

Final Draft
Pollution Control Board, Assam
(Employees' Service) Regulation-2012

[As approved in the 94th Board Meeting dtd. 20-03-2013]



Pollution Control Board, Assam
Bamunimaidam, Guwahati – 781021

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Pollution Control Board, Assam (Employees' Service) Regulation, 2012

A Regulation to regulate recruitment, appointment, promotion and other conditions of services of the employees (other than the Chairman, Members and Member-Secretary) of the Pollution Control Board, Assam in exercise of the powers conferred under Sub-Section 3(A) of Section 12 of Water (Prevention and Control of Pollution) Act, 1974 as amended and Sub-Section (4) of the Section 14 of the Air (Prevention and Control of Pollution) Act, 1981 as amended.

CHAPTER – 1 (PRELIMINARY)

1. Short title and commencement:

- (i) These Regulations shall be called “Pollution Control Board, Assam (Employees' Service) Regulation, 2012”.
- (ii) These Regulations shall come into force with effect from the date of notification to be made by the Government of Assam on its approval.
- (iii) These Regulations shall be applicable to all whole-time regular employees of the Board whether appointed on a time scale of pay or on fixed monthly pay or salary appointed either before or after these Regulations come into force.
- (iv) These Regulations shall not be applicable to the work-charged employees, casual employees, contract and part-time employees, muster roll laborers and daily wage earner of the Board.
- (v) These Regulations shall also apply to the employees sent on deputation or borrowed from the State Government or Govt. of India or any other Authority.

2. DEFINITIONS:

In this regulation unless there is anything repugnant in the subject or the context:-

- (i) “**Water Act**” means The Water (Prevention and Control of Pollution) Act, 1974 with its amendments,
- (ii) “**Air Act**” means The Air (Prevention and Control of Pollution) Act, 1981 with its amendments,
- (iii) “**Water Rules**” means rules framed by the Government of Assam under Water (Prevention and Control of Pollution) Act, 1974 with its amendments.
- (iv) “**Air Rules**” means rules framed by the Government of Assam under Air (Prevention and Control of Pollution) Act, 1981 with its amendments.
- (v) “**Appointing authority**” means the Chairman of the Board or any other officer of the Board to whom the power of appointment is delegated by the Chairman or by the Board.
- (vi) “**Board**” means the Pollution Control Board, Assam (PCBA) as constituted under the Section-4 of the Water Act and Section-4 of the Air Act.
- (vii) “**Chairman**” means the Chairman of the Pollution Control Board, Assam.
- (viii) “**Day**” means a calendar day beginning at midnight and ending at next midnight.
- (ix) “**Employees**” means a person employed on any post in the Board but does not include casual employee, contract and part-time employee, Muster Roll labor, daily wage earner and worked-charged employee as mentioned in the clause (xviii) of this chapter.
- (x) “**Family**” means an employee's legitimate wife or husband as the cases may be and legitimate children including stepchildren and adopted children residing with and wholly dependent upon the employee.

Except for the purpose of traveling allowances family includes his/her parents (not adopted), unmarried sisters and minor brothers if residing with and wholly dependent upon the employee.

- (xi) “**Government**” means the Government of Assam.
- (xii) “**Members**” mean the members of the selection committee.
- (xiii) “**Member-Secretary**” means the Member-Secretary of the Board.
- (xiv) “**Regular employee**” means an employee who is appointed on regular basis but does not include work-charged employee, **contractual** employee, casual employee, part-time employee, muster Roll labour and daily wage earner.
- (xv) “**Section**” means section of the Water (Prevention and Control of Pollution) Act, 1974 as amended and section of the Air (Prevention and Control of Pollution) Act, 1981 as amended.
- (xvi) “**Selection Committee**” means the committee constituted under Regulation-14.
- (xvii) “**Selection list**” means the list of candidates prepared by the selection committee as referred in Regulation-8, 9 and 10.
- (xviii) “**Service**” means various categories of service under the Board. These include:
- Engineering and Technical Service [ETS],
 - Laboratory and Scientific Service (LSS)
 - Computer and Information Technology Service (CITS)
 - Environmental Planning, Mass Awareness & Public Relations(EPM&PR).
 - Finance & Accounts Service (FAS),
 - Administrative and Establishment Service (AES).
- All these services include employees working in the Head Office and Regional Offices of the Board.
- (xix) “**Year**” means the financial year commencing on the first day of April and ending with last day of March

CHAPTER – 2 (GENERAL)

3. Classification and gradation of services:

(i) Class of services -

For the purpose of these Regulations the Services under the Board are classified, on the basis of the Assam Services (Revision of Pay) Rules, 2010:

- Group A: -- All posts having Grade Pay of Rs 5400 and above
- Group B: -- All posts having Grade Pay from Rs 4200 to Rs 5100
- Group C: -- All posts having Grade Pay from Rs 2000 to Rs 3300
- Group D: -- All posts having Grade Pay up to Rs 1800

(ii) Grade of service –

For the purpose of traveling allowances and daily allowances the employees of the Board are classified into following grades on the basis of basic pay drawn as shown in the Assam Services (Revision of Pay) Rules, 2010:

- Senior Grade -- All employees having Grade Pay of Rs 7400 and above.
- 1st Grade -- All employees having Grade Pay from Rs 5400 to Rs 7200
- 2nd Grade -- All employees having Grade Pay from Rs 4200 to Rs 5100
- 3rd Grade -- All employees having Grade Pay Rs 2000 to Rs 3300
- 4th Grade -- Employees having Grade Pay up to Rs 1800

Note:-

1. All non-official Members of the Board shall be treated as Senior Grade.
2. This class and grade of service will automatically stand modified accordingly and with effect from the same date as and when classification and gradation is modified by the Govt. of Assam for their officers and staff.
3. The status and rank of the employees of the Board shall be equal to the corresponding status and rank of the employees of the Government of Assam. This refers the provisions of the Rule: 24(1) (a to c) and Rule 24(2) (I to VI) of Water Rules framed under the Water Act by the Government of Assam.

4. Cadre:

- (i) The services of the Board shall comprise the categories of the posts as mentioned in **Table-1**. The Board may include any other category of post or posts under the service of the Board or exclude from the post listed in **Table-1** as and when felt necessary for smooth functioning of the Board and in the public interest temporarily for a period of not exceeding two years by Board decision and on permanent basis with due approval from the Government of Assam.
- (ii) Members of the cadre shall have no claim for appointment to any other cadre except in accordance with provisions made in these Regulations.
- (iii) The Board by a Resolution may upgrade or downgrade post(s) within the sanctioned strength, however, any addition to the existing strength of the cadre shall be with the approval of the Government of Assam.

5. Strength of Service:

- (i) The strength of each cadre of the service shall be such as may be determined by the Board from time to time with approval of Government.
- (ii) The Board may hold in abeyance any post or posts as and when considered necessary on approval of Government.

- (iii) The strength of each cadre of service on the date of commencement of these Regulations shall be as shown in **Table-1 (Appendix I)**.

6. General Conditions of Service:

Unless otherwise specifically prescribed in these Regulations –

- (i) **Nationality:** No candidate shall be appointed to the service of the Board unless he is a citizen of India.
- (ii) **Age:** (a) The candidate selected for appointment must not be less than 18 years of age and more than 38 years of age on the first day of the year in which selection examination is held by the authority.

Provided that in the case of candidates belonging to special categories the upper age limit shall be 43 years of age subject to such relaxation as may be made by the Government from time to time.

Explanation

“Special Categories” mean person belonging to schedule caste/tribe and any such other person or class of persons as may be notified by the Government from time to time.

- (b) For candidates belonging to Ex-Servicemen the upper age limit shall be 40 years on the 1st January of the year in which recruitment is made.

Provided further that with approval of the Board the Chairman by special order may grant relaxation of the age limit on individual case on the principle laid down by Government of Assam vide O.M. No. ABP. 513/79/9 dtd. 27-03-1980 or such other instructions issued from time to time by Government of Assam.

Provided also that the lower and upper age limit and any relaxation there to as and when modified by Government of Assam shall automatically be applicable to the candidates for direct recruitment/appointment to Board's service.

- (c) In any case mentioned under 6(ii)(a) & (b), the Original Certificate of Board of Secondary Education, Assam or any other Recognized State/Central Board or University shall be accepted as Valid Document for Age. In case of Non-metric employees in Grade-IV and Grade-III service (e.g. Driver), the original School Certificate shall be considered as Valid Document.

- (iii) **Academic Qualification:** Normally, academic qualification of a candidate for appointment to the service of the Board shall be similar to that for each category of post as prescribed for same category by Government of Assam from time to time with certain modifications in case of scientists and engineers subject to fulfill the expanded activities of the Board in the light of various environmental and Pollution Control Acts and Rules entrusted to the PCBA.

The qualification and experience prescribed for appointment by direct recruitment and by promotion on the date when Regulation comes into force shall be such as mentioned in **Table-2 to Table-7 in Appendix- I**.

- (iv) **Physical Fitness:**
- (a) For appointment to the service of the Board a candidate should be of sound health, both physically and mentally, and should be free from any organic defect or bodily infirmity which is likely to interfere with the efficient performance of his duty.
- (b) If the appointing authority thinks so, he may require a candidate or an employee to undergo medical examination before such medical practitioner as will be decided by appointing authority at his own cost and to produce a certificate of fitness.
Provided that in the case of an employee of more than one year of continuous service under the Board, such cost of medical examination, if any, shall be borne by the Board.
- (c) The medical practitioner as mentioned herein before shall; be an officer of the Govt. Medical Department not below the rank of Joint Director of the Directorate of Health Services, Government of Assam.
- (d) In case where the appointing authority thinks it necessary he may refer such cases to the Medical Board to be constituted by the Directorate of Health Services, Government of Assam for examination and their views. In such cases the cost involved thereto shall be borne by the Board.
- (v) **Physically Challenged:** As per Government of Assam and Central Government norms any person with sound health and mind but he/she is physically challenged or blind or dumb and deaf shall be recruited as per norms of the Government of Assam.
- (vi) **Moral Character:** A candidate for direct recruitment or appointment on compassionate ground shall have to produce a certificate of good moral character from the Principal/ Academic Officer of the school or college or university in which he studied last. In all cases the candidates shall have to undergo police verification.

CHAPTER-3 (RECRUITMENT)

7. Method of Recruitment:

- i) Appointment to the service under the Board shall be made by the appointing authority by any one or more of the following methods :
 - a) By direct recruitment
 - b) By promotion
 - c) On deputation
 - d) On compassionate ground.
 - e) On contract
- ii) Appointment under the Board shall be made only against the vacant sanctioned post/posts as per provisions contained in this Regulation or in absence of such prescribed provisions, as per prescribed rules and instructions issued by Government of Assam from time to time for post of corresponding category under the Government.
- iii) Direct recruitment shall be made by publication of advertisement for filling up the vacant posts in at least two leading local daily news paper mentioning the probable number of vacancies, reservations, pay scale, qualification, experience and other requirement etc. The method of selection shall also be specified in the advertisement.
- iv) The number of vacancies under various cadres and their percentage for direct recruitment and for promotion from next cadre shall be decided by the Board authority. However, for ready reference such provisions are incorporated in the column 5 of the **Table 1 in Appendix-I**. Similarly, the promotion avenues from lower to higher post under various cadres are shown in the columns 5 & 6 under **Table 2 to Table 7 in Appendix-II to VII**.
- v) Percentage mentioned in Sub-Regulation(iv) means percentage of total number of vacancies that arises in a calendar year. If the required number of vacancies meant for promotion or direct recruitment cannot be filled up by promotion or by direct recruitment as the case may be, for want of suitable candidates, normally such vacancies are to be carried-forward for the next calendar year. However, the Chairman, if think it necessary for interest of the Board, may fill up such vacancies by contractual employment for a limited period not exceeding six months at one stretch.

