ii) - Arrear D.A.	-	-	
Total-311-Law Commission		Rs. 7.54 Lakh	

312 - Translation of Central Laws

<u>Detailed Head</u>	<u>Budget Provision</u>	<u>Budget Provision</u>	<u>Detailed Head</u>
01 - Salaries	6.00 Lakh		09 - Grant-in-Aid
001 - Pay		11.96 Lakh	Total-304-Cr.P.C.
002 - Dearness Pay		5.98 Lakh	
003 - D.A.		7.18 Lakh	
004 - Other allowance		2.12 Lakh	
005 - L.T.C.		0.24 Lakh	
006 - Medical Reimbursement		0.24 Lakh	
Total-Salaries		Rs. 27.72 Lakh	
03 - Travel Expenses		0.19 Lakh	
04 - Office Expenses		0.22 Lakh	
05 - Payment for Professional & Spl. Services		0.25 Lakh	
06 - Rent, Rates & Taxes		0.48 Lakh	
		Rs. 28.86 Lakh	

185-Legal Aid to the Poor (for 2007-2008)

<u>Detailed Head</u>	<u>Budget Provision</u>
01 - Salaries	
001 - Pay	61.52 Lakh
002 - Dearness Pay	30.76 Lakh
003 - D.A.	36.91 Lakh

Detailed Head	Budget Provision	Budget Provision
004 - Other allowance	1.60 Lakh	13.77 Lakh
005 - L.T.C.	0.42 Lakh	1.23 Lakh
006 - Medical Reimbursement	0.06 Lakh	1.23 Lakh
Total-Salaries	0.06 Lakh	Rs. 145.42 Lakh
03 - Travel Expenses	6.66 Lakh	2.00 Lakh
04 - Office Expenses	0.20 Lakh	2.00 Lakh
06 - Rent, Rates & Taxes	0.16 Lakh	1.58 Lakh
09 - Grant-in-Aid	0.22 Lakh	7.00 Lakh
26 - Other Charges	-	-
C(i) - Dearness allowances	-	-
C(ii) - Arrear D.A.	-	-
Total-185-Legal Aid to the poor	-	Rs. 158.00 Lakh

304-Cr. P.C.

Detailed Head	Budget Provision
09 - Grant-in-Aid	6.00 Lakh
Total-304. Cr. P.C.	6.00 Lakh

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 concessional 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 with legal scrutiny and reference 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. Buzarbaruah
2. Designation - Senior Legislative Counsel and
Joint Secretary to the Government of Assam,
Legislative Department.
3. Other particulars - Office Address - Legislative Department,
Assam Secretariat, Dispur, Guwahati-6.
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 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 publication of any Act or Ordinance, shall have to obtain copy of the same from the public authority of the Printing and Stationery, Department, Government of Assam. However, any body desirous to inspect the copy of any such ordinances, Acts may inspect or peruse the same in this Department.

MOHD. A. HAQUE,

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