

APPENDIX: I

ASSAM STATE SPACE APPLICATION CENTRE (ASSAC) SOCIETY GUWAHATI RULES

The following are the rules framed as the "Assam State Space Application Centre Rules".


Short title and
commencement

1. (1) These Rules may be called the Assam State Space Application Centre Rules, 2021.
- (2) They shall come into force on the date of registration of the Society under the Societies Registration Act, 1860.

Definitions

2. In these rules, unless the context otherwise requires,-
 - (a) "Additional Director" means the Additional Director appointed under the rules of the Society ;
 - (b) "ASSAC" means Assam State Space Application Centre Society, Guwahati ;
 - (c) "ASTEC" means Assam Science, Technology and Environment Council ;
 - (d) "Central Government" means the Administrative Ministry of the Government of India (GoI) concerned with the ASSAC ;
 - (e) "Chairman" means the Chairman of the Governing Body/Executive Committee as the case may be ;
 - (f) "Director" means the Director appointed under the rules of the Society ;
 - (g) "DoS" means Department of Space, Government of India ;
 - (h) "EDPO" means Earth Observation and DMS Program Office, ISRO HQ ;
 - (i) "Executive Committee" or "EC" means the Committee to run the activities of the Society under the rules of the Society ;
 - (j) "Geospatial data" means data pertaining to geographical location along with attribute/information;
 - (k) "Governing Body" or "GB" means the Body


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constituted to manage the affairs of the Society under the rules of the Society ;

- (l) "ISRO" means Indian Space Research Organisation ;
- (m) "Member Secretary" means the Member Secretary of the Governing Body and/or of the Executive Committee of ASSAC, appointed under the rules of the Society ;
- (n) "MoA" means Memorandum of Association of the Society ;
- (o) "NESAC" means North Eastern Space Applications Centre, Umiam ;
- (p) "NNRMS" means National Natural Resources Management System of ISRO/DoS ;
- (q) "NRSC" means National Remote Sensing Centre, ISRO, Hyderabad ;
- (r) "PI" means ASSAC as Partner Institute to collaborate with other organisations/ institutes/ departments ;
- (s) "SAC" means Space Application Centre, ISRO, Ahmedabad ;
- (t) "Society" shall mean and includes "Assam State Space Application Centre (ASSAC)", Guwahati ;
- (u) "State Government" means the Government of Assam ;
- (v) "Vice Chairman" means the Vice Chairman of the Governing Body/Executive Committee as the case may be.

Words importing the singular number shall include the plural number and vice versa. Words importing the masculine gender shall include the feminine gender also.

Functioning of
ASSAC

3. ASSAC shall follow the Government of Assam Rules/ structure of administration, purchase, expenditure, audit etc. The office setup will be at existing premises, namely Bigyan Bhawan ,G.S. Road, Guwahati -781005 (ASTEC/AEDA building) at Guwahati.

Signature
BY THE
SECRETARY
22/09/2021

Signature
Member Secretary
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3 (A). Aims and Objectives for which ASSAC Society :

(A) The aims and objectives for which the Society is established are as under:

- i) To establish a state-of-art operational Space Technology Application facility aiding towards management of natural resources, infrastructure development, providing utility services, site suitability analysis, maintaining digital repository of resources, user services through online web portals, supporting dashboard analytics etc. plans for the natural resources of the state.
- ii) ASSAC to act as State Nodal Centre in enabling space technology applications and geospatial information among User Departments in the state of Assam.
- iii) To provide training and services to the User Departments on use of Space Technology, Geospatial Information Services etc.
- iv) To participate as a Partner Institute in various National Missions initiated by National Remote Sensing Centre (NRSC) of ISRO, Space Applications Centre (SAC), ISRO, Ahmedabad, North Eastern Space Applications Centre (NESAC) or other ISRO/DoS Centres as and when required.
- v) To provide end-to-end solutions on utilization of satellite data of different resolutions for natural resource management, geospatial applications and information services, rural and urban planning, disaster management support etc.
- vi) To take up all other activities for promoting Space technology-based tools and applications in e-Governance and developmental planning in the State.
- vii) To support Line Departments of the State in the use of Space Technology Applications.
- viii) To create and update a Natural Resource Information System and maintain spatial Data Repository for the State of Assam.
- ix) To create and update an Environmental Management System for the State of Assam.
- x) To develop an Agriculture Management System and a Water Resource Management System for the State.
- xi) To undertake the preparation of Resource Maps in GIS platform at village, circle and district levels making use of already available ground level data supplemented with geospatial data available from satellite imagery at appropriate resolution to help generate District Resource Atlas for planning as well as for monitoring project implementation.
- xii) To establish an outreach facility for capacity building in the areas of use of Global Navigation Satellite System, Geospatial technology, use of Unmanned Aerial Vehicle (UAV) and allied technologies in governance and development activities etc.
- xiii) Any other objectives deemed necessary due to advances in technology and in conformity with the above objects, as considered appropriate by the Governing Body.


