

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

No. ABP. 78/85/48

Dated, Dispur, the 10<sup>th</sup> Nov, 2005

**OFFICE MEMORANDUM**

**Sub : Ad-hoc appointment under Regulation 3(f) / 4 (d) of the Assam Public Service Commission (Regulation and Limitation of Functions ) 1951- Regulation of.**

Comprehensive instructions have already been issued vide Govt. O.M. No. AAP. 319/78/150 dt. 24-3-80 and ABP. 149/94/10 dt. 14-12-94 regarding regularisation of 3(f) appointment & 4 (d) promotions. Instances have come to the notice of this deptt. that the administrative departments do not submit required particulars to APSC for regularization of 4 (d) promotions. In order to avoid cross-correspondences and to avoid delay in process the following documents should invariably be forwarded to APSC along with proposals for regularization of 4 (d) promotions :-

1. Final gradation list in each cadre.
2. ACRs in original consecutive 5 (Five) years of the recommended officers before the date of holding the Selection Committee Meeting.
3. Notification copy of regularisation in the feeder post of the recommended officers.
4. Clearance certificate from the W.P.T. and B.C. Deptt in respect of reservation of posts.
5. Service particulars of the proposed promotees.
6. Copy of Govt. Notification for promotion under Regulation 4(d) of the A.P.S.C. (U/F) Regulations, 1951, if any.
7. Minutes of the Selection Committee/ Selection Board duly attested by the competent authority.
8. Service Rules / Executive orders, if any.

This may be brought to the notice of all concerned.

Sd/ J.P. Saikia, IAS,  
**Commissioner & Secy. to the Govt. of Assam**  
**Personnel (B) Department.**

Copy to :-

- 1) All Principal Secy/Commissioner & Secy./Secy to the Govt. of Assam for information and necessary action.
- 2) The Heads of Deptts for information and necessary action.
- 3) The accountant General, Assam, Maidamgaon, Beltola, Ghy-29.
- 4) The Secy., APSC for information with reference to letter No. 35 PSC/DP-16/7/2002-2003 dt. 22-09-2005.

By order etc,

**Deputy Secretary to the Govt. of Assam,  
Personnel (B) Department.**