8. Direct recruitment:

- (i) Subject to provision of Sub-rule(vi) of rule 22 of Water (Prevention and Control of Pollution) (Assam) Rules, 1977 and Regulations 9, 10, 11, 12, 13 and subject to suitability as may be decided by the Selection Committee and by the Appointing Authority, all appointments by direct recruitment shall be made by the Appointing Authority on the basis of Select-List to be prepared by the Selection Committee as referred to the Regulation-14 in accordance with the procedure hereafter provided :-

(a) Direct recruitment under Group A, B and Group C Service -

- (1) All the vacancies in posts under Group A, B and Group C service which are required to be filled up by direct recruitment shall be duly advertised as per provision of Regulation-7(iii) by the Appointing Authority.
- (2) The Selection Committee constituted under Regulation-14 shall prepare a select-list showing the order of preference according to merit and suitability on the basis of competitive written examination and or interview to be conducted by the Selection Committee as per and in terms of advertisement and notification as referred to in Regulation-8(i)(a)(1).

Provided that while preparing the select-list for the posts of Administrative Assistant Grade II and Stenographer, the Selection Committee will also conduct type test (Manual & Computer) and stenography test respectively which shall be of qualifying nature.

- 3) Also provided that the Selection Committee shall prepare the select-list for the post of Driver, Data Entry Operator, Scientific/Technical Assistant III by taking driving test in case of driver and special aptitude and Scientific/Technical capability test.

(b) Direct recruitment under Group D Service:

- (1) All the vacancies in posts under Group D service which are required to be filled up by direct recruitment shall be duly advertised as per provision of Regulation-7(iii) as well as to be notified to the local Employment Exchange where the vacancy arises by the Appointing Authority.
- (2) The Selection Committee constituted under Regulation-14 shall prepare a select-list showing the order of preference according to merit and suitability on the basis of written test and/or interview only to be conducted by the Selection Committee as per and in terms of advertisement and notification as mentioned in Regulation-8(i)(b)(1).

(c) While preparing the select-list the Selection Committee shall strictly follow the reservation Act(s) & Rules notified by Govt. of Assam concerning to reservation of vacancies including reservation for women and physically challenged in services and post on the date of preparation of the Selection list.

(d) The Selection Committee shall forward to the Appointing Authority a select-list of candidates as referred to in Sub-clause (a)(2) and (b)(2) of Regulation-8(i) showing the order of preference according to merit and suitability. The number of candidates in such select-list shall be double the number of probable vacancies if sufficient numbers of suitable candidates are available.

- (ii) The list of candidates as referred to in sub-clause (d) of Regulation-8(i) shall remain valid for twelve months from the date of forwarding the same to the Appointing Authority. No appointment shall be made from the select-list the validity of which has expired. However, the initial period of twelve months may be extended by the Chairman, for a period of 6 (six) months in special circumstances only.
- (iii) Subject to provision of Rule 22(vi) of Water (Prevention and Control of Pollution) (Assam) Rules, 1977, the Appointing Authority shall appoint only as many candidates as advertised from the Select-list as referred to in Regulation-8(i)(d) and 8(ii) in order of preference as mentioned in the Select-list. Any increase or decrease in vacancy has to be re-advertised before the commencement of selection process (written examination and or interview as the case may be).
- (iv) In case the Appointing Authority dis-agrees with the Selection Committee regarding the preference mentioned in the Select-list and deviates from the preference mentioned in the Select-list while appointing any candidate, the reasons for such deviation be recorded under his dated signature. Deviation so made shall be placed before the Board's meeting within a period of three months from the date of such deviation. The decision of the Board on such deviation will be final.

- (v) Subject to provisions of Sub-Regulations-(i), (ii), (iii) and (iv) of this Regulation, all appointments shall be made in conformity with provision-7(iv) read with the provisions of 8 (i)(c) and **Appendix-I** of this Regulations.
- (vi) In case of urgency, the Chairman may appoint a person on contract basis for a period of three months in Grade II, III & IV cadres if there is no select-list as referred to in Regulation-8(i)(d) or when all the names of the candidates recommended therein have been exhausted at a fix pay not exceeding the sum of minimum of pay in the pay band plus Grade pay and Admissible dearness allowance on the date of appointment.

In case of necessity the period of three months as referred to above may be extended by the Chairman for further periods of three months at a time provided that total period of such temporary appointment on ad-hoc basis including period of all extensions shall in no circumstances exceed 12 months.
- (vii) The Appointing Authority shall obtain a police verification report of the candidate either before appointing him to the service of the Board or within one year from the date of appointment and in case(s) where no verification reports are received, the annual increment(s) shall not be granted till it is received. In case of adverse police verification report(s) the appointee(s) shall be informed and discontinued from service forthwith.

9. Recruitment & Promotion:

- i) Subject to suitability as may be decided by the Selection Committee and by the Appointing Authority as set forth in Regulation-10 and also subject to processing such qualification and experience as prescribed under **Table 2** to **Table 7** in **Appendix-II to VII** under Regulation-7(iv) appointment by direct recruitment or promotion to the following categories of posts shall be made by the Appointing Authority on the basis of Select-list prepared by the Selection Committee as referred to in Regulation-14.

A) Engineering and Technical Service:

- 1) Chief Environmental Engineer (CEE)
- 2) Additional Chief Environmental Engineer (ACEE)
- 3) Senior Environmental Engineer (SEE)
- 4) Executive Engineer (EE)
- 5) Asst. Executive Engineer (AEE)
- 6) Assistant Engineer (AE)

B) Laboratory and Scientific Service:

- 7) Chief Environmental Scientist (CES)
- 8) Additional Chief Environmental Scientist (ACES)
- 9) Senior Environmental Scientist (SES)
- 10) Executive Environmental Scientist (EES)
- 11) Assistant Exe. Env. Scientist(AEES)
- 12) Environmental Scientist (ES)
- 13) Assistant Environmental Scientist (AES)
- 14) Scientific Assistant –I/ Asstt. Chemist
- 15) Scientific Assistant –II
- 16) Scientific Assistant –III

C) Computer and Information Technology Service :

- 17) Executive Information Technology Officer (EITO)
- 18) Asstt. Executive Information Technology Officer (AEITO)
- 19) Programmer (PR)
- 20) Asstt. Programmer(AP).

D) Environmental Planning, Mass Awareness & Public Relations Service:

- 21) Senior Planner & Researcher Officer (SPRO)
- 22) Planner & Research Officer (PRO)
- 23) Assistant Planning & Research Officer (APRO)
- 24) Statistical Assistant (St.A)
- 25) Data Entry Operator (DEO)

E) Finance and Accounts Service:

- 26) Manager (Finance & Accounts) (MFA)
- 27) Deputy Manager (Finance & Accounts) (DMFA)
- 28) Asstt. Manager (Finance and Accounts) (AMFA)
- 29) Senior Accountant (SA)
- 30) Junior Accountant (JA)

F) Administrative & Establishment Service:

- 31) Manager (Human Resource & Administration) (MHR)
- 32) Deputy Manager (HR & Administration) (DMHR)
- 33) Asstt. Manager (HR & Administration) (AMHR)
- 34) Administrative Asst. Grade – I (AA I)
- 35) Administrative Asst. Grade – II (AA II)
- 36) Stenographer Grade –I/II
- 37) Technical Assistant –I (TA I)
- 38) Technical Assistant –II (TA II)
- 39) Technical Assistant –III (TA III)
- 40) Drivers
- 41) Duftry
- 42) Grade-IV (including Peon, Sweeper, Cleaner, Chowkider, etc.)

II) QUALIFICATION, EXPERIENCES AND PROMOTION OF EMPLOYEES UNDER ENGINEERING & TECHNICAL SERVICE:

- a) For Recruitment to the cadre of 'Assistant Engineer' in the Board the required qualification would be the Bachelor's Degree in Engineering (B.E., B.Tech, or B.Sc. in Engineering) in Chemical, Civil, Environmental or Mechanical Engineering from any recognized Indian or Foreign University or AMIE of Institution of Engineers, India. The educational qualification and experience for the other posts under this service shall be as per **Table-2 in Appendix-II**.
- b) Promotion from the level of Asst. Engineer to AEE and then to EE shall be on time scale basis subject to availability of post and suitability of the person(s) as considered by the Selection Committee.
- c) Promotion from the level of EE to SEE and above that is ACEE & CEE shall be by selection considering merit and seniority against the vacant post(s).
- d) There shall be common cadre list of Engineers of the Board recruited as Asst. Engineer either by Direct Recruitment or by promotion from the Junior Engineer level before the commencement of these rules.
- e) For promotion to ACEE and CEE minimum period of 2 years as field experience as Head of Regional Office at the level of EE or SEE shall be required.

III) QUALIFICATION, EXPERIENCE AND PROMOTION OF EMPLOYEES OF LABORATORY AND SCIENTIFIC SERVICE :

- a. For recruitment to the cadre of Environmental Scientist minimum qualification shall be Master Degree in Chemical/ Biological/ Life and Environmental Sciences from any Indian or Foreign University or Institution recognized by the Government of India.

- b. The promotional criteria for Assistant Environmental Scientist(AES) & Environmental Scientist(ES) to the higher cadre shall be as per **Table-3 in Appendix-III**.
- c. All those AES of the Board who possess the minimum Educational Qualification for ES as stipulated in clause (a) above) or have completed a minimum of 5 years of service in the Board as AES (or Chemist) shall be brought under the category of ES along with the post provided that they acquire post graduate qualification within 5 years of their service in disciplines stated in (clause a) above.
- d. The promotion from the level of ES to AEES and EES shall be on time scale basis subject to availability of post and suitability of the person(s) as considered by the Selection Committee.
- e. Promotion from the level of EES to SES and above that is ACES and CES shall be on selection considering merit and seniority against the vacant post(s). There shall be a common cadre list of Scientists of the Board recruited as Environmental Scientist either by direct recruitment or by promotion from the AES before the commencement of these rules.
- f. The existing cadre of Asstt. Chemist shall be redesignated as Scientific Assistant-I with minimum qualification B.Sc in all streams as mentioned in III(a) above.
- g. For promotion to ACES and CES minimum period of 2 years as field experience as Head of Regional Office at the level of EES or SES shall be required.

IV) QUALIFICATION, EXPERIENCE AND PROMOTION OF EMPLOYEES OF COMPUTER AND INFORMATION TECHNOLOGY SERVICE :

- a) For recruitment to the cadre of Programmer, the minimum qualification shall be 4 years Bachelor degree in Information Technology/Computer Sc. (or Master in Computer Application (MCA)) and for Asstt. Programmer, the candidate must have 3 years bachelor's degree in Information Science or Computer Sc. or BCA or B.Sc. with DOEACC 'A' level/PGDCA.
- b) The promotional criteria for Asstt. Programmer & Programmer to the higher cadre shall be as per **Table-4 in Appendix-IV**.
- c) The promotional posts of EITO/AEITO & Programmer in the Board shall be filled from eligible Scientists/Engineers of the Board possessing requisite qualification and experience as per **Table-4 in Appendix-IV**. In case no eligible Board employees are available, the same shall be filled by advertising the post.
- d) The Scientists/Engineers of the Board selected to hold the promotional position as EITO, AEITO & Programmer under Computer and Information Technology Services at the commencement of this Regulation shall continue to hold their position in their parent cadre of Engineers/Scientists of the Board.

V) RECRUITMENT AND PROMOTION IN ENVIRONMENTAL PLANNING, MASS AWARENESS & PUBLIC RELATION SERVICE :

- a) The qualification, experience, promotional avenues for posts under this service etc. are shown at **Table-5 in Appendix-V**.
- b) For appointment to the post of Data Entry Operator, the candidate shall be HSSLC passed with Diploma in Computer Applications and also should possess a speed of 8000 key depressions per hour for data entry works (The speed shall be judged by conducting a speed test on the EDP Machines by the Competent Authority). Persons having DOEAC "O" level or BCA shall be preferred.