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(B) Accordingly, the tasks to be carried out in conformance to achieve user requirements as per aims and objectives stated above are:

- Bringing awareness on potentials of space technology in various Departments of the State Government, academia and other potential users through:
 - Organizing workshops/ seminars,
 - One-to-one interactions,
 - Assessment of User needs,
 - Appraising the capabilities of Space and Geospatial Technologies,
 - Providing guidance in planning and execution of User Departmental projects through effective use of space technology
- Strategy to evolve an optimum blend of conventional and remote sensing-based methods of data collection (ground truth, satellite imagery, UAV etc.) and resource management.
- Initiating research and development activities utilising space technology inputs in various sectors for Economic Development.
- In-house capacity building of scientific staff of ASSAC with modern tools and technology.
- Training in use of satellite data for various applications with the active support of academic institutions and other remote sensing organisations.
- To establish a viable reference library and documentation facility for maps, data and reports to support research in societal applications of space technology in Assam and NE Region.
- Industry participation as per Public-Private-Participation model for integrated technological intervention.
- To support for the use of Geo-portal services of ISRO-NRSC BHUVAN, NESAC-NESDR, NDEM, NRDMS and all other online dashboards for governance and developmental activities (services to be rendered)


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Domain of the
Society

4. The domain of the Society shall be all over India.

State Nodal
Agency Mandate

5. (a) As the State Nodal Agency for Remote Sensing(RS), Geographical Information System(GIS) and Global Positioning System(GPS) related activities, ASSAC shall function as State Agency for:-

(i) Acquisition, storage and sharing of satellite data, aerial photographs. Survey of India toposheets, and all Geospatial data and maps produced using such data in GIS platforms by ASSAC, as per existing data policies released by the Government of India and also adopted by the Government of Assam, namely, the latest versions of the following policies:-

(a) Remote Sensing Data Policy (RSDP-2011);

(b) National Geospatial Policy [NGP 2016], Version 1.0, April 2016;

(c) The National Map Policy 2005 (NMP-2005).

(ii) The Data Sharing and Accessibility Policy to be followed by ASSAC in the above activities shall be the same as the policy already adopted by the Government of Assam vide notification no. PDP.32/2011/242 dated Dispur, the 21st August 2013, namely, "National Data Sharing and Accessibility Policy – 2012 (NDSAP-2012)" with upto date amendment if any.

(iii) Operationalization of Space Technology Applications in State for developmental planning activities and monitoring.

(iv) Demonstration of multidisciplinary application projects for Natural Resource Management and Environment monitoring.

(v) Operationalization of district / revenue circle/block / village / cadastral level GIS database through web.

(vi) Any other function assigned to it by

competent authority(s) regarding sensitive Geospatial data pertaining to the State.

- (b) ASSAC Society shall function on a no-loss-no-profit basis to provide services to other user-funded projects as well. Funds accrued from such services shall go for augmentation of its facilities as well as to meet the recurring expenses in execution of the projects including support for contractual manpower, as approved by the Executive Committee.

Finance

6. (a) In carrying out the above objectives, ASSAC Society shall meet the required expenditure towards establishment, project activities etc. from the grants-in-aid received from the Science, Technology and Climate Change Department, Government of Assam. Other sources of revenue earning shall be mainly the sponsors of various projects from the State Government as well as ISRO/DoS, Government of India, and user agencies from non-government organization(s) working in such areas.
- (b) In all such user funded projects undertaken by the Society, the charges for the product and services provided will be in accordance with approved Product Price of Science Technology and Climate Change Department. Satellite data cost charged will be as per prevailing rates of NRSC, ISRO.

Authorities and Officers of the Society

7. The following shall be the authorities and officers for administration of the ASSAC Society, Guwahati:-
- (i) The Governing Body ;
- (ii) The Executive Committee ;
- (iii) Director, ASSAC ; and
- (iv) Such other authorities and officers as may be constituted/ appointed as such by the Governing Body from time to time.

Governing Body

8. The Governing Body (GB) of the ASSAC, Guwahati shall have the following members:-

- (1) Minister, Science, Technology and Climate Change, Assam – Chairman
- (2) Chief Secretary to the Government of Assam - Co-Chairman

