

**GOVERNMENT OF ASSAM
PERSONNEL (B) DEPARTMENT : : DISPUR**

No. ABP. 78/90/Pt-III/27.

Dated, Dispur, 11th February/2004.

OFFICE MEMORANDUM

In order to bring about an effective and efficient administration and with a view to eliminate avoidable paper works, Govt. of Assam have decided that henceforth the Chief Secy. to the Govt. of Assam would approve of tour programme of all officers of the rank of Commissioner and Secy. , and Insp. General of police , Chief Conservator of Forest etc. and above or so for their visits outside the State is concerned .

In case of officers of the rank of Secretary, Addl. Secy., Joint Secy., Heads of Deptts, Deputy Inspector o General of Police and equivalent rank, tour programme outside the state of all such officers shall be approved by the Addl. Chief Secretary to the Govt. of Assam.

An official undertaking any tour outside the state shall submit a copy of the date wise tour programme with full justification to Chief Minister's Secretariat, in addition to Chief Secretary, Assam for appraisal of Chief Minister, Assam.

On completion of the tour outside the State, the officer concerned must submit a copy of the report of the tour within 7 (seven) days from the date of return from tour indicating details of the work done by him while on tour and issues raised while taking up the matter with the central Ministers/ Department etc. for appraisal of Chief Minister, Assam.

This may be brought to the notice of all concerned and receipt of this O.M. be acknowledged .

Sd / (J.P.Rajkhowa, IAS)
Chief Secretary to the Govt. of Assam,
Dispur, Guwahati – 6.

Memo No. ABP.78/ 90/ Pt.III/ 27-A,
Copy to:-

Dated, Dispur, the 11th February 2004.

- 1) Commissioner & Secretary to the Governor of Assam, Dispur.
- 2) Commissioner & Secretary to the Chief Minister, Assam.
- 3) P. S. to Minister **state** of Assam.
- 4) P.S. to Chief Secretary, Assam.
- 5) Chairman, Assam Administrative Tribunal,. Guwahati.

By order etc.,

Chief Secretary to the Govt. of Assam,
Dispur, Guwahati – 6.