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18/X/2016

File No AR-114/2016  
GOVERNMENT OF ARUNACHAL PRADESH  
ARUNACHAL PRADESH CIVIL SECRETARIAT  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
BLOCK NO -4, FLOOR NO -4  
ITANAGAR

Dated Itanagar the 30<sup>th</sup> September, 2016

To

1. All Development Commissioners  
Government of Arunachal Pradesh  
Itanagar.
2. All Commissioners  
Government of Arunachal Pradesh  
Itanagar.
3. All Secretaries  
Government of Arunachal Pradesh  
Itanagar.

Subject- Compliance of Guide lines laid down in the Office Memorandums

Sir,

I am directed to enclose herewith following Office Memorandums and advise to strictly follow provisions laid down in the said Office Memorandums while submitting proposals to the Department of Administrative Reforms for clearance/views.

1. AR-16/2011 dated 4.3.2011=Procedures for submission of files and correspondence/ advice etc of Administrative Reforms Department.
2. AR-19/2011 dated 9.3.2011=Checklist for submission of proposals for Creation of Post.
3. AR-72/2011 dated 17.7.2011=Procedures for Framing /Amendment of Recruitment Rules ( RR ).
4. AR-44/2013 dated 25.1.2016= Procedures for Framing /Amendment of Recruitment Rules ( RR ).(It is in partial modification of sl no 3 above).
5. AR-158/2015 dated 27.11.2015= Submission of files and correspondence for advice/ clearance from Administrative Reforms Department.
6. AR-112/2015 dated 6.6.2016=Observation of Procedures laid down for maintenance of files under Arunachal Pradesh Secretariat Manual of Office Procedure.

It is therefore stated that all incomplete proposals shall be returned to you being Head of Department without any examination.

Enclo- as stated

Yours faithfully,

(Kirba Lom)  
Deputy Secretary to the  
Government of Arunachal Pradesh  
Itanagar

Ado  
May provide copies of  
this memorandum to all  
the DDA/ADF of all  
7-X-16

Supdt.  
make copies & supply  
as desired.  
18/X/16



# The Arunachal Pradesh Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

No. 75, Vol. XVIII, Naharlagun, Wednesday, April 27, 2011 Vaisakha 7, 1933 (Saka)

GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
ITANAGAR

OFFICE MEMORANDUM

The 4th March, 2011

**Subject : Procedure for submission of files and correspondence for concurrence/advice etc. of Administrative Reforms Department.**

No. AR-16/2011.—It has been observed that many routine and petty matters are being referred to the Administrative Reforms Department for examination and advice, which has resulted in an unnecessary increase in the workload of the Administrative Reforms Department. To deal with routine and petty matters, the Government has notified rules, regulations and procedures from time to time and the departments are advised to follow the same in the disposal of such matters.

However, the issues which involve interpretation of rule, service rules/procedures etc. or wherein a policy decision may be required may be forwarded to the Administrative Reforms Department for clarification/advice. The following guidelines may be adhered to in forwarding reference to the Administrative Reforms Department :-

- (i) The cases where interpretation of rules, service rules and procedures etc. is required shall be referred. No routine or administrative matters may be referred.
- (ii) All proposals referred to the Administrative Reforms Department should be within the delegated power of the head of the department (Secretary/Commissioner). All the proposal referred to the Administrative Reforms Department should be routed through the Secretary/Commissioner of the Department.
- (iii) If the field offices require clarification or advice on any matter, it shall be routed through the respective Head of the department and no correspondence shall be made directly by the field offices to this department.
- (iv) The Administrative Department shall critically examine the matter proposed to be referred to this department beforehand and offer their comments on the matter by enclosing a self contained note clearly indicating the problem area where advice, opinion, views are required from Administrative Reforms Department.
- (v) All the pages in the file are to be properly numbered, docketed, referenced, cross-referenced.
- (vi) A legible copy of orders/rules/instruction/circulars/Office Memorandum etc. issued by the Administrative Department or Administrative Reforms Department or any other department and cited in the noting portion is to be placed on the file under reference with flag marks.
- (vii) The proposal relating to amendments/framing of Recruitment Rules/Service Rules etc. shall be submitted in accordance with the procedure prescribed in OM-13/87 dated 19th August, 1988 along with a copy of Gazette copy of the Recruitment/Service Rule of the feeder and promotional post.
- (viii) Proposals for creation of posts shall be processed in prescribed format along with required documents as per the guidelines issued vide OM-25/87 dated 5th May, 1987 and Memo No. OM-22/90 dated 6th September, 1994.
- (ix) Each case shall be processed in separate files. If any reference is available in another file, it may be linked neatly along with the main file. No. voluminous or bulky files shall be submitted.

Nandini Paliwal,  
Secretary to the  
Government of Arunachal Pradesh,  
Itanagar.