- c) For appointment to the post of Statistical Assistant, the essential qualification shall be the Bachelor degree in Mathematics/ Statistics/ Economics from any Indian or Foreign university recognized by Govt. of India. Persons having experience in collection and compilation of Environment/Public Health Statistical data shall be preferable.

VI) RECRUITMENT & PROMOTION IN FINANCE & ACCOUNTS & ADMINISTRATIVE & ESTABLISHMENT SERVICE:

1) Finance & Accounts Service

- a) The direct recruitment in this service shall be at the level of Junior Accountant and Asstt. Manager (Finance and Accounts) (AMFA). The minimum qualification for Junior Accountant shall be B.Com/BBA from any recognized University/Institution with knowledge of computer application and for AMFA the minimum qualification would be MBA in Finance or 2 years full time PGDM in finance or equivalent from recognized university or Institution.
- b) The appointment to both the cadres shall be by Direct Recruitment on the basis of competitive examination and or interview as prescribed from time to time.
- c) The promotional avenues for the other cadres are shown at **Table-6 in Appendix-VI.**
- d) For appointment by promotion to the cadre of Deputy Manager (Finance & Accounts) & Manager (Finance & Accounts) till the suitably qualified and experienced persons are available in the Board the appointing authority may consider for borrowing qualified persons on deputation from any Govt./PSU/Boards or on Contractual Service of retired Govt./Board Officials on terms & conditions as laid down in Regulation-11 and 12.

2) Administrative & Establishment Service

- a) The direct recruitment to Grade-IV shall be in accordance with Rule 8(b) of the Regulation. The minimum qualification for this category shall be class X passed or HSLC passed from any recognized Board. The fixed pay employees working under projects in the Board shall be preferred.
- b) For direct recruitment to the cadre of AAll, the minimum qualification shall be graduation degree in any discipline from any recognized University/Institution with knowledge of Computer Application.
- c) The appointment to cadre of AAll shall also be made by promotion of Grade-IV staff having minimum HSSLC pass qualification and knowledge of Computer Application and having rendered 10 years of continuous service in the Board, through limited departmental examination.
- d) A minimum of 30% of the vacancies in the cadre of AAll in the year in which the selection is made shall be filled up by promotion from the Grade-IV cadre of the Board and the rest 70% shall be made by direct recruitment of degree holders.
- e) The promotion from the cadre of AAll to the cadre AAI and from AAI to Asstt. Manager (HR & Administration)(AMHR) shall be limited only to the University degree holders according to seniority and their performance in the post which he/she has been holding.
- f) There shall be direct recruitment to the level of Asstt. Manager (HR & Administration) (AMHR). For direct recruitment, at least MBA or 2 years full time PGDM in Human Resource or Personnel Management shall be essential. He shall be recruited through written test and/or interview. 50% of posts at Assistant Manager Level shall be reserved for promotion from AAI level.

- g) For appointment by promotion to the post of Deputy Manager (HR & Administration) (DMHR) and Manager (HR & Administration) (MHR) similar procedure as in the case of Deputy Manager (Finance and Accounts) (DMFA) & Manager (Finance & Accounts) (MFA) as stated in V(1) (d) above shall be followed.
- h) For appointment in the categories of Scientific Assistants and Stenographer/ Technical Assistants, the qualification, experience etc. are shown at **Table-3 in Appendix-III** and **Table-7 in Appendix-VII** respectively.
- i) One or more no. of AAI/AAll rank of the Board employees preferably having Law Degree may be declared as Law Assistant in the same rank with special pay of Rs.500/- per month.
- j) One of AAI/AAll rank of Board employee shall be declared as Library Assistant for proper up keep of Board Library.

VII) PROMOTION OF ISOLATED & SPECIFIC CATEGORIES OF POSTS:

The promotion in case of isolated and special categories of posts like Stenographer (1 no.), and Planner (1 no.) etc. shall be done by upgrading the post(s) as and when the person holding the posts becomes eligible for promotion, in case, no posts at higher level are created.

VIII) PROMOTION OF OTHER MISCELLANEOUS CATEGORIES OF POSTS :

In case of certain services under Grade-IV and Grade-III cadres working under the Administration and Establishment branches such as Driver, Peons, Sweeper, Cleaner, Chowkidar etc., where there is lack of promotional scope, in such cases the principles of Assured Career Progression Scheme as notified by Govt. Assam vide no. FPC 109/2010/41 dt.19/02/2011 read with 42 dated-25/05/2011 shall be followed.

10. General Procedure of Promotion:

- (i) In case of promotion coming under the provision of Regulation-9(i) –
 - 1. The appointing Authority shall make an assessment of the number of vacancies likely to be filled up by promotion in each cadre. However, in this Regulation [at **column 7** of the **Table-1 in Appendix-I**], the provisional strengths of posts under various cadres have been shown.
 - 2. The Appointing Authority shall furnish to the Selection Committee –
 - (a) Information about the number of probable vacancies cadre-wise.
 - (b) Approved gradation list of the employees showing the seniority.
 - (c) Names of employees (four times the number of probable vacancies as assessed vide clause 1 above) in order of seniority eligible for promotion in respective cadre.
 - (d) Annual Confidential Report of the employees eligible for promotion together with all connected papers including commendation and verbal remark, if any, recorded in the ACR.
 - (e) Information regarding suspension, disciplinary action proceedings drawn up and punishment inflicted, if any. If disciplinary proceeding drawn up, whether the same is pending or finalized. If finalized, the result thereof.
 - (f) Details about reservation including back-log, if any, in respective cadre.
 - (g) Any other document and information as may be considered necessary by the Appointing Authority or required by the Selection Committee. The Selection Committee shall have the right to call for such other records or information as might be necessary for the purpose of selection.

3. The Appointing Authority shall simultaneously request the Selection Committee to recommend and forward within one month a list of employees found suitable for promotion in order of preference.
 4. Selection for promotion shall be made by the Selection Committee on the basis of efficiency-cum-merit with due consideration of seniority and suitability.
 5. The Selection Committee after due consideration of all documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a list of employees, in order of preference, found suitable for promotion. The number of candidates in such list shall be about double the number of probable vacancies.
 6. In case the Selection Committee does not consider an employee suitable for promotion according to seniority, it shall record the reasons there of in writing and forward the same to the Appointing Authority together with the list. Off course he shall be considered for promotion in the next Selection Committee after laps of 1 year only. The Appointing Authority shall consider the list so prepared and forwarded by the Selection Committee along with the ACRs, personal files and other records relating to the employees and approve the list unless he considers any change necessary.
 7. If the Appointing Authority considers it necessary to take any change in the list received from the Selection Committee, he shall inform the Selection Committee of the change proposed and after taking into account the comments, if any, of the Selection Committee, may approve the list finally with such modifications, if any as may, in his opinion be just and proper.
 8. The inclusion of a candidate's name in the Selection-list shall not confer any right to promotion unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable for promotion.
 9. The Select-list shall remain valid for twelve months from the date of forwarding the same to the Appointing Authority.
 10. No appointment shall be made from the Select-list the validity of which has expired.
 11. Subject to provisions of Regulation-9, appointment by promotion shall be made from the approved Select-list as referred to in Sub-Regulation-7 of this Regulation in order of preference as mentioned in the approved Select-list.
 12. In the event of any serious lapse in the conduct or performance of duties on the part of any employee in the approved Select-list, either before or after preparation and approval of Select-list, the Appointing Authority may, if he so thinks fit, may remove the name of any such employee(s) from the Select-list. In removing the name of employee(s) from the Select-list, the Selection Committee be consulted.
- (ii) In case of promotion coming under purview of Regulation-9(i)(a) –
- (a) The Appointing Authority after due examination of ACR, gradation list and other relevant records will select an employee / employees for promotion on the basis of efficiency-cum-merit and suitability with due regard to seniority.
 - (b) In case the Appointing Authority does not select an employee who is senior to an employee selected for promotion under Sub-Regulation (a) of this Regulation, the Appointing Authority shall record in writing the reasons for doing it.
- (iii) The Chairman, with the approval of the Board may relax the detail extent of experience for promotion from one post to the another under special circumstances.

11. Appointment on Deputation:

- (a) In the absence of suitable and experienced Officer(s) at the level of CES/CEE, the Board may appoint a person on deputation basis against a vacant post on such terms and conditions as is agreed upon by the Board and the Authority from which the person is borrowed on deputation.
- (b) Appointment on deputation basis may be made only when the Board is satisfied that such deputation is necessary in the public interest for conducting activities of the Board.
- (c) The employee on deputation will have no claim for promotion to higher post under the Board. But the Board, if thinks it necessary in the interest of the Board, may appoint the deputed employee to a higher post with previous consent of the Authority from which the person is borrowed on deputation. In this case his service period shall be counted from the date of his absorption in the Board.

(d) Induction:

- (i) Persons holding Scientific, Engineering and Technical Posts specified in Column 2 of **Appendix-II & Appendix-III** on a regular basis in the Pollution Control Board on the date of Commencement of these regulations shall be inducted to the re-designated posts with immediate effect and shall be deemed to have been appointed to the re-designated post from the date of their initial appointment to the post they are holding on regular basis.
- (ii) All employees so inducted and re-designated shall continue to carry the Pay Band and Grade Pay to which they are eligible on the date of commencement of these regulations and shall be eligible for promotion to the next higher grade, with the pay band and grade pay as specified at Table-2 & 3 in **Appendix-II & Appendix-III**.
- (iii) The basic educational qualifications and age limits as applicable to direct recruits shall stand relaxed in case of officers already working in the Pollution Control Board on a regular basis on the date of initial constitution for the purpose of induction to the re-designated posts.

12. Appointment on Contract:

- (a) The Board may appoint a person on contract basis against a vacant post on such terms and conditions as is agreed upon by the Board and the person so appointed on contract basis.
- (b) A formal agreement specifying the terms and conditions of Contract Service including the period for which appointment to be made is to be signed by the parties i.e. by the Chairman or his authorized officer and by the person to be appointed on contract basis before appointment is made.
- (c) Appointment on contract basis may be made only when the Board is satisfied that such contract is necessary in the public interest for conducting specified activities of the Board.
- (d) The employee on contract will have no claim for promotion to higher post under the Board. But the Board, if thinks it necessary in the public interest for conducting activities of the Board, may appoint the employee on contract basis to a higher post on a fresh contract agreement with such terms and conditions as is agreed upon by both the parties.
- (e) **Legal Officer for the Board:** The Board by a resolution may retain the services of one or more number of practicing lawyers of Hon'ble Gauhati High Court to advise the Board on legal matters and also to defend the Court Cases concerning to the Board on terms and conditions as fixed by Govt. of Assam for standing Govt. counsels.

13. Appointment on Compassionate Ground:

In the event of an employee dies in harness leaving his family in need of immediate assistance, the Board may appoint a son husband or wife or unmarried daughter or a near relative of the said deceased employee to a post in Grade IV or Grade III service as per provisions contained in Table 9.

