

GOVERNMENT OF ASSAM
FINANCE (ECONOMIC AFFAIRS) DEPARTMENT

No.FEA (SFC).17/2009/133

Dated Dispur February 17, 2010

To

The Principal Secretary,
Government of Assam,
Urban Development Department

Sub: Staffing Pattern for Different Categories of ULBs Employees -

Sir,

In inviting a reference to the subject quoted above, I am directed to say that till now there is no approved staffing pattern for different categories of employees required for each ULB in order to discharge not only its normal functions but also the functions to be transferred to ULB under Schedule XII of the Constitution and the increased quantum of works under different GOI schemes. Due to this shortcoming ULBs make random appointment of staff by creating new posts and this will impact on the State's finance as well as scanty resources of ULBs. State Government has been providing fund under the award of Third Assam State Finance Commission (TASFC) to ULBs for accommodating salary as well as non-salary expenditure of ULBs since 2008-09. In view of the recommendation of the TASFC, the department is required to take following actions immediately.


- (1) To constitute a Study Committee for determining the actual size and different categories of employees of each ULB in Assam as per Action Taken Report on recommendation No.62 of para No 9.74 of the Report of TASFC and to prepare Service Rules for the employees of ULBs as per Action Taken Report on recommendation No.54 of para of 9.66 of the Report.
- (2) To appoint Executive Officers in each district for general areas to handle with huge amount of fund transferred to ULBs under awards of SFC, CFC and different GOIs schemes.
- (3) Not to create any new posts from and after 1.4.2008 until A Study Committee determines proper size of staff of each ULB and different categories of staff as per requirement and duly approved by the Government. In this connection, the Department is required to look into the ban order on fresh appointments issued under letter No.MA.582/97/148 dt.21.12.1999 for relaxation in view of the constitution of some new ULBs beyond the ban order date.

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- (4) To ensure that ULBs may increase their revenues in order to meet their establishment expenditure in the event that subsequent State Finance Commissions fail to recommend devolution to the Local Bodies.
- (5) To prepare a Activity Mapping for transfer of subjects to ULBs under Schedule XII of the Constitution
- (6) To develop uniform software for accounting purpose of ULBs in consultation with A. G. and Local Audit. Training should be provided for capacity building of the staff of ULBs for proper accounting of huge fund.
- (7) To take immediate necessary action on other points in the Action Taken Report of TASFC.

Yours faithfully,


Principal Secretary,
Finance Department.
14/2/2010
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