# The Arunachal Pradesh Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 79, Vol. XVIII, Naharlagun, Thursday, May 12, 2011 Vaisakha 22, 1933 (Saka)

MINISTRY OF PERSONNEL, ADMINISTRATIVE REFORMS AND TRAINING  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
'C' SECTOR, ITANAGAR

OFFICE MEMORANDUM

The 9th March, 2011

**Subject : Checklist for submission of proposals for creation of post(s)-regarding.**

No. AR-19/2011.—It is to invite reference to the procedure laid down for submission of proposals for creation of posts vide letter No. OM-25/87 dated 5th May, 1987, Memorandum No. OM-22/90 dated 6th September, 1994 and office Memorandum No. OM-11/2001 dated 14th August, 2001 on the subject cited above and to state that the departments/offices have not been submitting/complete proposals in prescribed formats which not only results in delays but sometimes leads to the rejection of the proposal in the Administrative Reforms Department.

Henceforth, a "Check List" as below is being issued for the same. The Commissioner/Secretary of the department concerned may ensure that at the time of submission of proposals all the details as prescribed in the Check list are furnished :-

1. Work Study/Work Measurement Report of the Study team of the Administrative Reforms Department.
2. Form-I, II and III duly filled in, authenticated by the Head of Department or Head of Office concerned (Form-IV not be required in case of the proposal being initiated on the basis of Work Study/Work Measurement Study Report.)
3. Organizational Chart (existing) duly approved and authenticated by the Secretary/Commissioner of the concerned department.
4. Administrative approval of the concerned Minister in-charge of the department (Chief Minister in case proposal includes Group-A posts) through respective Secretary/Commissioner of the Department as well as the Chief Secretary to the Government of Arunachal Pradesh.
5. The proposal for creation of post(s) must be initiated by the relevant department as per the Business of the Government of Arunachal Pradesh (Allocation) Rules, 1998.

Any proposal for creation of post should be submitted to this department after completing all the actions as mentioned in the above "Check List".

These guidelines shall be strictly followed while forwarding proposals for creation of post to the Administrative Reforms Department.

Tabom Bam,  
Chief Secretary to the  
Government of Arunachal Pradesh,  
Itanagar.



# The Arunachal Pradesh Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

No. 139, Vol. XVIII, Naharlagun, Thursday, August 18, 2011, Sravana 27, 1933 (Saka)

GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
CIVIL SECRETARIAT OLD DC's OFFICE "C" SECTOR  
ITANAGAR

OFFICE MEMORANDUM

The 17th July, 2011

Subject : Procedure for framing/amendment/relaxation of Recruitment Rules.

No. AR-72/2011.—Consequent up on adoptions of the Central Civil Service (Revised Pay) Rules, 2008 and pursuant to implementation of the recommendation of the 6th Pay Commission, there was certain changes made in the service conditions of the posts/cadres by the Government of India vide DOP and PW Office Memorandum No. 7/7/2008-P&W (F) dated 13th February, 2009, in which the benefit of adding years of qualifying service is withdrawn for the purpose of computing pension as well as other related benefits such as gratuity. Therefore, the procedures for framing of the Recruitment Rules issued vide No. OM-13/87 dated 19th August, 1988, is hereby partially modified and the following procedures are prescribed in addition to the existing procedures for framing of the Recruitment/amendment/relaxation of Recruitment/Service Rules to all category of posts/services :-

1. The Department shall submit the proposal for framing of the Recruitment Rules/amendment/relaxation in the format along-with required informations in the annexures appended herewith.
  - (a) Proforma for submission of proposal for framing of Recruitment Rules to the Administrative Reforms Department Annexure-I.
  - (b) Draft Notification for the Recruitment Rules (sample form-Annexure-II).
  - (c) Schedule of the Recruitment Rules-Annexure-III.
  - (d) Proforma for submission of proposal for amendment of Recruitment Rules-Annexure-IV.
  - (e) Proforma for submission of proposal for relaxation of Recruitment Rules-V.
  - (f) Draft Notification for amendment of Recruitment Rules-VI.
  - (g) Draft Notification for repeal of Recruitment Rules-VII.
2. While framing the Recruitment Rules to a new posts/grade, the department shall submit the job description (duties and functions) of the posts, the Pay Band and Grade Pay/Pay Scale of the post and creation order of the Post with upto-date continuation order.
3. The departments shall enclose the Recruitment Rules of the feeder post and the promotional post along-with the proposal.
4. The proposal for amendment of the recruitment rules shall be submitted in Annexure-IV along with required informations by placing a gazette copy of the existing Recruitment Rules and draft notification.
5. The department shall immediately initiate proposal for amendment to incorporate the changes made in the Recruitment Rules of the post(s) as and when any changes occurred in the service conditions of the post(s)/service(s).
6. In case the selection of the post is direct recruitment or through limited departmental examination, the department shall submit draft syllabus of the examination/optional papers if any along with the proposal.
7. The Departments will process the draft recruitment rules through the administrative department concerned and after obtaining the approval of the Secretary concerned, this will be forwarded to the Administrative Reforms Department.
8. Where existing recruitment rules are proposed to be amended the Departments should also submit the details in the prescribed forms as in Annexure-IV, enclosed.
9. In the case of cadres forming a service by itself, efforts should be made for framing of regular service rules instead of recruitment rules. For this purpose all the essential information which is included in the proposal for framing of recruitment rules will have to be furnished.



