

অসম



ৰাজপত্ৰ

মতামত জায়ে

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

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No. 7 Dispur, Tuesday, 10th January, 1995, 20th Tausa
1916, (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

SOCIAL WELFARE DEPARTMENT

EXECUTIVE ORDERThe 1st August, 1994

No. SWD (5)/74/P/83 The Governor of Assam is pleased to make the following orders regulating (Recruitment and Promotion) to the Assam Social Welfare Service, namely

(i) These orders may be called the Assam Social Welfare (Recruitment and Promotion) Service Orders, 1994

(ii) These shall come into force on the date of their publication in the Official Gazette

In these orders, unless there is anything to the contrary in context

- (a) Appointing Authority means the Governor of Assam
- (b) Committee means the selection Committee and altered under para 6 of these Order.
- (c) Commission means the Assam Public Service Commission
- (d) Constitution means the constitution of India.
- (e) Government means the Government of Assam.
- (f) Governor means the Governor of Assam.
- (g) Member means a member of the Assam Social Welfare Service.
- (h) Selection List means the list referred to in para 7(3) of these orders.
- (i) Service means the Assam Social Welfare Service.
- (j) Year means Calendar Year.

Class and cadre

3. The Service shall consist of the following classes namely --

Class-I

It shall include two cadres as stated below --

- (i) Cadre of Joint Director of Social Welfare
- (ii) Cadre of Deputy Director of Social Welfare consisting of --
 - (a) Deputy Director of Social Welfare
 - (b) Programme Officer.
 - (c) Special Officer (Nutrition)
 - (d) Principal of Observation Home, Jorhat and
 - (e) Principal of Deaf & Dumb School, Guwahati and Principal Jorhat Blind Institute, Jorhat by promotion in accordance with orders

Class II

3. shall consist of the following Cadre

- (i) District Social Welfare Officer Special Officer (Planning),
- (ii) Superintendent Homes
- (iii) Prison Welfare Officer,
- (iv) Principal Bal-Bhawan Principal VTRC Vice-Principal Jorhat Blind Institute,
- (v) Child Development Project Officer,
- (vi) Probation Officer Liason Officer by direct recruitment through commission

Strength of the cadre

4. The strength of each cadre of the Service shall be such as may be determined and notified in the Official Gazette by the Government from time to time. The strength of the Cadres of the Service on the date of Commencement of these orders shall be as shown in Annexure-1. Provided that the Governor may keep in abeyance any post and when considered necessary.

Method of recruitment and promotion

5. Recruitment to the cadre of the service shall be made the following manners --

(a) Vacancy of post in the cadre of Joint Director of Social Welfare which shall be selection posts, shall be filled up by promotion strictly on the Principle of merit-cum-seniority from the incumbents holding any one or more of posts of the cadre of Deputy Director of Social Welfare for at least 5 (five) years.

(b) Vacancy of posts in the cadre of Deputy Director of Social Welfare shall be filled up by promotion on the Principle of Seniority-cum-merit from the incumbent holding the post of District Social Welfare Officer, Superintendent Homes/Prison Welfare Officer/Principal Bal bhawan/Principal VTRC/Vice-Principal Jorhat Blind Institute, Jorhat/Probation Officer Liason Officer/CDPO (ICDS) having at least 8 (eight) of services in one or more of these posts

in the cadre of District S.W. (DDPO) Super Home Principal Balhawan VRS Probation Officer PWO Division Officer Vice Principal Jorhat Blind Institute. The cadre shall be filled up by direct recruitment through the Commission as per norms fixed jointly with Ministry of Welfare Government of India by the Social Welfare Department.

Selection Committee

6. The Selection Committee for selection of candidate for promotion from Class I & II of the Service shall consist of the following

- (i) Secretary, Social Welfare Department, Government of Assam Chairman
- (ii) Director of Social Welfare, Assam Member
- (iii) One representative from personal Department Government of Assam not below the rank of Deputy Secretary Member
- (iv) Deputy Secretary S.W. Department, Government of Assam Member Secretary

General Procedure of promotion

7 (1) Before the end of the year, the Government shall make an assessment of the likely number of vacancies to be filled up by promotion in the next year in each cadre.

2) The appointing Authority shall then refer to the committee the following documents and information in respect of the officers found eligible for promotion as per provision of these orders. The number of such referred officers shall be four times the number of vacancies, provided there are sufficient number of officers found eligible for promotion; or the actual number of eligible officers, if the number of such officers are found less than the four times the vacancies as the case may be--

- (a) Information about the number of vacancies.
- (b) List of officers in order of authority eligible for promotion (separate list for promotion to different cadres shall be furnished) increasing the cadre to which the case of promotion is to be considered.
- (c) Character rolls and personal files of the Officers listed; and
- (d) Any other documents and information as may be considered necessary by the Appointing Authority or required by the Committee or the purpose of correct appraisal of the Cases

3) The Appointing Authority shall stipulated required the Committee to recommend within a month a list of Officers found suitable or promotion as per provision of the cadre in order of selection in respect of promotion to each of the cadre in which recruitment is to be made by promotion

4) The selection shall be made on the principle of merit-cum-seniority in case of the cadre of Joint Director of Social Welfare, it being a selection post and seniority with due regard to merit in case of the cadre of Deputy Director of Social Welfare.