14. Selection Committee:

Unless otherwise a Selection Committee is constituted by the Board by a resolution, the Selection Committee as referred to in Regulation 8,9 and 10 shall consists of the following –

- i) For selection to the posts with Grade Pay of Rs.6600/- and above by promotion or on deputation for appointment as required:
 - (a) Chairman of the Board -- Chairman
 - (b) Secretary, Dept. of Environment & Forest, Govt. of Assam or his representative -- Member
 - (c) One expert to be nominated by the chairman -- Member
 - (d) Member-Secretary of the Board -- Member-Convener
- ii) For selection to the posts with Grade Pay from Rs. 5400/- to Rs.6300/- either for direct recruitment or for promotion other than those mentioned in sub-regulations (i) and (iii) of Regulation 14.
 - a) Member-Secretary of the Board -- Chairman
 - (b) Chief Environmental Engineer/Chief Environmental Scientist -- Member
 - (c) Representative of the Government not below the level of Deputy Secretary -- Member
 - (d) One expert to be nominated by the Chairman of the Board -- Member
 - e) Manager (MHR) -- Member-Convener
- iii) For selection to the posts with Grade Pay less than Rs. 5400/- –
 - (a) Representative of the Chairman of the Board -- Chairman
 - (b) Officer of the Board dealing with establishment matter of Grade-III & IV -- Member
 - (c) Manager (MHR) -- Member-Convener

15. Reservation:

In the case of direct recruitment and promotion to the service, there shall be reservation in favor of candidate's belonging to special category like Scheduled Castes, Scheduled Tribes or any other category in accordance with the Principles laid down by Govt. of Assam from time to time.

Provided that when a sufficient number of suitable and qualified candidates belonging to any of the categories is not available for filling the vacancies reserved for that category or when the reservation contains a fraction, such shortfall fraction shall be carried over and added the normal

reservation in the next recruitment in respect of that category and the current vacancies shall be filled up by other suitable qualified candidates.

In case of Backlogs pertaining to Schedules Castes, Scheduled Tribes or any other categories, the Board shall follow the procedures/norms notified by the Government of Assam from time to time.

16. Appointments (Manner and Right):

- (i) Subject to provision of Regulation-9(ii), 15 and sub-Regulation of this regulation, appointment to a cadre shall be made in accordance with the order of preference determined in the Select-list as referred to in Regulation 8 and 9(i)(a).
- (ii) The inclusion of a candidate's name in a Select-list shall confer no right to appointment unless the appointing authority is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respect for appointment to the service.
- (iii) No employee of the Board will have any right to claim promotion except otherwise than the manner as prescribed in Regulation-9 read with Regulation-10.
- (iv) Notwithstanding anything contained in this Regulation, the Board with approval of Government may fill up the vacancies in class-I and class-II service in any other manner if the Board considers that the existing employees are not suitable for appointment to the post in question.

* * *

CHAPTER – 4

(SERVICE CONDITIONS)

17. Time to Join the Service:

A person shall join within fifteen days from the date of receipt of the order of appointment failing which unless the Appointing Authority extends the period which shall not, in all, exceed three months, the appointment shall be treated as cancelled.

18. Probation:

- (i)
- a) All persons appointed to the service of the Board either by direct recruitment or appointed on compassionate ground shall remain on probation for a period of one year immediately after such appointment.
 - b) All employees appointed on promotion other than promotion to class-I service remain on probation for a period of one year immediately after such appointment on promotion.

N.B.: Any period, after such appointment, spent on deputation to a corresponding or a higher post and any period of officiating appointment to a similar post or higher post will be reckoned as a period spent on probation for the purpose of sub-Regulation (a) and (b) of Regulation-18(i).

DURING PROBATION

- (ii) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, the Appointing Authority may—
- (a) If such a person is within the purview of Regulation-18(i)(a), discharge him from the service or revert him to the previous post held by him.
 - (b) If such a person is within the purview of Regulation-18(i)(b), revert him to the previous post held by him or deal with him in such other manner as the Appointing Authority thinks fit and proper.

ON COMPLETION OF PROBATION

- (i) On completion of the period of probation of a person the appointing authority –
- a) if in his opinion the work and conduct of the person on probation has been satisfactory, shall declare that he has completed his probation satisfactorily;
 - b) if in his opinion the work and conduct of the person on probation has not been satisfactory or he has failed to pass the prescribed departmental examination, may discharge him from the service or revert him to the previous post held by him or deal with him in such other manner as the appointing authority thinks fit and proper if such person is within the purview of Regulation-18(i)(a).
- (ii) Notwithstanding anything contained in Sub-Regulation-(i) the Chairman, for good and sufficient reasons, to be recorded in writing may extend the period of probation for a further period not exceeding one year,
- (iii) An employee placed on probation will be entitled to draw his first increment in the new post only after completion of probationary period satisfactorily as referred to in Regulation-18 (iii) (a).

19. Training:

- (i) An employee of the Board may be required to undergo such training and pass such departmental examination as the Board may prescribe from time to time.
- (ii) In the case of deputation for training at the cost of the Board for a period exceeding one month in India or for any period outside India, the employee selected for such deputation for training shall have to execute a bond to the effect that he shall have to serve at least for a period of five years under this Board on completion of training. In the event of his failure to do so or in the event of his failure to pass the prescribed examination, if any, during or at the end of the training he shall have to refund the entire cost of training and deputation. No trainee shall be allowed any extension or variation of prescribed training course.

Cost to be refunded includes all the money paid to the employee concerned and / or expended on his account during the period of his training i.e. pay and allowances; leave salary; stipend; scholarship; all travel expenses; cost of fees, books, and other equipments etc.

Bond executed by the employee should be supported by two sureties who should be either employee of this Board or permanent employee of Govt. of Assam having a status equal or higher than the employee selected for deputation for training. The bond shall be executed before his departure for training in form prescribed at **Appendix-IX** or in such form as prescribed by the Board from time to time.

20. Discharge or Reversion:

A temporary or officiating employee of the service shall be liable to be discharged or reverted to the lower cadre of the service or to his original post, if –

- (i) He fails to make sufficient use of the opportunities given during any training as may be prescribed by the Board from time to time or fails to render satisfactory service during his tenure of service in the cadre; and
- (ii) It is found on a subsequent verification that he was initially not qualified for the appointment or that he had furnished any incorrect information with regard to his appointment.

21. Seniority:

- (i) The seniority of an employee in a cadre appointed by direct recruitment or by promotion shall be as per his/her position in the Select-list as referred to the Regulation-8(i)(d) and Regulation-10(i)(7) if he joins the post to which he is appointed within 15 days from the date of receipt of appointment order or within the extended period as referred to in Regulation-17.

Provided that in case of appointment by promotion coming under the purview of Regulation-9(i)(b) where there is no Select-list the inter-se seniority of the employees so promoted in one batch in the new cadre shall be determined on the basis of their inter-seniority in the immediate previous cadre from which they have been promoted provided they join the post to which they have been appointed within 15 days from the date of receipt of appointment order or within the extended period as referred to in Regulation-17.

- (ii) If an employee fails to join the post to which he is appointed within the initial 15 days of receipt of order or within the extended period as mentioned in Regulation-17, but joins later, his seniority shall be determined in accordance with the date of joining.

Provided that if two or more employees join on the same date as referred to in clause (a) of this Sub-Regulation, inter seniority shall be determined on the basis of their position in the Select-list.

- (iii) An employee appointed by promotion in a calendar year (from 1st January to 31st December) shall be senior to an employee appointed by direct recruitment of that calendar year.

22. Gradation List:

There shall be prepared every year a gradation list consisting the names of all employees of the Board cadre-wise in order of seniority showing such other particulars such as date of birth, date of appointment in the Board, date of appointment in the cadre etc.

23. Confirmation:

- (i) Subject to availability of permanent post and substantive vacancy in respective cadre, an employee may be confirmed in his service subject to fulfillment of following conditions that –
- (a) He has satisfactorily completed the period of probation, if any, as referred to Regulation-18.
 - (b) He has successfully undergone the training and has passed the departmental examination, if any, prescribed by the Board.
 - (c) In the opinion of the Appointing Authority his work and conduct after the period of probation, if any, is satisfactory.
 - (d) He has completed at least three years of continuous service in the cadre including the service on higher post or service on deputation to equivalent or higher post.
- (ii) Confirmation of an employee in a cadre shall be made on the basis of seniority subject to fulfillment of conditions referred to in Sub-Regulation-(i).
- (iii) An employee shall have no right to claim confirmation if there is no substantive vacancy in a cadre.

24. Mode of Employment:

- (i) An employee of the Board shall be employed in such manner as the appointing Authority may decide subject to the condition that an employee belongs to a particular branch of the cadre shall be employed within the same branch.
- (ii) An employee of the Board shall be liable to be transferred and posted anywhere within the State of Assam or outside Assam and in such case the employee shall not have any option against such transfer or posting.

25. Pay Structure:

The Board shall follow the Assam Services (Revision of Pay) Rules, 2010 and such other orders/notification issued by the Government of Assam from time to time. All such Revision of Pay Rules and notification / orders related to pay structure, D.A. and other benefit shall be applied to all Board employees. The pay structure of the posts in the cadres of service on the date of commencement of these Regulations is as shown in Column 3 of the **Table-2 to Table-7 in Appendix-II to VII.**

26. Admissibility of Pay and Allowances:

- (i) An employee shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date when he assumes the duties of that post, and shall cease to draw pay and allowances as soon as he ceases to discharge his duties.

Provided that an employee who remains absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence.

- (ii) An employee remaining absent from duty without proper authority or deserting the post shall be treated as absent unauthorized. A period of unauthorized absence from duty shall be deemed to cause a break in services unless otherwise decided by the Board.

27. Duties and Responsibilities of Board Employees:

Considering the duties and responsibilities entrusted to the employees of the Board under various cadres, it is clear and explicit that the services rendered by the employees are purely and absolutely 'PUBLIC SERVICE' in nature. Further considering the reference of the Constitution of India, the employees of the Board are bestowed with an important responsibility for maintaining and preserving the wholesomeness of environment and well-being of the human being. Therefore, every employee working in the Board should invariably be seriously concerned about their duties and responsibilities as public servant.

28. Fixing-up of Duties and Responsibilities of Employees of the Board:

The duties and responsibilities of the employees of the Board are normally concerned to the statutory provisions of the existing environmental acts and rules. However, the authorities of the Board shall notify cadre wise and service wise specific duties and responsibilities of all the employees after approval of this regulation, so that the authorities of the Board can assess and monitor of all activities or a specific activity and can ascertain the rate of development and progress of such activities for a better administrative control and in the greater public interest. This will help the Board authorities for assessing the achievements, the rate of success and commitment of the employees against their entrusted duties and responsibilities.

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CHAPTER – 5 (RETIREMENT)

29. Superannuation:

- (i) The Board shall follow the age of superannuation from service as applicable to the employees of Govt. of Assam from time to time.
- (ii) As Board's services are not pensionable and as such, an employee shall retire from the service on superannuation on attaining the age of sixty years. In case implementation of 'Pension Scheme', the employees of the Board shall retire from the service on superannuation on attaining the age of 'Fifty Eight' or as the age limit fixed by the Government of Assam for its employees.
- (iii) Notwithstanding anything contained in Sub-Regulation (i), the Chairman, with previous approval of the Board and in the interest of the Board's service and in exceptional circumstance, may grant extension in service to an employee who has attained the age of superannuation by a period not exceeding one year at a time. But such extension of service should be done beyond the age of sixty two.
- (iv) In case of all such extension of service, all retirement benefit should be paid to the employee within one month from the date of retirement of the person concerned. The extended service of the employee of the Board should be treated as new service and his/her appointment should be done in contract service.
- (v) For Retiring from Service on Superannuation the Regulation 6(ii)(c) shall be Applied for All Categories of Employees of the Board.**

30 a) Premature Retirement:

Notwithstanding anything contained in Sub-Regulation (27), the Chairman may, if he is of the opinion that it is in the interest of the Board to do so, retire an employee by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he has attained fifty years of age or has completed twenty years of service, whichever is earlier.

b) Voluntary retirement:

An employee may, by giving notice of not less than three months in writing to the Chairman, retire from service at any time after he has attained the age of fifty years or after he has completed twenty years of service, whichever is earlier.