10. The Administrative Reforms Department will return the cases with their suggestions/observations to the Department concerned for obtaining the vetting of Law and Judicial Department as well as to consult the Arunachal Pradesh Public Service Commission.

11. Once the draft Recruitment/Service Rules are cleared from the Law and Judicial Department and the Arunachal Pradesh Public Service Commission the department shall obtain the approval of the Minister in charge through the Secretary and the Chief Secretary to the Government of Arunachal Pradesh invariably in respect of Group-C post/services. However, in case of Group-A and B post/services the department shall obtain the approval of the Chief Minister and Minister in-charge through the Secretary of the Department and the Chief Secretary, invariably.

Therefore, all the departments and offices under the Government of Arunachal Pradesh are hereby requested to strictly follow the guidelines while forwarding proposal for framing of the Recruitment/Service Rules, Amendment or relaxation of the Recruitment/Service Rules.

Huzar Lollen  
Secretary to the  
Government of Arunachal Pradesh,  
Itanagar.

#### ANNEXURE-I

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1. (a) Name of the posts :
- (b) Name of the Ministry/Department :
- (c) Number of posts :
- (d) Scale of pay :
- (e) Class and service to which the post belong :
- (f) Ministerial and non-Ministerial of FR 9 (17) :
2. Appointing Authority :
3. Duties of the post in detail :
4. Describe briefly the method (s) adopted for filling the posts hitherto :
5. Methods of recruitment proposed- :
6. If promotion is proposed as a method of recruitment :
- (a) Designation and number of the proposed to be included in the field of promotion. :
- (b) Number of years of qualifying services proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions) :
- (c) Percentage of vacancies in the grade proposed to be filled by promotion. :
- (d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent Department of Administrative Reforms along with the proposal. :
- (e) If Recruitment Rules were not framed for the posts in the field of promotion. :
- (i) please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods. :
- (ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion. :
- (iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished. :

- (f) (i) Is the promotion to be made on selection or non selection basis ?
- (ii) Reasons for the proposal (i) above
- (g) If a DPC exists, what is its composition ?
- (h) Indicate if the feeder posts are having promotion channels other than the one under consideration
7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.
8. If direct recruitment is proposed as a method of recruitment please state
- (a) The percentage of vacancies proposed to be filled by direct recruitment.
- (b) Indicate if there are any promotional avenues for the direct recruits ?
- (c) (i) Age for direct recruits (As per extant Government of Arunachal Pradesh Instructions)
- (ii) Is age relaxation for Government servants ?
- (d) Educational and other qualifications required for direct recruits, (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified.
- Essential :
- Desirable :
- (e) Whether essential qualification to be prescribed are in accordance with any Act (s) ? If so please quote the relevant Act (s) under which is necessary and also supply relevant extracts from the Act(s)
- (f) Has the post been advertised by the Commission in the past ? If so, please quote Commission's reference No.
9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.
10. (i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion ?
- (ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.
11. (a) If deputation/absorption proposed as a method of recruitments ?
- If so please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.
- (b) The percentage of vacancies proposed to be filled by this method.
- (c) The period to which deputation will be limited.
- (d) The names of the posts of grades or services etc. from which deputation/absorption is proposed
12. (a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.
- (b) Whether the recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group ? If so, whether the necessary provisions for initial constitution has been proposed.
- (c) Whether the recruitment Rules relate to a post which is proposed to be downgraded ? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post ?
13. (a) Special circumstances, If any, other than those covered by the rules, in which the Commission may be required to be consulted.

- (b) Whether the Department of Administrative Reforms have concurred in the proposal ?
14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.
15. Name, address and telephone number of the Department's representatives with whom whose proposals may be discussed if necessary, for clarification/early decision.

Signature of the Officer sending the proposals

Telephone No. ....

Place : ..... Date : .....

ANNEXURE-II

GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF .....

ITANAGAR

NOTIFICATION

Dated Itanagar, the .....

No. .... — In exercise of the powers conferred by the proviso to article 309 of the constitution of India, the Governor of Arunachal Pradesh is pleased to make the following rules to regulate the method of recruitment to the post(s) of ..... Group ..... Non-Gazetted/Gazetted), Non-Ministerial/Ministerial in the Department of ..... under the Government of Arunachal Pradesh, namely :-

1. **Short title and commencement** : (i) These rules may be called "the Recruitment Rules, for the post(s) of ..... 20.....".

