

GOVERNMENT OF ASSAM
OFFICE OF THE **DIRECTOR OF HIGHER EDUCATION, ASSAM**
KAHILIPARA, GUWAHATI-19.

No. DHE/Estt/03/2020/14

Dated Kahilipara, the 18-03-2020

From : Smti Gitimoni Phukan, ACS,
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To, ✓

The Principal / Principal incharge (All Colleges),

P.O. –

Dist-

PIN –

Sub : Minutes of the periodical review meeting on the status of Departmental
Proceeding held on 17-02-2020.

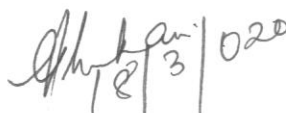
Ref : Govt. letter No. AHE361/2020/8, dated 27-02-2020.

Sir / Madam,

With reference to the subject cited above, I would like to enclose herewith a copy of Minutes of the periodical review meeting on the status of Departmental Proceeding held on 17-02-2020 received from the Govt. vide letter under reference and request you kindly to take necessary action from your end and to submit a report before 25th of every month.

The matter may be treated as "Most Urgent"

Yours' faithfully,



Director of Higher Education, Assam,
Kahilipara, Guwahati – 19.

Memo No. DHE/Estt/03/2020/14 –A,

Dated Kahilipara, the 18-03-2020

Copy for information and necessary action to:-

1. All Officers of this Directorate,
2. Superintendent / Branch Incharge of this Directorate.
- 3.

Director of Higher Education, Assam,
Kahilipara, Guwahati – 19.

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6.

No.AHE.61/2020/8

Dated Dispur, the 27th February, 2020

From: Smti. N. Laskar, ACS
Joint Secretary to the Govt. of Assam
Higher Education Department

To : 1. The Director of Higher Education, Assam
Kahilipara, Guwahati-19.
2. The Director of Technical Education, Assam
Kahilipara, Guwahati-19.

Sub : Reg : Minutes of the periodical review meeting on the status of Departmental
Proceedings held on 17.02.2020.

Sir/ Madam,

With reference to the subject cited above, I am directed to forward herewith a copy of Minutes of the periodical review meeting on the status of Departmental Proceedings held on 17.02.2020 in the conference hall of the Chief Secretary, Assam, Assam Secretariat, Dispur, which is self explanatory and request you kindly to take the necessary action from your end and submit timely a report on the matter to this Department as directed.



Yours faithfully

[Signature]
Joint Secretary to the Govt. of Assam
Higher Education Department

Memo No. AHE.61/2020/8-A

Dated Dispur, the 27th February, 2020

Copy to : 1. PS to Commissioner & Secretary, Higher Education Department, Assam
for kind information.
2. PS to Secretary, Higher Education Department, Assam for kind
information.

By order etc.

[Signature]
Joint Secretary to the Govt. of Assam
Higher Education Department

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**MINUTES OF THE PERIODICAL REVIEW MEETING ON THE STATUS OF
DEPARTMENTAL PROCEEDINGS HELD AT 1 P.M. ON 17.02.2020 IN THE
CONFERENCE HALL OF THE CHIEF SECRETARY, ASSAM, ASSAM
SECRETARIAT, DISPUR, BLOCK-C, 3RD FLOOR.**

Kumar Sanjay Krishna, IAS, Chief Secretary, Assam chaired the meeting and welcomed all and appraised the purpose of the meeting. The Chief Secretary requested the Principal Secretary, Personnel Department to start the discussion.

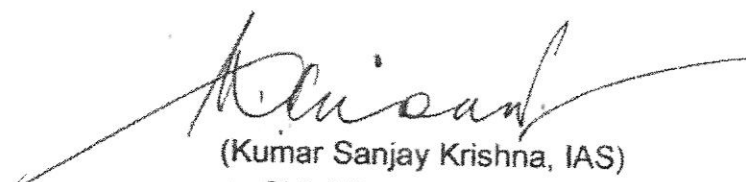
Principal Secretary, Personnel Department explained the purpose of the meeting stating that the Periodical Review Meeting on the status of Departmental Proceedings was held in compliance with Hon'ble Supreme Court's Judgment in Ajay Kumar Choudhary-vs-Union of India and Hon'ble Gauhati High Court's Order dated 30.11.2017 in a series of writ petitions, the lead case being W.P.(C)No.6465/2017 which directs to strictly comply with the requirement to issue the Memorandum of Charges / Charge Sheet before the expiry of three months from the date of issuance of Order of suspension. He also explained the main provision laid down in the O.M.No.ABP.13/2018/Pt./35 dated 04.02.2020.

The Chief Secretary requested the Departments to immediately appoint Inquiry Officer (IO) and Presenting Officer (PO) as soon as the DP is drawn and the IO and PO are to be given fixed time to submit their enquiry reports. The Chief Secretary further stressed the need of examining the DP cases thoroughly and disposing them without any delay and also requested to invariably review them every 3 months provided the DP is not disposed off.

After detail discussion, the following decisions are made :

1. The Senior Most Secretaries of all Departments shall ensure that the Memorandum of Charges/Charge Sheet is served on the delinquent officer/ employee before expiry of 3 months of period from the date of suspension.
2. Departments shall appoint Inquiry Officer (IO) and Presenting Officer (PO) immediately after drawing up the DPs.
3. It shall also be ensured that the currency of the order of suspension should not extend beyond 3 months. If the Memorandum of Charges/ Charge Sheet is served within 3 months of suspension, a speaking order must be passed for extension of suspension.
4. It shall be ensured that the Memorandum of Charges shall be framed within 2 (two) weeks from the date of passing of order of suspension.
5. The Senior Most Secretary of the Department shall personally monitor the progress of DPs and take necessary steps to ensure timely completion of the DPs.
6. All Departments shall submit quarter statement on the status of DPs to the Personnel (B) Department.

The meeting ended with vote of thanks from the Chair.


(Kumar Sanjay Krishna, IAS)
Chief Secretary, Assam

Contd.....

Supdt/DA.
PC put up in file
Forwarded to DHE/OTC

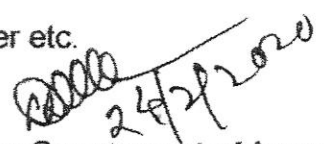
Memo No.ABP.13/2018/Pl./38-A

Dated Dispur, the 24th February, 2020.

Copy for information and necessary action to :

1. S.O. to the Chief Secretary to the Government of Assam, Dispur, Ghy-06.
2. P.S. to the Chief Secretary to the Government of Assam, Dispur, Ghy-06.
3. P.S. to all Addl. Chief Secretary/ Principal Secretary/Commissioner & Secretary/ Secretary to the Government of Assam.
4. Higher Edu. Dept./.....Department.

By order etc.


Addl. Secretary to the Government of Assam
Personnel (B) Department.