In this regard the Board shall follow the directives and guidelines of the Government of Assam issued vide Notification No. PE (D). 69/92/pT.-II/115 dtd. 06/09/2003 by the Department of Public Enterprises.

Provided that no employee against whom a departmental proceeding has been drawn up and is pending or a departmental proceeding is contemplated to be drawn up shall not retire voluntary from service except with specific order of the Chairman.

31 i) Gratuity:

The employees of the Board shall be entitled the benefit of gratuity as per existing provision of the Government of Assam as accepted by the Board.

The employees of the Board, whether appointed on time scale of pay or on fixed pay, on retirement or on death while in service or on quitting the service under the Board shall be entitled to gratuity at par with and as admissible from time to time to the employees of Govt. of Assam.

No other gratuity or service gratuity under any Act or Rules shall be admissible to the employees on their retirement or on death while in service or on quitting the service of the Board.

31 ii) Contributory Provident Fund:

The employees of the Board shall be entitled to benefit of contributory provident fund as per existing provision of Board. In case of implementation of pension benefit /scheme, the contributory Provident Fund scheme shall be abolished for such employees, who accept the Pension Scheme in writing. The Board authority shall obtain option in writing from the individual employees regarding their willingness whether they opt the CPF or Pension Scheme. The employees of the Board shall not be allowed to avail the benefits of the two schemes at a time. Subsequently the Board Authority should also consider Family Pension Scheme with due approval of the Government of Assam.

The Board authority shall take care to provide same rate of interest against CPF deposits as applicable under the Employees Provident Fund Scheme of the Government of India.

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CHAPTER – 6

(MISC. MATTERS)

32. Deputation:

- (i) A transfer on deputation to serve elsewhere than under the Board is not permissible except when such transfer is against a post of service under the Govt. of Assam or Govt. of India or Public Sector undertakings or Autonomous /Statutory Bodies under Govt. of Assam or Govt. of India.
- (ii) Subject to Sub-Regulation (i) the Chairman may transfer an employee to serve on deputation if he is of the opinion that such transfer on deputation is in the greater interest of the Board or in the interest of Govt. of Assam or Govt. of India.
- (iii) The terms and conditions of deputation shall be such as is agreed upon by the Chairman and the Authority to which the employee is deputed.
- (iv) During the period of deputation the person so deputed will remain an employee of the Board and will be subject such Rules and Regulations as is applicable to other employees of the Board other than payment of salary, leave salary, joining time pay, T.A., L.T.C. and medical facilities.
- (v) Subject to Sub-Regulation (i) and (ii) such deputation shall be for a period of upto 3(three) years at a time and in no case it should be for more than 5(five) years in all.
- (vi) The Chairman, if thinks fit and proper, may call back the person on deputation even before expiry of the period of deputation.

33. Termination of Service :

- (i) Except as otherwise specified in the appointment, the service of an employee may be terminated by the Appointing Authority without notice –
 - (a) In the case of a probationer, during the period of probation or on its expiry,
 - (b) In the case of an employee, if such termination is the result of disciplinary action,
 - (c) In the case of an employee, if such termination takes place under an agreement which specifies the period of service or a date for termination of service.
- (ii) The services of an employee may be terminated by the Appointing Authority–
 - (a) In the case of a temporary employee who has not completed one year of service after initial period of probation, by giving one month's prior notice or in lieu thereof, salary for one month or the period the notice falls short of one month.
 - (b) In the case of a permanent employee or a temporary employee who has completed one year of service after initial period of probation, by giving three months prior notice or in lieu thereof, pay salary for three months or the period the notice falls short of three months.
- (iii) All dues of an employee whose service has been terminated under this Regulation shall be paid before expiry of one week from the day on which his employment is terminated.

34. Resignation:

No employee shall quit the service of the Board without giving three months prior notice to the Chairman or in lieu thereof pay to the Board an amount equivalent to his salary (last drawn) for three month's or the period the notice falls short of 3(three) months.

Provided that the Chairman at his discretion may relax or waive the resignation regarding the period of notice or payment to the Board in lieu of notice.

35. Disqualification:

- (i) A candidate or an employee who has entered into or contracted a marriage with a person having a spouse living, or who having a spouse living, has entered into or contracted a marriage with any person shall be disqualified for service under the Board.

Provided that the Board may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are sufficient ground for so doing, exempt any candidate or employee from operation of this Regulation.

- (ii) A candidate or an employee shall be disqualified from service of the Board if such person is declared by any court of law in India in solvent or punished by the court of law in India for any criminal offence or moral turpitude.

36. Employment for whole time:

Unless in any case it is otherwise distinctly provided, the whole time of an employee of the Board is at the disposal of the Board which pay him, and he may be employed in any manner as required by proper authority, without claim for additional remuneration.

37. Employees not to take any other job:

No employee shall either directly or indirectly engage in any other business, occupation or employment or enter into any partnership except with previous permission of the Board.

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CHAPTER – 7

(ESTABLISHMENT MATTERS)

38. Pay, allowances etc:

- (i) Except otherwise provided in this Regulations, the rules and regulations relating to pay and allowances, leave salary, encashment of earned leave at the end of service, subsistence allowance, traveling allowance, leave travel concession, medical allowance and other medical facilities, city compensatory allowance, hill allowance, house rent allowance and other allowances as applicable to the members of the services under the rules making power of the Govt. of Assam shall apply *mutatis mutandis* to the employees of the Board and subject to such amendments and variations as may be made by the Board from time to time with approval of Government of Assam.
- (ii) Any question arising as to which rules or orders are applicable to the case of any employee of the Board shall be decided by the Chairman.

39. Period of training to be treated as duty:

If an employee is required to undergo training as referred to in Regulation-19, the period so spent on deputation for training shall be treated as on duty for all purposes. The employee so deputed for training shall be entitled to pay which he would have drawn but for his proceeding on deputation for training. He shall also be entitled to traveling allowances as on tour for both ways as admissible to his grade pay. In addition to the above he will also be entitled to T.A. for journey undertaken during the period in connection with the said training at the rates admissible to him if expenditure in connection with such tour is not borne by authority in charge of training. He will also be entitled to reasonable time which is required for actual journey to join the training course and back to his original post.

40. Lodging allowance:

- (i) Lodging allowance will be admissible to an employee deputed for training within or outside the State of Assam (but not outside India) when the training course exceeds 30 days but does not exceed one year.
- (ii) If the course of training is for 30 days or less the employee concerned will be entitled to daily allowance as admissible to his grade.
- (iii) Lodging allowance will be equal to half the rate of daily allowance which the employee would have drawn had he been on tour.
- (iv) Lodging allowance or daily allowance as referred to in clause (i) and clause (ii) of this Regulation will not be admissible if the authority in charge of training bears the cost of food and lodging during the course of training.

41. Increment, joining time, leave:

Except as otherwise provided in these Regulations the rules and regulations relating to increment, joining time and leave as applicable to the employee of the Govt. of Assam shall apply *mutatis mutandis* to the employees of the Board subject to such amendments and variations as may be made by the Board from time to time by Resolution in Board meeting.

Any question arising as to which rules or orders are applicable to the case of any employee of the Board shall be decided by the Chairman. But in case of further controversy the matter may be referred to the Government of Assam by the Chairman or by the employee himself with due permission from the Chairman.

42. Dismissal and removal:

- (i) No employee of the Board, unless it be on the ground of conduct which has lead to his conviction by a court on a criminal charge, shall be dismissed or removed from the service unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself.
- (ii) The pay and allowances of an employee who is dismissed or removed from service cease from the date of such dismissal or removal.

43. Suspension:

- (i) The Appointing Authority or any officer or authority above the rank of Appointing Authority may place an employee under suspension when he is of the opinion that –
 - (a) The employee concerned has grossly violated the office discipline and decorum.
 - (b) The employee concerned is found *prima-faci* involved in misappropriation or theft of Board's fund, store or any other property.
 - (c) The employee concerned has behaved in a manner which is an act of in subordination.
 - (d) The employee concerned is *prima-faci* found involved in unlawful removal, concealing, destruction of any official records or willful mis-representation of any case before his superiors.
 - (e) The employee concerned is found not acting in the manner as expected of him, under Assam Civil Services (conduct) Rules 1965, adopted by the Board.
- (ii) The appointing authority or the Chairman may place an employee under suspension if he thinks that such suspension is necessary for smooth running of day to day administration of the Board.
- (iii) An employee against whom a criminal charge or a proceeding for arrest for debt is pending should be placed under suspension with immediate effect if the charge made or proceeding taken against him is of such nature as is likely to embarrass him in the discharge of his official duties or involves a moral turpitude.
- (iv) An employee who is detained in Police or jail custody under any law providing for preventive detention or as a result of proceeding either on a criminal charge or for his arrest for debt shall, if the period of detention exceeds 48 hours and unless he is already under suspension, be deemed to be under suspension from the date of detention until further order.
- (v) An employee who is undergoing a sentence of imprisonment shall also be dealt with in the same manner as in Sub-clause (iv) pending decision on the disciplinary action to be taken against him.
- (vi) An employee shall be dismissed on conviction by the lower court i.e. immediately on termination of the first trial. The termination of the trial does not mean a decision of all the various appeals which are open to the accused. Dismissal cannot be ordered retrospectively with effect from the date of arrest.
- (vii) It shall be the duty of the employee, who may be arrested for any reason, to intimate the fact of his arrest and the circumstances for such arrest to his official superior promptly even though he might have subsequently been released on bail. Failure on the part of the employee to so inform his official superior will be regarded as suppression of material information and will render him liable to disciplinary action on this ground alone, apart from the action that may be called for on the outcome of the police case against him.

In this case the employee himself or on his behalf any family member or a lawyer's intimation shall be considered as sufficient.

- (viii) The Appointing Authority or the Chairman may place an employee under suspension if a disciplinary proceedings against him is contemplated pending a departmental enquiry into alleged misconduct. Generally, the suspension should be resorted to where the charges are of serious nature and where the continuation of an employee in service pending an enquiry is likely to lead to disappearance of material evidence against him or cause further loss to the Board.
- (ix) Suspension is an administrative measure to run the administration and is not a punishment.
- (x) The employee under suspension shall not leave his head quarter without written permission of the authority who issued the order of suspension.
- (xi) No leave can be sanctioned to an employee placed under suspension.

44. Subsistence allowance:

- (i) An employee under suspension shall be entitled to the following payments, namely –
 - (a) A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay.
 Provided that where the period of suspension exceeds three months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for a period subsequent to the period of first three months as follows –
 - (1) The amount of subsistence allowance be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of first three months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee under suspension.
 - (2) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty per cent of subsistence allowance admissible during the period of first three months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, directly attributable to the employee under suspension.
 - (b) In addition to the subsistence allowance he shall be entitled to dearness allowance and other allowances admissible to him based on the subsistence allowance as allowed under sub clause (a).
 Provided that he shall not be entitled to any compensatory allowance unless the said authority is satisfied that the employee continues to meet the expenditure for which they are granted.
- (ii) No payment under sub-clause (i) be made unless the employee under suspension furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

45. Period of Suspension-how to treat:

- (i) When an employee who has been suspended is re-instated or would have been so re-instated but for his retirement on superannuation while under suspension, the authority competent to order re-instatement shall make a specific order –
 - (a) Regarding pay and allowance to be paid for the period of suspension ending with re-instatement or the date of his retirement on superannuation as the case may be; and

- (b) Whether or not the said period shall be treated as a period spent on duty.
- (ii) Notwithstanding anything contained in Regulation-43 where an employee under suspension dies before the disciplinary proceedings or court proceedings instituted against him are concluded, the period between the date of suspension and date of death shall be treated as spent on duty for all purposes and his family or legal heir shall be paid full pay and allowances for that period to which he would have been entitled had he not been suspended subject to adjustment in respect of subsistence allowance already paid.
- (iii) Where the authority competent to order re-instatement is of the opinion that suspension was wholly unjustified, the employee shall, subject to provision of Sub-clause (viii), be paid the full pay and allowances to which he would have been entitled, had he not been suspended.
- (iv) In a case falling under Sub-clause (iii), the period of suspension shall be treated as a period spent on duty for all purposes.
- (v) In cases other than those falling under Sub-clause (ii) and (iii) the employee shall, subject to the provisions of Sub-clause (viii) and (ix), be paid such proportion of pay and allowances to which he would have been entitled had he not been suspended, as the competent authority may determine.
- (vi) Where suspension is revoked pending finalization of disciplinary proceedings or court proceedings, any order passed under Sub-clause (i) before conclusion of the proceedings against the employee shall be re-viewed on his own motion after conclusion of the proceedings, the competent authority shall make an order according to the provision of Sub-clause (iii) or Sub-clause (v) as the case may be.
- (vii) In a case falling under Sub-clause (v), the period of suspension shall not be treated as period spent on duty.