(ii) They shall come into force on the date of their publication in the Arunachal Pradesh Gazette

2. **These rules shall apply to the posts as specified in column 1 of the Schedule Annexed to the Rules.**

3. **Number of posts, classification and scale of pay** : The number of posts, their classifications and the Pay Band and Grade Pay/Pay Scale attached thereto shall be as specified in column 2 to 4 in the Schedule aforesaid.

4. **Method of Recruitment, age limit and other qualifications** : The method of recruitment to the posts, age limit, qualifications and other matters relating there to shall be as specified in columns 5 to 13 of the Schedule aforesaid

5. **Disqualification** : **No person :-**

(a) who has entered into or contracted a marriage with a person having a spouse living or

(b) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for the appointment to the said post.

Provided that the Governor of Arunachal Pradesh may if satisfied that such marriage is permissible under the personal Law applicable to such person and the other grounds for so doing, exempt any person for the operation of this rule.

6. **Power to relax** : Where the Governor of Arunachal Pradesh is of opinion that it is necessary or expedient so to do, he may by order for reasons to be recorded in writing and in consultation with the Selection Board/Arunachal Pradesh Public Service Commission/Department of Administrative Reforms relax any of the provisions of these rules with respect to any class or category of person.

7. **Repeal and saving** : All rules and procedures corresponding to these rules and procedures in force immediately before the commencement of these rules are hereby repealed, provided that any order made or action taken under the rules so repealed shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

Nothing in these rules shall effect reservation/relaxation of age limit and other concessions required to provide for the Scheduled Caste and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of Arunachal Pradesh from time to time in this regard.

Secretary to the  
Government of Arunachal Pradesh,  
Itanagar.

IN THE DEPARTMENT OF .....  
RECRUITMENT RULES FOR.....

SCHEDULE (See Rule 2,3,4)

Column No.	Particulars	Provision
1.	Name of the post :	
2.	No. of Post :	* Number (year)* subject to variation dependent on workload*
3.	Classification :	
4.	Pay Band and Grade Pay/Pay Scale :	
5.	Whether selection post or non-selection post	
6.	Age limit for direct recruits :	
7.	Educational and other qualification required for direct recruits.	
8.	Whether age and educational qualification prescribed for direct recruits will apply in case of promotees	
9.	Period of probation, if any	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/absorption to be made.	
12.	If a Departmental Promotion Committee exist what is its composition.	
13.	Circumstances in which the APPSC is to be consulted in making recruitment.	

Under Secretary

Note : \* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

ANNEXURE—IV

Form to be filled by the Ministry/ Department while forwarding proposals to the Department of Administrative Reforms and the Arunachal Pradesh Public Service Commission for amendment of approved Recruitment/ Service Rules.

- (a) Name of the post :  
(b) Name of the M/Department :
- Reference No. in which Commission's advice on Recruitment Rules was conveyed
- Date of notification of the original rules and subsequent amendments (copy of the original rules and subsequent amendments should be enclosed with the proposal duly flagged).

Column No. of the Schedule	Provision in the approved/existing rules	Revised provisions proposed	Reasons for the revision proposed

- Name, address and telephone numbers of the Department's representatives with whom this proposals may be discussed, if necessary, for clarification/ early decision.

Signature of the Officer sending the proposals  
Telephone No.....

Place : .....  
Date : .....

## ANNEXURE—V

Form to be filled by the Department while forwarding proposals to the Department of Administrative Reforms and the Arunachal Pradesh Public Service Commission for relaxation of Recruitment Rules

1. (a) Name of the post :  
(b) Name of the Department :  
(c) Pay Band and Grade Pay/Pay Scale :  
(d) Class and services to which the post belongs to :  
(e) Is the promotion to be made on selection or non-selection basis.
2. Updated copy of the Recruitment Rules with covering notification.
3. Have alternative methods of recruitment been tried by the Department. If so, indicate the results.
4. In case of direct recruitment, is it necessary to revise the qualification if the method of recruitment has failed more than once ?
5. In case of 'deputation' it may be indicated whether the vacancies were circulated through News paper and other means as required in terms of the rule.
6. Seniority list of officers who are to be considered for relaxation, to be attached.
7. In case of probation period is prescribed for the officers under consideration, please indicate whether the officers have satisfactorily completed the probation period.
8. The number of years of ad hoc service (in the feeder grade) put in by the officers whose case is being considered for relaxation, with details.
9. The reason for making ad hoc appointments referred to in item 8 above, may be indicated :  
(a) Delay in DPC :  
(b) Pending Court Case :  
(c) Finalization of Recruitment Rules :  
(d) Any other reason :
10. In case of Organised services, the number of years of total Group 'A' Service (only regular service) may be indicated.
11. In the case of Organised services, it may be indicated whether the proposals is a result of cadre review of the Service.
12. Has the proposal been approved by Secretary/Chief Secretary/Minister in charge/Chief Minister.
13. Name, address and telephone number of the Department's representative with whom the proposals may be discussed, if necessary, for clarification/early decision.