5) The Committee after examination of the documents and considering all relevant information furnished by the Appointing Authority shall recommend to the Appointing Authority a list of Officers not executing double the probable number of vacancies in order of preference found suitable for promotion. In case the Committee does not consider an officer suitable for promotion according to his seniority, it shall record the reasons thereof to the Appointing Authority together with the list.

6) The Appointing Authority shall consider the list, prepared by the Committee along with Character rolls and personal files of the employees on the principle as laid down in (4) above and approve the list, unless it considers any chance that may be absolutely necessary. In the Appointing Authority consider it necessary to make any change in the list received from the Committee, it shall inform the committee of the changes proposed and after taking into account the comments, if any, of the Committee shall approve the list with such modification, if any, as may in its opinion, be just and proper.

7) The list approved by the Appointing Authority shall be forwarded by it to the commission together with the Character rolls and other relevant documents with a request to approve the list.

8) The Commission shall consider the list together with the character rolls and their relevant documents shall information as may be required by the Commission and obtain from the Appointing Authority. The Commission shall approve the list with modification, if any, as it considered just and proper and this list finalized by the Commission shall be the Selection List which shall remain valid for 12 calendar months from the date of finalization of the same by the Commission

Reservation 8 In all cases of appointment, there shall be reservation in favour of candidates belonging to the members of the SC/ST (both Plains and Hills) in accordance with the provisions of the Assam Scheduled Caste and Scheduled Tribes (Reservation of vacancies in Services and posts Act, 1978) and the Rules made thereunder, General orders in

respect of reservation in favour of other categories of candidates, as may be in force for the time being shall also be followed

Appoint-
ment

9 Subject to the provision of Para-8 all appointments shall be made from the Select List in the order in which the names appears in the Select list.

Seniority

10 The seniority of a member of the service in a cadre shall be according to the order in which one's name appeared in the selection list. If one joins the appointment within 15 days from the date of receipt of the order or within the extended period which shall not in all exceed three months.

Relaxation

11 Where the Governor is satisfied that the operation of any of the provisions of these orders has caused undue hardship in any particular case, he may dispense with or relax the requirement of that provision to such extent and subject to such condition as he may consider necessary for dealing with the case in just and suitable manner.

Provided that the case of any Government servant shall not be dealt with in any manner, less favourable to him than that provided in these orders

ANNEXURE - I

Sl No	Class of post	Cadre of Post	Cadre Strength	Scale of Pay	Qualification & Experience
(1)	(2)	(3)	(4)	(5)	(6)
1	Class-I	Cadre of Joint Director of Social Welfare	3	Rs 2975 - 4750 -	<u>5 (five) years experience in the rank of Deputy Director Programme Officer and allied cadres</u>
2	Do	Cadre of Deputy Director (detailed below)		Rs 2275 - 4450.-	
		Deputy Director, S.W	3	Do	
		Programme Officer	6	Do	
		Spl Officer (Nutrition)	1	Do	<u>8 (eight) years experience in the cadre of DSWO and allied cadre, including services as CDPO/Supt. Home etc</u>
		Principal Observation Home, Jorhat	1	Do	
		Principal, Deaf & Dumb School, Guwahati	1	Do	
		Principal, Jorhat Blind Institute, Jorhat	1	Do	

(2)	(3)	(4)	(5)
Class-II	Dist. Social Welfare Officer (Promotional)	15	Rs. 1625 - 3950 -
	Supdt. Homes	4	Do
	Prison Welfare Officer	2	Do
	Child Development Project Officer	68	Do
	Probation Officer	17	Do
	Liaison Officer	1	Do
	Principal Bal-Bhawan	2	Do

Senior most CDPO and who have rendered 10 years continuous service in the cadre of ACIDPO Asstt. Supdt. Homes & allied Cadre and 60% by direct recruitment. Candidate for appointment in DSWO/CDPO allied cadre shall have the minimum qualification of a graduate in Arts, Science or Commerce from a recognized University and in addition one of the following qualification

- (a) Post Graduate Degree or Diploma in Social Works Labour and Social Welfare Sociology Anthropology Criminology
- OR
- (b) Graduate in Child Development Nutrition Science/Nutrition or
- (c) Graduate having Philosophy Education with psychology, Economics

Dr C R SAMADDER
Commissioner & Secretary to the Government
Assam, Social Welfare Department