 Provided that if the employee so desires, such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the employee.
- (viii) The payment of allowances under Sub-clause (iii) or Sub-clause (v) shall be subject to all other conditions under which such allowances are admissible.
- (ix) The proportion of pay and allowances determined under Sub-clause (v) shall not be less than the subsistence allowance and other allowances admissible under Regulation-43.

46. Maintenance of records of Service:

The following records of service shall be maintained for individual employee—

- (i) Personal file.
- (ii) Service book—A service book in prescribed form (as prescribed in **Appendix–IX**) shall be maintained for every employee. In this book every step in the employee’s official life shall be recorded and each entry shall be attested by the officer who draws his salary or by such other officer as may be decided by the Chairman.

The entries recorded in the service book shall be verified once in a year in the month of April with reference to acquaintance roll and other relevant records and a certificate to that effect in the following form be recorded in it by the recoding officer under his dated signature:

“Service verified up to from”.

Signature of
Recording Officer

- (iii) **Annual Confidential Report** – A confidential report assigning the performance, character, conduct and qualities of every employee shall be written for each financial year and be kept in personal custody of the Member-Secretary. The provisions contained in “Assam Services (Confidential Rolls) Rules, 1990” as amended from time to time shall apply to the employees of the Board with modification/ substitution to the Rule as mentioned in Table below:

Modification/ Substitutions made with the Assam Services (Confidential Rolls) Rules, 1990:

S. No.	Rule	Existing word/sentence in the Rule	Substituted word/sentence in the Rule for Board
1.	Rule 1(3) & all through the Rule	Govt. of Assam	Pollution Control Board, Assam
2.	Rule 2(b) and all through Rule 2(h)	‘Government’ means the Government of Assam	‘Board’ means Pollution Control Board, Assam.
3.	Rule 2(h)	‘Secretary’ means the Secretary or special Secretary or Commissioner & Secretary or Commissioner & Special Commissioner & Special Secretary whoever is senior most in the administrative department.	Secretary means Member-Secretary of the Board.
4.	Rule 3	Respective controlling officer/Head office in which employee holds the substantive appointment.	Member-Secretary of the Board.
5.	Rule 4 (1), (2) & (3)	Full para.	The confidential Report of all Engineers & Scientists of the Board shall be written by Reporting Authority in the Model form as prescribed in Schedule-IIA; and the same of all other Grade I, II, III and employees of the Board in form prescribed in Schedule II and for Grade-IV employees the form as prescribed in the Schedule III of the Rules shall be used.
6.	Rule 5(2)	Full Rule	The Member Secretary shall prepare elaborate chart covering all categories of employees of the Board showing Reporting, Reviewing & Accepting Authority which with the approval of Chairman shall be enforced for writing ACR.

47. Conduct, Discipline and Appeal:

- (i) Except otherwise provided in Chapter-VI in these Regulations, the provisions contained in "Assam Civil Services (Conduct) Rules, 1965" and "Assam Services (Discipline and Appeal) Rules, 1964" as amended from time to time shall apply to the employees of the Board with modification/ substitution to these Rules as mentioned in the Table below:

I. Modification/ Substitutions made in Assam Civil Services (Conduct) Rules, 1965:

S. No.	Rule	Existing word/sentence in the Rule	Substituted word/sentence in the Rule for Board
1.	1(3) and all through Rule	... with the affairs of State:/State	Within the affairs of Pollution Control Board/Board.
2.	2(a) and all through Rule	Government	Pollution Control Board, Assam.
3.	2(b) and all through Rule	Govt. Servant	Employees of Pollution Control Board, Assam
4.	11(3), (4)	Prescribed authority	Member-Secretary of the Board.
5.	27(7 & 8)	Chief Secretary	Chairman of the Board

II. Modification/ Substitutions made in Assam Services (Discipline & Appeal) Rules, 1964:

S. No.	Rule	Existing word/sentence in the Rule	Substituted word/sentence in the Rule for Board
1.	All through Rule	Government/ Govt. of Assam	Pollution Control Board, Assam
2.	-do-	Govt. Servant	Employees of Pollution Control Board, Assam
3.	Rule 2(g)	Service of State of Assam	Service of Pollution Control Board, Assam
4.	Rule 5	Authorities specified in the Schedule: Provided that the Governor may, by modification in the official Gazette, amend the schedule from time to time.	Chairman of the Board or any official of the Board authorized by him.
5.	8(2)	State Service	Board Service
6.	15	Specified in this behalf in the Schedule	Pollution Control Board, Assam which shall decide on the Appeal through Board Resolution.
7.	Schedule to the Rule	Schedule	Stand deleted.

- (ii) The Departmental Proceedings initiated/ to be initiated against the Board Employees shall be dealt with as per the Manual of Departmental Proceedings published by Department of Personnel, Govt. of Assam with substitutions/modifications as made with regard to Assam Services (Discipline & Appeal) Rules, 1964.

48. Other Conditions of Service:

The other conditions of service of the employees, in respect of the matters for which no provision has been made in these Regulations, shall be the same as are, for the time being, applicable to the employees of the Govt. of Assam of the corresponding status and having similar functions until Regulations are framed for this purpose.

CHAPTER – 8

49. Relaxation:

Where the Board is satisfied that the operation of any of the conditions under this Regulation causes undue hardship in a particular case, the Board may order to dispense with or relax the requirement of that Regulation to such extent and subject to such conditions as the Board may consider fit and proper for dealing with the case in a just and equitable manner, by a Board Resolution.

Provided that the case of any person shall not be dealt with under this Regulation in any manner less favorable to him than that provided by any of this Regulation.

50. Delegation of Power:

The Government of Assam or the Board as the case may be, by general or special order, direct that any power exercisable by it under these Regulations except the power in Regulation 48, be exercisable also by the Chairman or by such officer subject to such conditions, if any, as may be specified in the order.

51. Interpretation:

All questions relating to interpretation of any provision of these Regulations shall be resolved by Board decision, however, in case(s) where Board finds it difficult to resolve, it will be referred to the Government of Assam whose decision shall be final.

52. Repeal and Savings:

(a) Rules and orders issued by Government of Assam corresponding to these Regulations and in force immediately before commencement of these Regulations shall no longer be applicable with effect from the date on which these Regulations come into force, however, all the resolutions adopted by the Board corresponding to there Regulations and inforce immediately before the commencement of these Regulations shall no longer be applicable with effect from the date these Regulations are adopted by the Board and to that extent these Regulations will come into force from the date of adoption by the Board.

(b) Notwithstanding the provisions of Regulation-51, all orders made or actions taken under any rule, regulation or resolution of the Board prior to commencement of these Regulations in respect of matters relating to conditions of service of the employees of the Board shall be deemed to have been validly made or taken under the corresponding provisions of these Regulations and shall be treated as valid.

This regulation received the approval of Govt. of Assam vide No.
..... dtd.

Guwahati, the

CHAIRMAN

TABLE-1
STATEMENT SHOWING CADRE STRENGTH OF POSTS (APPROVED) AND TO BE
REVISED BY THIS REGULATION UNDER VARIOUS CADRES AT HEAD OFFICE AND AT
REGIONAL OFFICES OF PCBA
(Ref: Regulation – 4 and 5)

SI. No.	Name of Posts (Existing & New*)	Class (I/II/III/IV)	No. of Posts Approved		New Posts	Total	Revised Cadre strength w.e.f. 2013-14
			Filled Up	Vacant			
1	2	3	4	5	6	7	8
1	Chief Env. Engineer	I	1	0	0	1	1
2	Addl. Chief. Env. Engineer	I	1	0	0	1	2
3	Sr. Env. Engineer	I	6	0	0	6	6
4	Executive Engineer	I	8	0	0	8	8
5	Asstt. Executive Engineer	I	8	0	0	8	18
6	Asstt. Engineer	I	31	4	5	40	30
7	Chief Env. Scientist	I	1	0	0	1	1
8	Addl. Chief Env. Scientist	I	1	0	0	1	1
9	Sr. Env. Scientist	I	2	1	0	3	3
10	Executive Env. Scientist (EES)	I	3	4	0	7	6
11	Asstt. Exe. Env. Scientist (AEES)	I	12	Excess 4	0	8	7
12	Env. Scientist (ES)	I	0	3	7	10	10
13	Asstt. Env. Scientist (AES)	II	10	Excess 3	0	7	10
14	Scientific Asstt. I (SAI)* (Asstt. Chemist)*	III	2	0	0	2	2
15	Scientific Asstt. II (SAII)*	III	0	0	1	1	1
16	Scientific Asstt. III (SAIII) (Lab. Asstt.)**	III	1	0	6	7	6
17	Exe. Information Technology Officer (EITO)*	I	0	0	1	1	1
18	Asstt. Exe. Information Technology Officer (AEITO)*	I	0	0	1	1	1
19	Programmer(PR)*	I	0	0	1	1	1
20	Asstt. Programmer(AP)*	II	0	0	3	3	3
21	Sr. Planning and Research Officer*	I	0	0	1	1	1
22	Planning and Research Officer*	I	0	0	1	1	1
23	Asstt. Planning and Research Officer (Planner)*	II	1	0	0	1	1
24	Statistical Asstt.*	III	0	1	1	2	2
25	Data Entry Operator	III	1	0	5	6	6
26	Manager (Finance & Accounts) *	I	0	0	1	1	1
27	Deputy Manager (Finance & Accounts) *	I	0	0	1	1	1
28	Asstt. Manager (Finance & Accounts) *	II	0	1	1	2	2
29	Sr. Accountant (SA)	II	0	1	1	2	2
30	Jr. Accountant (JA)	III	1	2	8	11	11
31	Manager (HR & Administration)*	I	0	0	1	1	1
32	Deputy Manager (HR & Administration)*	I	0	0	1	1	1
33	Asstt. Manager (HR& Administration)*	II	1	0	2	3	3
34	Admin. Asstt. I (AA I)	II	13	0	0	13	13
35	Admin. Asstt. II (AA II)	III	11	5	10	26	26
36	Stenographer II (Steno II)*	II	0	0	1	1	1
37	Stenographer III (Steno III)	III	1	0	0	1	0
38	Technical Asstt. I *	II	0	0	0	0	1
39	Technical Asstt. II *(Draftman)**	III	1	0	0	1	0
40	Technical Asstt. III (Electrical Helper/ Roneo Operator)**	III	2	0	0	2	2
41	Driver	III	11	2	0	13	13
42	Duftry	IV	0	1	0	1	1
43	Grade-IV	IV	51	5	0	56	56
Total			181	23	60	264	264

* New posts to be created on cadre strength.