Place : .....

Signature of the Officer sending the proposals

Date.....

-Seal

Telephone No. ....

## ANNEXURE—VI

GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF .....  
CIVIL SECRETARIAT  
ITANAGAR

Dated Itanagar the .....

## NOTIFICATION

No.....—In exercise of the powers by the proviso to Article 309 of the Constitution of India, the Governor of Arunachal Pradesh is pleased to make the following rules further to amend the ..... Rules ..... namely :-

1. **Short title and commencement :** (1) These rules may be called the **General Arunachal Service ..... (Amendment) Rules, 20. ....**

(2) They shall come into force on the date of their publication in the Arunachal Pradesh Gazette.



2. **Amendment :** In Principal Rule notified vide No. .... dated ..... for the existing entries the following entries shall be substituted, namely,

" ..... "

2. In the column No. .... of the principal Rules, against ..... shall be substituted by namely :- "....."

( )

Secretary to the  
Government of Arunachal Pradesh.

**NOTE :** The Principal rules were published in the Gazette of Arunachal Pradesh vide Department of ..... Notification No. .... dated ..... and subsequently amended vide :-

Notification No. .... Date ..... Published in the Gazette of Arunachal Pradesh

1. ....
2. ....
3. .... as the case may be

( )

Secretary to the  
Government of Arunachal Pradesh,  
Itanagar.

ANNEXURE - VII

GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF  
ITANAGAR

Dated Itanagar the .....

#### NOTIFICATION

No. .... In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and in supersession of ..... Recruitment Rules, ..... except as respect things done or omitted to be done before such supersession the Governor of Arunachal Pradesh is pleased to make the following rules to regulate the method of recruitment to the post(s) of ..... namely :-

6. **Short title and commencement :** (1) These rules may be called the ..... (Arunachal .. Group .., Gazetted/Non Gazetted, Ministerial/Non Ministerial) Recruitment Rules, 20 .....

(ii) They shall come into force on the date of their publication in the Arunachal Pradesh Gazette.

(2) These rules shall apply to the posts as specified in column 1 of the Schedule Annexed to the Rules.

7. **Number of posts, classification and Pay Band/Grade Pay/Pay Scale :** The number of posts, their classifications and the Pay Band/Grade Pay/Pay Scale attached thereto shall be as specified in column 2 to 4 in the Schedule aforesaid.

8. **Method of Recruitment, age limit and other qualifications :** The method of recruitment to the posts, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 14 of the Scheduled aforesaid.

9. **Disqualification :** No person ;—

- (a) who has entered into or contracted a marriage with a person having a spouse living or
- (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for the appointment to the said post.

Provided that the Governor of Arunachal Pradesh may, if satisfied that such marriage is permissible under the personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

10. **Power to relax :** Where the Governor of Arunachal Pradesh is of opinion that it is necessary or expedient so to do, he may by order for reasons to be recorded in writing and in consultation with the Selection Board relax any provisions of these rules with respect to any class or category or person.

11. **Repeal and saving :** The ..... Recruitment Rules notified vide notification No. .... dated ..... is hereby repealed. Provided that any order made or action taken under the rules so repealed shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

Nothing in these rules shall effect reservation/relaxation of age limit and other concessions required to provide for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of Arunachal Pradesh from time to time in this regard.

Secretary to the  
Government of Arunachal Pradesh,  
Itanagar.

F.No.AR-44/2013  
GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
CIVIL SECRETARIAT:: BLOCK NO.4, 4<sup>th</sup> FLOOR  
ITANGAR

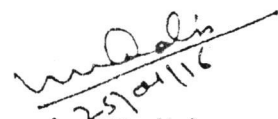
Dated Itanagar the 25<sup>th</sup> January, 2016

OFFICE MEORANDUM

Subject:- Procedure for framing /amendment of Recruitment Rules.

The under signed refer to this department's Office Memorandum No.AR-72/2011 dated 17<sup>th</sup> July, 2011 regarding procedure for framing, amendment and relaxation of Service Rules/Recruitment Rules. It is observed that there is confusion persist among various departments/Offices regarding the provisions made in para 11 of the afore mentioned procedure dated 17/7/2011. It has been examined in details and the Governor of Arunachal Pradesh is pleased to modify para 11 as "once the draft Recruitment Rules/Service Rules are cleared by the Law, Legislative and Justice and the Arunachal Pradesh Public Service Commission, the Department shall obtain approval of the Council of Ministers for service or post to which the recruitment is made in the name of Governor of Arunachal Pradesh in terms of item 19 of the schedule read with Rules 8 and 14 of the Arunachal Pradesh Rules of Executive Business, 1987".