** Redesignated (existing name in bracket).

**TABLE – 2: STATEMENT SHOWING CADRE WISE SERVICE CRITERIA FOR INITIAL RECRUITMENT AND PROMOTION
[REFERENCE: CHAPTER 3 OF THIS REGULATION]**

Sl. No.	Service Cadres and Designation of the post	Educational Qualification	Scale of Pay as per R.O.P 2010	Promotional Avenues		Percentage of Post for Recruitment/Promotion	Minimum year of Experience	Remarks
				From the post of:	To the post of:			
1	2	3	4	5	6	7	8	9
A. ENGINEERING AND TECHNICAL SERVICE								
1.	Chief Environmental Engineer (CEE)	B.E, B.Tech/AMIE in Chemical/ Civil/ Environmental Engg	Rs. 12,000-40,000+7600 grade pay	ACEE	CEE	By Promotion	25 years of service in the board or 3 years as ACEE for promotion	Masters and Research degree holders may be preferred and a minimum 2 years experience as Regional Head of office shall be essential.
2.	Additional Chief Environmental Engineer (ACEE)	-DO-	Rs. 12,000-40,000+7400 grade pay	SEE	ACEE	100% Promotion	22 years of service in the board or 2 years as SEE	-DO-
3.	Senior Environmental Engineer (SEE)	-DO-	Rs. 12,000-40,000+6600 grade pay	EE	SEE	100% Promotion	7 years of service as EE in the board	Only Degree/AMIE holders shall be promoted
4.	Executive Engineer (EE)	-DO-	Rs. 12,000-40,000+6300 grade pay	AEE	EE	100% Promotion	5 years of Service as AEE in the Board	For existing promotee engineers the qualification shall be relaxed to diploma in engineering
5.	Asst. Executive Engineer (AEE)	-DO-	Rs. 12,000-40,000+5900 grade pay	AE	AEE	100% Promotion	5 years of service as AE in the Board	-DO-
6.	Asst. Engineer (AE)	-DO-	Rs. 12,000-40,000+5400 grade pay	Direct Recruitment of Degree holders			-----	AE shall be the entry point for the Eng. & Tec. Service with qualification at column 3

Note: For the existing Engineers of the Board with degree or AMIE in Mechanical Engg. the qualification will not be a bar for promotion.

TABLE:3 STATEMENT SHOWING CADRE WISE POSTS WITH SCALE PAY & PROMOTIONAL AVENUES

Sl. No.	Service Cadres and Designation of the post	Educational Qualification	Scale of Pay as per R.O.P 2010	Promotional Avenues		Percentage of Post for Recruitment/Promotion	Minimum year of Experience	Remarks
				From the post of:	To the post of:			
1	2	3	4	5	6	7	8	9
B. LABORATORY & SCIENTIFIC SERVICE								
1.	Chief Env. Scientist (CES)	M.Sc. in Chemical/Biological/ Life/ Environmental Science	Rs. 12,000 to 40,000+7,600 G.P	ACES	CES	By Promotion	25 years of service in the Board or 3 years as ACES	Ph.D holders may be preferred and 2 years experience as Regional Head of office shall be essential for promotional cases
2.	Addl. Chief Env. Scientist (ACES)	-DO-	Rs. 12,000 to 40,000+7,400 G.P	SES	ACES	100% Promotion	22 years of service in the Board or 2 years as SES	-DO-
3.	Sr. Env. Scientist (SES)	-DO-	Rs. 12,000 to 40,000+6,600 G.P	EES	SES	100% Promotion	20 years of service in the Board or 7 years as EES	
4.	Ex. Env. Scientist (EES)	-DO-	Rs. 12,000 to 40,000+6,300 G.P	AEES	EES	100% Promotion	5 years of service as AEES in the Board	
5.	Asstt. Ex. Env. Scientist (AEES)	-DO-	Rs. 12,000 to 40,000+5,900 G.P	ES	AEES	100% Promotion	5 years of service in the Board as ES
6.	Env. Scientist (ES)	-DO-	Rs. 12,000 to 40,000+5,400 G.P	Direct Recruitment of M.Sc. or Promotion from AES with 10 years experience in the ratio 2:1		-----	-----	-----
7.	Asstt. Env. Scientist (AES)	B.Sc in Chemistry/Botany/ Zoology/Env. Sc.	Rs. 8,000 to 35,000 + 4,500 G.P	Asstt. Chemist/SAI	AES	100% Promotion from SAI	Minm. 5 years experience as SAI	-----
8.	Scientific Asstt. I (SAI)	B.Sc. in Chemistry/Biological Sciences	Rs. 5,200 to 20,200+3,000 G.P	SAII	SAI	100% Promotion	5 years of service in the board	Asstt. Chemist shall be designated as Scientific Asstt. I
9.	Scientific Asstt. II (SAII) (Old Field Asstt.)	-DO-	Rs. 5,200 to 20,200+2,500 G.P	SAIII	SAII	100% Promotion	7 years of service in the board as SAIII	Field. Asstt. post
10.	Scientific Asstt. III (SAIII) (Old Lab Asstt.)	Minimum HSSLC level with Chemistry/Biology	Rs. 5260 to 20200+2200 G.P	--	--	Direct Recruitment of HSSLC level candidates B.Sc candidates shall be preferred		Candidates shall be selected via. Scientific capability test/ interview

APPENDIX – IV

TABLE:4 STATEMENT SHOWING CADRE WISE POSTS WITH SCALE PAY & PROMOTIONAL AVENUES

Sl. No.	Service Cadres and Designation of the post	Educational Qualification	Scale of Pay as per R.O.P 2010	Promotional Avenues		Percentage of Post for Recruitment/Promotion	Minimum year of Experience	Remarks
				From the post of:	To the post of:			
1	2	3	4	5	6	7	8	9
C. COMPUTER & INFORMATION TECHNOLOGY SERVICE								
1.	Executive IT Officer (EITO)	4 years Bachelors degree in IT/Computer Sc. or MCA or M.Sc. with PGD Computer Sc.	Rs. 12,000 to 40,000+6,300 G.P	AEITO	EITO	100% Promotion	5 years of service as AEITO in the Board	At least one of the qualified AEE/AES shall be promoted as EITO with minm. 15 yrs. of service to this new cadre
2.	Asstt. Executive Information Technology Officer (AEITO)	4 years Bachelors degree in IT/Computer Sc. or MCA	Rs. 12,000 to 40,000+5,900 G.P	PR	AEITO	Promotion/Direct recruitment/Deputation	5 years of service as PR	One of AE/AES with 10 years of experience may be absorbed else by direct recruitment or deputation
3.	Programmer (PR)	4 years Bachelors degree in IT/Computer Sc. or MCA	Rs. 12,000 to 40,000+5,400 G.P	Direct Recruitment or Promotion from AP in ratio 2:1		-----	5 years of service as AP for 3 years Bachelor degree holders.	Programming skills on HTML, CSS, Java script, PHP, .Net, MSSQL server, HW& Networking
4.	Asstt. Programmer(AP)	B.Sc(IT/Comp Sc.), BCA, B.Sc. with DOEACC 'A' level/PGDCA	Rs. 8,000 to 35,000 + 4,500 G.P	Direct Recruitment		-----	Minm. 3 years experience preferable	Programming skills on HTML, CSS, Java script, PHP, .Net, MSSQL server, etc.

TABLE:5 STATEMENT SHOWING CADRE WISE POSTS WITH SCALE PAY & PROMOTIONAL AVENUES

Sl. No.	Service Cadres and Designation of the post	Educational Qualification	Scale of Pay as per R.O.P 2010	Promotional Avenues		Percentage of Post for Recruitment/Promotion	Minimum year of Experience	Remarks
				From the post of:	To the post of:			
1	2	3	4	5	6	7	8	9
D. ENVIRONMENTAL PLANNING, MASS AWARENESS & PUBLIC RELATION								
1.	Sr. Planning & Research Officer (SPRO)	Master degree in Geography/ Economics/ Statistics/Mass Communication	Rs. 12,000 to 40,000+6,600 G.P	PRO	SPRO	Promotion or Deputation or Contract	7 years of service in the Board as PRO	Candidates having experience in Environmental Planning shall be preferred. In case of non-availability of Board employee position may be filled up by deputation/ contract.
2.	Planning & Research Officer (PRO)	-DO-	Rs. 12,000 to 40,000+6,300 G.P	APRO	PRO	Promotion or Deputation or Contract	5 years of service in the Board as APRO	
3.	Asstt. Planning & Research Officer (APRO)	-DO-	Rs. 12,000 to 40,000+5,900 G.P	Direct Recruitment				Existing post of the Planner to be designated as APRO
4.	Statistical Assistant (St.A)	B.Sc in Statistics/ Economics/Mathematics	Rs. 5,200 to 20,200+3,000 G.P	Direct Recruitment				Persons having experience in collection, compilation & interpretation of Statistics & persons having experience in Environment/Public Health Statistics shall be preferred.
5.	Data Entry Operator	HSSLC with DOEAC "O" level/ BCA	Rs. 5200 to 20,200+3,000 G.P	Direct Recruitment				

TABLE: 6 STATEMENTS SHOWING CADRE WISE POSTS WITH SCALE PAY & PROMOTIONAL AVENUES

Sl. No.	Service Cadres and Designation of the post	Educational Qualification	Scale of Pay as per R.O.P 2010	Promotional Avenues		Percentage of Post for Recruitment/Promotion	Minimum year of Experience	Remarks
				From the post of:	To the post of:			
1	2	3	4	5	6	7	8	9
E. FINANCE & ACCOUNTS SERVICE								
1.	Manager (Finance & Accounts) (MFA)	MBA or 2 yrs. Post Graduate Diploma in Finance	Rs. 12,000 to 40,000+6,400 G.P	DMFA	MFA	Promotion or Deputation	5 years of service in the Board as DMFA	Till suitable candidate in the Board is available, the Board may consider for appointment on deputation/contract basis
2.	Deputy Manager (Finance & Accounts) (DMFA)	-DO-	Rs. 12,000 to 40,000+6,300 G.P	AMFA	DFAM	Promotion or Deputation	5 years of service in the board as AMFA	
3.	Asstt. Manager (Finance & Accounts) (AMFA)	-DO- for direct recruitment & B.Com/BBA for promotional posts	Rs. 8,000 to 35,000+4,900 G.P	SA	AMFA	50% Promotion 50% direct recruitment	7 years of service as SA or not less than 12 yrs. service in the Board as JA & SA combined.	
4.	Senior Accountant (SA)	B.Com/BBA	Rs. 8,000 to 35,000+4,300 G.P	JA	SA	100% Promotion	5 years of service in the Bboard as JA	
5.	Junior Accountant (JA)	B.Com/BBA	Rs. 5,200 to 20,200+3,000 G.P			M.Com candidates shall be preferred		