Therefore, the above changes are brought to the notices of all the Ministries/Department /Appointing Authorities and the Offices under the Government of Arunachal Pradesh to observe the above guidelines while framing fresh Recruitment Rules/Service Rules while making amendment of the existing Recruitment/Service Rules.

  
(Kapa Kholie)  
Secretary to the  
Government of Arunachal Pradesh

Memo No. AR-44/2013

Dated Itanagar the 28<sup>th</sup> January, 2015

Copy to:-

1. The Commissioner to the Governor, Arunachal Pradesh, Itanagar.
2. The Principal Secretary to the Chief Minister, Arunachal Pradesh, Itanagar for appraisal of the Chief Minister.
3. PS to Speaker / Deputy Speaker, Legislative Assembly, Itanagar.
4. PS to all Ministers, Arunachal Pradesh, Itanagar.
5. The Chief Secretary, Government of Arunachal Pradesh, Itanagar.
6. All Principal Secretaries/ Commissioner/ Secretaries/Special Secretaries, to the Government of Arunachal Pradesh, Itanagar.
7. The Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary to the Government of Arunachal Pradesh, Itanagar.
8. The Divisional Commissioner (East & West), Government of Arunachal Pradesh, Itanagar.
9. The Resident Commissioner, A.P. New Delhi.
10. The Secretary, Law & Legislative Assembly Government of Arunachal Pradesh, Itanagar.
11. All Heads of Department / Head of Office Arunachal Pradesh, Itanagar / Naharlagun.
12. All Deputy Commissioners / Additional Deputy Commissioners (Independent) for information and necessary action.
13. The Director of Printing, Government of Arunachal Pradesh, Naharlagun. He is requested to publish the above decision in the Official Gazette and supply 100 copies for office use.
14. Computer Cell AR Department for uploading in the departmental website and for records.
15. Office copy.



(Kapa Kholie)

Secretary to the

Government of Arunachal Pradesh

F.No.AR-158 /2015  
GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
CIVIL SECRETARIAT :: BLOCK NO.4 -4<sup>TH</sup> FLOOR  
ITANAGAR - 791 111

Dated Itanagar the 27<sup>th</sup> November, 2015

OFFICE MEMORANDUM

Subject: - Submission of files and correspondence for advice/clearance from the Department of administrative Reforms

This is with reference to the Office Memorandum No. AR-16/2011 dated 4<sup>th</sup> March, 2011 on the subject mentioned above wherein procedures for submission of files and correspondence to this Department were laid down. Of late, it has been observed from time and again that in spite of having notified the procedure for submission of files and correspondences, almost all the Subordinate Offices (Chief Engineer/directorates/Field Offices are directly submitting files and correspondences without routing it through their respective Heads of Department (Principal Secretaries, Commissioners & Secretaries) are in the habit of submitting files and correspondences without observing the said procedures and also without being examined in the Secretariat Branch by bypassing their respective Administrative Secretariat Departments. As per the procedure, any inter Departmental consultation shall be made by the Secretary of the Department concerned with a self contained notes giving details on which point the clearance, advice, opinion, clarification and views are required from the Department of Administrative Reforms.

In addition to the fact mentioned above, it has also been noticed from day in and day out that individuals and groups are carrying the departmental files and make a coercive approach to the officers and officials of the Department of Administrative Reforms to get their proposal on hand clearance. The persons who are approaching with the files are, sometimes, not related to the originating Department and happen to be member of the general public. Sometimes, when the Department of Administrative Reforms disagree with the proposal of the Department for certain valid reasons, the individual who are following the files creates obnoxious and ugly scenarios in



the office, such as, putting immense pressure /threat/ coercion and practices like misplacing notes and files etc thereby spoiling the working environment of this Department. Due to frequent visit of outsiders, the disposal of cases is unnecessarily delayed besides losing precious productive man-hours of the functionaries.

The business of the Department of Administrative Reforms is mainly policy formulation, concurrence, clarification and advisory in nature. Proper and logical application of mind is necessary for effective framing of policies and disposal of cases in terms of rules. However, due to heavy rush and preoccupation in disposal of the visitors, considerable productive working hours of the officers and officials are spared on unproductive work.

Therefore, in addition to the guidelines prescribed under the Office Memorandum No. AR-16/2011 dated 4<sup>th</sup> March, 2011, the following procedures are prescribed for dealing with the cases that are referred to the Department of Administrative Reforms for advice, clearance, opinion etc. and also for observance by all the Departments / Offices: -

1. The Directorates and Field offices shall submit their file to the respective Administrative Secretariat Department for examination in the Secretariat Branch. The Secretariat Branch of the Department shall examine the cases properly and dispose of the simple and routine nature of case at their level. Other cases where mandatory interdepartmental consultation is necessary shall be submitted through the respective Secretary of the Administrative Secretariat Department invariably. The files or cases which are submitted by bypassing the channels shall not be entertained in the Department of Administrative Reforms. Routine and administrative nature of cases should not be referred to this department.
2. The file shall be properly examined in the respective Administrative Secretariat Department before it is submitted to higher authority for inter-departmental consultation with a

- detailed self contained note signed by the Secretary of the Department.
- 3. The Department shall authorize a person for tracking of the file's
  - through an authorization letter. The tracking of the file shall be done solely by the authorized person of the respective Department of the Secretariat branch of the deptt. The practice of reading and copying files during the course of movement or in the registry or in the section is not allowed. No staff of the Field Office(s) or outsiders is allowed to track the file.
- 4. The Department of Administrative Reforms has already circulated the Citizen Charter wherein time periods for disposal of cases have been committed. Therefore, the Department should seek the position of the file where delay occurs beyond the committed time in writing through proper communication instead of engaging people as serial 3. On receipt of such communication this department will verify the matter and reply promptly to the originating Department within 5 working days.
- 5. The Receipt and dispatch of file shall be made through the Central Issue /Central Registry and no delivery of file shall be made directly. No person shall be allowed to carry the file during the intra and interdepartmental consultation /movement.
- 6. The visitors are allowed to meet at the level of Under Secretary (AR) and above during the working days and at the visiting time. Entry of visitors in the Branch /Section is strictly prohibited.
- 7. The practice of approaching for collection of the copies of Notifications, Orders, Office Memorandum, and Letters etc. shall not be entertained as all Orders, Notification and Office Memorandums issued from the Department of Administrative Reforms are uploaded in the departmental website [www.arungovt.nic.in](http://www.arungovt.nic.in) in addition to circulation of hard copies to all concerned Department/Offices as per the standard distribution list. If any department requires copies of any Notification, Order, OM etc. they should send a proper demand letter.

Therefore, all Department(s)/Offices under the Government of Arunachal Pradesh are directed to strictly adhere to the procedures prescribed above while making any correspondence with this Department. The files or correspondences which are received without routing through the prescribed channel will not be entertained forthwith in the Department of Administrative Reforms.


Sd/-(Kapa kholie)  
Secretary to the  
Government of Arunachal Pradesh.

Dated Itanagar the 30<sup>th</sup> November, 2015

Memo No. AR-158/2015

Copy to:-

1. The Commissioner to the Governor, Arunachal Pradesh, Itanagar.
2. The Principal Secretary to the Chief Minister, Arunachal Pradesh, Itanagar for appraisal of the Chief Minister.
3. PS to Speaker / Deputy Speaker, Legislative Assembly, Itanagar.
4. PS to all Ministers, Arunachal Pradesh, Itanagar.
5. The Chief Secretary, Government of Arunachal Pradesh, Itanagar.
6. All Principal Secretaries/ Commissioner/ Secretaries/Special Secretaries, to the Government of Arunachal Pradesh, Itanagar.
7. The Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary to the Government of Arunachal Pradesh, Itanagar.
8. The Divisional Commissioner (East & West), Government of Arunachal Pradesh, Itanagar.
9. The Resident Commissioner, A.P. New Delhi.
10. The Secretary, Law & Legislative Assembly Government of Arunachal Pradesh, Itanagar.
11. All Heads of Department / Head of Office Arunachal Pradesh, Itanagar / Naharlagun.
12. All Deputy Commissioners / Additional Deputy Commissioners (Independent) for information and necessary action.
13. The Director of Printing, Government of Arunachal Pradesh, Naharlagun. He is requested to publish the above decision in the Official Gazette and supply 100 copies for office use.
14. Computer Cell AR Department for uploading in the departmental website and for records.
15. Office copy.

  
(Kapa Kholie)  
Secretary to the  
Government of Arunachal Pradesh

No. AR-112/2015  
• GOVERNMENT OF ARUNACHAL PRADESH  
• DEPARTMENT OF ADMINISTRATIVE REFORMS  
CIVIL SECRETARIAT, BLOCK No. 4, 4<sup>th</sup> FLOOR,  
ITANAGAR – 791 111

Dated Itanagar the 6<sup>th</sup> June 2016

OFFICE MEMORANDUM

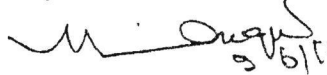
Subject: Observation of procedures laid down for maintenance of Files under the Arunachal Pradesh Secretariat Manual of Office Procedure.

The undersigned is directed to refer to the Office Memorandum No. AR-112/2015 Dated 7<sup>th</sup> October, 2015, wherein the procedures for filing system in a Secretariat Organisation given in Chapter – VII of the Arunachal Pradesh Secretariat Manual of Office was emphasized for compliance without any deviation. Despite the Office Memorandum dated 7<sup>th</sup> October, 2015 and various other instructions issued from time to time for observance of the laid down procedure and rules, various Departments/Offices and Organisations do not follow the procedures prescribed in Chapter – VII of the Manual of Office Procedures.