TABLE: 7 STATEMENTS SHOWING CADRE WISE POSTS WITH SCALE PAY & PROMOTIONAL AVENUES

Sl. No.	Service Cadres and Designation of the post	Educational Qualification	Scale of Pay as per R.O.P 2010	Promotional Avenues		Percentage of Post for Recruitment/Promotion	Minimum year of Experience	Remarks
				From the post of:	To the post of:			
1	2	3	4	5	6	7	8	9
F. ADMINISTRATIVE & ESTABLISHMENT SERVICE								
1.	Manager (HR & Administration)(MHR)	MBA/ 2 yrs. full time Post Graduate Diploma (PGDM) in Human Resource or Personal Management	Rs. 12,000 to 40,000+6,400 G.P	DMHRA	MHRA	100% Promotion	5 years of service in the Board as SAO	Candidates having MBA in personal Management shall be preferred. Till suitable candidates are available in the Board the appointing authority may consider appointment on deputation/contractual basis.
2.	Deputy Manager (HR & Administration)(DMHR)	-DO-	Rs. 12,000 to 40,000+6,300 G.P	AMHR	DMHRA	100% Promotion	5 years of service in the Board as AO	
3.	Asstt. Manager (HR & Administration)(AMHR)	-DO- for Direct Recruitment	Rs. 8,000 to 35,000+4,900 G.P	AAI	AO	50% Promotion & 50% direct recruitment	7 years of service in the Board as AAI or minm. 12 yrs. of service as AAI & AAI combined	For promotion qualification shall be Graduation in any discipline
4.	Admin. Asst. I (AAI)	Graduate in any discipline	Rs. 8,000 to 35,000+4,300 G.P	AAII	AAI	100% Promotion	5 years of service in the Board as AAI	
5.	Admin. Asst. II (AAII)	-DO-	Rs. 5200 to 20,200+3,000 G.P			70% direct recruitment & 30% by promotion from Grade-IV	10 years of service in the Board as Gr-IV	For the Gr-IV staff minm. Qualification shall be HSSLC and knowledge of Computer Application shall be must.
6.	Stenographer Grade II (Steno II)	Bachelor degree in any discipline with certificate in stenography from recognized Institute	Rs 8,000 to 35,000+4,300 G.P	Steno III	Steno II	100% Promotion	7 years of service in the Board as Steno III	The candidate should have a minm. speed of 120 words per minute in stenography.
7.	Stenographer Grade III (Steno III)	-DO-	Rs. 5,200 to 20,200+2900 G.P	--	--	Direct Recruitment through competitive exam followed by Stenography test and computer test		Candidate must have a minm. speed of 80 words per minute in stenography.
8.	Technical Asstt. I (TAI)	Diploma	Rs. 5,200 to 20,200+4,300 G.P	TAII	TAI	100% Promotion from TAI	5 years of service in the Board as TAI	
9.	Technical Asstt. II (TAII)	Diploma	Rs. 5,200 to 20,200+3,300 G.P	TAIII	TAII	100% Promotion from TAI	7 years of service in the Board as TAI	Old Draftman post
10.	Technical Asstt. III (TAIII)	ITI certificate holder	Rs. 5,200 to 20,200+2,100 G.P	--	--	Direct Recruitment of ITI certificate holder		Persons having electrical supervisors license with 3 years experience or electrical license holder from the competent authority with 5 years experience may be considered for recruitment
11.	Driver	Minimum Class X or HSSLC	Rs. 5,200 to 20,200+2,100 G.P	--	--	Direct Recruitment		Driving test and general aptitude test shall be carried out
12.	Duftry	Class X/HSLC passed	Rs. 4560 to 15600+1800 G.P	Gr-IV	Duftry	100% Promotion		
13.	Grade IV (Peon, Sweeper, Cleaner, Chowkider)	Class X/HSLC passed	Rs. 4560 to 15000+1500 G.P	--	--	Direct Recruitment through written test and or interview		Fixed pay employee/ contract employees will be preferred.

**STATEMENT SHOWING PROCEDURE FOR RECRUITING
PERSON ON COMPASSIONATE GROUND AGAINST GRADE-
III & GRADE-IV VACANCIES**

[REF: REGULATION: 13]

Appointment on Compassionate Ground:

1. In the event of an employee dies in harness leaving his family in need of immediate assistance, the Chairman of the Board may, if he thinks so necessary, appoint a son or an unmarried daughter or other near relative of the said deceased employee to a post of Class-III service not above the level of Administrative Assistant Gr-II or to a post of Class-IV service in relaxation of the prescribed procedure of recruitment. Such appointment on compassionate ground will be regulated in the manner prescribed hereinafter.
2. The expression "near relative" will mean is wife or the husband, a dependant brother, a dependant unmarried sister of the deceased employee.
3. Not more than one person shall be appointed under this scheme. The preference for appointment shall be in the order of –
 - (i) A son
 - (ii) An unmarried daughter
 - (iii) Wife or husband
 - (iv) A dependant brother
 - (v) A dependant unmarried sister of the deceased employee.
4. This scheme is applicable to only such families as have no earning member. In deserving cases, however, the benefit may be extended to families having earning depending upon the earnings and liabilities.
5. Not more than 5% of the vacancies in class-III service (not above the level of Administrative Assistant Gr-II) or in class-IV service arising in a year will be filled up under this scheme. This restriction will not apply where only one vacancy each in class-III or class-IV service is filled up under this scheme in a calendar year.
6. This scheme envisages relaxation of recruitment procedure only. The beneficiaries of this scheme have to be otherwise eligible and suitable for appointment. In a very deserving case the Board may relax the recruitment of educational qualification in case of extreme hardship and may give an applicant under this scheme an opportunity to acquire the requisite qualification within a period of two years after appointment. Beyond this period no relaxation in educational qualification will be permitted and the person so appointed will be discharged from service if still unqualified after the period of relaxation.
7. While considering an appointment under this scheme the appointing authority will keep it in mind that the concept of compassionate appointment is limited to the need for

immediate assistance. If several years have passed after the death of an employee it would appear on the face of it that the family has managed to support itself all these years and has some means of subsistence. In such a case, compassionate appointment would not ordinarily be justified. Application for appointment under this scheme should be carefully examined from the point of view of immediate need for assistance to ensure that only the most deserving candidate get the benefit of this scheme.

8. The family of an employee who dies during the period of extension in service is eligible for the benefit of this scheme. The benefit of this scheme is however, not available to the family of an employee who dies during re-appointment.
9. The benefit of compassionate appointment may be extended to a son or to an unmarried daughter or to a near relative of the employee who has completed at least one year of continuous service under the Board and
 - (a) Who becomes lunatic
 - Or
 - (b) Who becomes physically involved
 - Or
 - (c) Who retires on health ground?

After being declared as involved for the purpose of the service of the Board by the Chef Medical officer of the district or by a Medical Board to be constituted by the Govt., if the appointing authority is satisfied that the family is in indigent circumstances and is in immediate need of assistance.

10. Compassionate ground will be taken into account only at the time of initial appointment and shall be limited to relaxation of retirement procedure. Claims for relaxation in other conditions of or appointment or a change in condition of service or appointment to a higher post should invariably be rejected.

**[REF: REGULATION 19(II)]
BOND FOR PROCEEDING A DEPUTATION FOR TRAINING**

KNOWN ALL MEN THESE PRESENTS THAT WE Shri son of Shri age years resident of in the district of, Assam at present employed as Under the Board For Prevention and Control of Water and Air Pollution, Assam (hereinafter called "the obligor") and Shri son of Shri age years resident of in the district of, Assam at present employed as in the office of and Shri son of Shri age years resident of in the district of, Assam at present employed as in the office of..... sureties on his / her behalf do hereby jointly and severally bind ourselves and or respective heirs, executors and administrators to pay to the Board for prevention and Control of Water and Air Pollution (hereinafter called "Board") on demand the sum expended in respect of pay and allowances, leave salary, stipend, scholarship, all travel expenses, and other expenses on account of the obligor having been placed on deputation / training special leave together with the interest thereon from the date of demand at the rate of eighteen per cent per annum, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India at the time of payment.

I, the obligor, also do hereby undertake that on my own initiative on arrival or during my stay in the place of my training, I shall not take up the question of extension / variation of my training with the authorities responsible for my training. There shall, however, be no bar of my approaching the sponsors for extension/variation of my training, who after necessary consultation with the authorities concerned, may decide in one way or other.

Dated this day of Two thousand

WHEREAS THE above however obligor Shri is placed on deputation / training / special leave by the Board:

AND WHEREAS for the better protection of the Board, the above bounder has agreed to execute this bond with such conditions as herein is written.

AND WHEREAS the said Shri and Shri have agreed to execute this bond as sureties on behalf of the above bounden Shri

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the above bounden obligor Shri resigning from service without returning to duty after the expiry or termination of the period of deputation/training/special leave or at any time within a period of five years after his/her return to duty or the above bounden obligor Shri not conforming to the instruction regarding studies / training conveyed to him or his continued adverse reports regarding the progress of his studies / training or regarding his conduct or the above bounden obligor Shri refusing to serve the Board if required to do so as an employee of the Board in any other employment offered by the Board for a minimum period of five years the obligor and the sureties shall forthwith pay to the Board or as may be directed by the Board on demand all months paid to the obligor or expended on account of obligor in respect of the pay and allowances, leave salary, stipend, scholarship, all travel

expenses, cost of fees, books, equipments and other expenses on account of the obligor having been placed on deputation / training / granted special leave as aforesaid (and as to the amount so to be refunded the decision of the Board shall be find) together with interest thereon from the date of demand at the rate of eighteen per cent per annum.

And upon the above bounden obligor Shri and /or Shri and /or Shri the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full form and virtue.

PROVIDED ALWAYS that the liabilities of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Board or any person authorised by the Board (whether sureties) nor shall it be necessary for the Board to sue the said obligor before suing the above bounden sureties Shri and Shri or any of them for amount due hereunder.

The Board agrees to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden obligor Shri in presence of Shri and Shri
(Signature)

Signed and delivered by the surety above named Shri in presence of Shri..... and Shri
(Signature)

Signed and delivered by the surety above named Shri in presence of Shri..... and Shri
(Signature)

Signature of above named witnesses –

- 1.
- 2.

Accepted
For and on behalf of the Board
(Signature)

[REF: REGULATION 46-(II)]

On Cover page:

SERVICE BOOK

Name

On 1st Page:

- 1. Name :
(in block capital letters)
- 2. Nationality :
- 3. Race, sect and caste :
- 4. Residence :
- 5. Father's Name and residence :
- 6. Date of Birth (in Christian era) :
- 7. Height :
- 8. Personal marks for identification :
- 9. Signature of the employee :
- 10. Signature and designation of the recording officer :

Date :
Place :

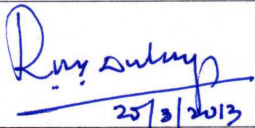
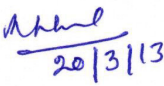
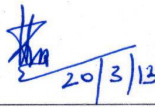
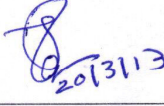
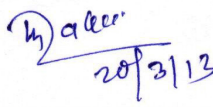

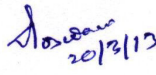
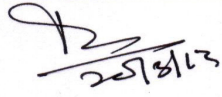
NB:

- 1) A certificate regarding correctness of the data of birth as mentioned in col. 6 is recorded by the recording officer under his signature.
- 2) An attested copy of H.S.L.C. / Matriculation certificate where the age is recorded be kept in the service book.

APPENDIX – XI

Resolution of 94th Board Meeting of Pollution Control Board, Assam Dtd. 20th March, 2013

In this 94th Board Meeting of Pollution Control Board, Assam held on 20th March, 2013, we the following Members of the Board approved the draft Pollution Control Board, Assam (Employees' Service) Regulation, 2012 as final.

Sl. No.	Name	Designation/ Organization	Signature
1.	Dr. R M Dubey IFS	Chairman P C B, Assam.	 25/3/2013
2.	Smt. N. Ahmed, IAS.	Secy, E & F Dept.	 20/3/13
3.	Hirdesh Mishra	Conservator Wildlife, o/o PCCF Wildlife, Assam	 20/3/13
4.	TASDIQUR RAHMAN	S.E & S.E.A. U.D.D. Dispur.	 20/3/13
5.	Prof. Mujibul Rahman Ex. MCA	Director (Ex.) & Ex. MCA Member	 20/3/13
6.	Sti Hiranya Kr. Sarma	Addl. Director of Industries & Commerce	 20/3/13
7.	Deepak Kumar Goswami	Manager (Technical) A.I.D.C Ltd.	 20/3/13
8.	Anupam Gogoi	Food Analyst to the Govt. of Assam.	 20-03-13
9.	K. K. Dutta	Member Secretary	 20/3/13