2. The Chief Secretary vide her U.O. No. CS/Gen/01/2016/316 dated 12<sup>th</sup> April 2016 has viewed it seriously and observed that most of the files submitted to the office of the Chief Secretary to the Government of Arunachal Pradesh are in a clumsy manner with torn file covers, note sheets and correspondences without sequencing and numbering, unwanted flags and number of irrelevant loose papers kept below the files. Note sheets must be numbered and paragraph numbering be done on the notes portion. This has necessitated re-iteration of the procedures and rules for compliance by all concerned.

3. Therefore all the Departmental Heads/Supervisory Officers are directed to ensure that the following instructions are adhered to in letter and spirit while submitting files to higher authorities: -

- i. Strictly adhere to the provisions of Chapter-VII of the Arunachal Pradesh Secretariat Manual of Office Procedure, 2010. The Arunachal Pradesh Secretariat Manual of Office Procedure, 2010 is downloadable in the Publications section of this department's website [www.arungovard.in](http://www.arungovard.in).
- ii. Torn files are neatly pasted/replaced by new ones.
- iii. Unwanted papers and flags must be removed.
- iv. Adequate space is kept in the note sheet for recording comments of the Chief Secretary.
- v. Pages are properly numbered, paragraphed with paragraph number before its submission to the higher authorities.
- vi. File shall be opened case wise and year wise and recorded soon after the action on a file is completed and transferred to the record room as per the procedure for proper maintenance.
- vii. Bulky and voluminous file shall be closed as when the Notes plus correspondence portion file exceeds 150 pages and a new volume shall be opened.
- viii. E-filing and e-office be initiated by the General Administration /Secretariat Administration Department in consultation with IT Department urgently in a time bound manner.
- ix. No file should be handed over to any private person/contractor/unauthorized person by any official and or any

  
30/6/16

- x. Officer. If such a case is found /noticed by any higher level officer in any department then immediately the same should be reported to the Chief Secretary and action initiated against the erring, official(s) and officer(s) for this serious lapses.
- xi. Manual inward/outward registers should be properly maintained as per Rules in all the Departments till e-filing system is introduced in the Government.

4. The files which do not comply with the above requirements are not to be submitted to the office of the Chief Secretary. Any unwieldy and shabby files would be instantly rejected and sent back to the respective departments/offices for taking necessary action as above. The Branch Officer and the Section Officer shall ensure proper file management as per the laid down procedures /Rules.

5. The voluminous and old files of the Directorate are also to be maintained as per the procedure prescribed in the Arunachal Pradesh Secretariat Manual of Office Procedure mentioned above and such files shall be returned to the respective office for correction and submission as per the guidelines. Besides that the Branch Officer and the Section Officer shall take necessary steps for proper recording and transfer of files to the Record Room for further maintenance in accordance with the Arunachal Pradesh Public Records Act, 2011.

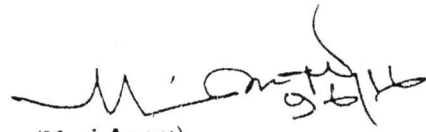
Sd/- 06/06/2016  
Shakuntala D Gamlin  
Chief Secretary to the  
Government of Arunachal Pradesh

Dated Itanagar, the 9<sup>th</sup> June, 2016

Memo No. AR-112/2015

Copy to:

1. The Secretary to the Governor, Arunachal Pradesh, Itanagar.
2. The Principal Secretary to the Chief Minister, Arunachal Pradesh, Itanagar.
3. PS to all Ministers, Arunachal Pradesh, Itanagar.
4. PS to the Chief Secretary, Government of Arunachal Pradesh, Itanagar for appraisal of the Chief Secretary to the Government of Arunachal Pradesh.
5. All Commissioners/ Secretaries/ Joint Secretaries/ Deputy Secretaries/Under Secretaries to the Government of Arunachal Pradesh.
6. The Additional Secretary (GAD) may take necessary steps to revive the Record Room function and for proper movement of file to the Record Room and its maintenance.
7. All Heads of Departments, Government of Arunachal Pradesh.
8. All Deputy Commissioners/ Additional Deputy Commissioners (Independent), Government of Arunachal Pradesh.
9. All Research Officers/Junior Analysts/Budget Officers/Section Officers, Government of Arunachal Pradesh.
10. All Superintendent/Dealing Hands, Government of Arunachal Pradesh.
11. Record Keeping and website Cell, Administrative Reforms Department for upbading in the departmental website and keeping in guard files.
12. Office Copy.

  
(Mari Angu)  
Under Secretary to the  
Government of Arunachal Pradesh