- (3) Senior most Secretary, Science, Technology and Climate Change Department, Government of Assam – Member
- (4) Senior most Secretary, Department of Environment and Forest – Member
- (5) Senior most Secretary, Department of Housing and Urban Affairs – Member
- (6) Senior most Secretary, Department of Tourism – Member
- (7) Senior most Secretary, Department Water Resources – Member
- (8) Senior most Secretary, Department of Soil Conservation – Member
- (9) Senior most Secretary, Department of Mines and Minerals – Member
- (10) Senior most Secretary, Department of Panchayat and Rural Development – Member
- (11) Senior most Secretary, Department Guwahati Development Department – Member
- (12) Senior most Secretary, Department Information Technology – Member
- (13) Senior most Secretary, Department of Revenue and Disaster Mangement – Member
- (14) Senior most Secretary of the Finance Department, Government of Assam - Member
- (15) Senior most Secretary of the Personnel Department, Government of Assam - Member
- (16) Senior most Secretary of the Transformation and Development Department, Government of Assam - Member
- (17) Vice Chancellor, Gauhati University – Member
- (18) Director, NRSC, ISRO, Hyderabad – Member
- (19) Director, EDPO, ISRO, Department of Space, Government of India - Member
- (20) Director, NESAC, DOS - Member
- (21) Director, Directorate of Science and Technology, Government of Assam-Member
- (22) 1 (one) expert member to be nominated by the Chairman
- (23) Director, ASSAC-Member Secretary.

Termination and
resignation of
member

9. (a) The Chairman, in consultation with at least five (5) members of the Governing Body, may at his/her discretion terminate the membership of a person who has been appointed as member.
- (b) When a person is a member of the Governing Body by virtue of an office held by him/her, his/her membership shall terminate when he/she ceases to hold that office, and his/her successor to that office shall automatically hold the membership of the Governing Body as applicable.

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(c) If any member of the Society be unable to attend a meeting of the Society, the Chairman shall be at liberty to appoint a substitute in place of such a member at that meeting of the Society. Such substitutes shall have all the rights and privileges of a member of the Society for that meeting only, provided that members appointed by the Chairman shall hold office for such period as may be prescribed by the Chairman at the time of their appointment or at any time thereafter.

(d) Whenever a member desires to resign from the membership of the Governing Body of the ASSAC, Guwahati he shall address his resignation to the Chairman and his resignation shall be affected only on its acceptance by the Chairman.

(e) Authorized representative of a member of the Governing Body of the ASSAC, Guwahati shall be entitled to take part in the proceeding and shall also have a right to vote.

Address of the members

10. (a) ASSAC, Guwahati shall maintain a list of members at its Registered Office and every member shall sign the required form stating his address and occupation.

(b) It shall be obligatory for a member of the Governing Body of the ASSAC, Guwahati to notify to the Member Secretary any change of his address and occupation.

(c) ASSAC, Guwahati shall enter in the Register of Membership the following particulars:-

(i) Name and address of each member;

(ii) Date from which the member ceases to be a member.

Disqualification of the members

11. A member of the Governing Body of the ASSAC, Guwahati appointed under rule 8(a) shall cease to be a member, if he,-

- (i) dies; or
- (ii) resigns from his membership; or
- (iii) has a unsound mind; or
- (iv) is convicted for a criminal offence involving moral turpitude; or

- (v) is removed by the Chairman of the Governing Body.

12. ASSAC Society shall continue to function notwithstanding that any person is entitled to be a member by virtue of his office he holds, or is not represented for the time being in the GB. The proceedings of the Governing Body shall not be invalidated by the above reasons or by the reason of any vacancy or defect in the nomination of its members.

Power and
functions of the
Governing Body

13. The Governing Body shall,-

- (i) have the power to frame, amend or repeal any part of the Rules and Regulations of the Society;
- (ii) appoint the members of the Executive Committee of ASSAC, Guwahati, including its Chairman except the Director, ASSAC who shall be the ex-officio Member Secretary of the Governing Body and the Executive Committee of ASSAC, Guwahati.


Proceedings of
the Governing
Body

14. (a) A General Meeting of the Governing Body of the Society shall be held at least once in a year at such time, date and place as may be determined by the Chairman of GB. The Executive Committee of ASSAC shall submit the Annual Report and the Audited Accounts of the Society, together with the Auditor's Report thereon and the Budget and Supplementary Budget if any of the Society for approval and passing by the Governing Body of the Society.
- (b) The Chairman may convene a Special General Meeting of the Governing Body whenever he considers it to be necessary.
- (c) The Chairman shall convene a Special General Meeting of the Governing Body on the written requisition of not less than six members of the Governing Body within 30 days of such requisition.
- (d) Any requisition so made by the members of the Governing Body shall express the object of the meetings proposed to be called and it shall be left at the address of the Member Secretary or

posted to his address. The Member Secretary shall inform the Chairman accordingly.

- (e) At all Special Meetings, no subjects other than those stated in the notice or requisition, as the case may be, shall be discussed except when specially authorized by the Chairman.
- (f) Except as otherwise provided in these rules, all meetings of the Society shall be called by notice under the signature of the Member Secretary or the Chairman.
- (g) Every notice calling a meeting of the Governing Body (GB) of the Society shall state the date, time and place at which such meetings shall be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.
- (h) The accidental omission to give notice to, or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- (i) The Chairman of the Society shall preside over all meetings of the Society. If he is not present at any meeting, or in his absence, the Vice-Chairman of the Governing Body shall preside over the meeting. In case the Vice-Chairman of the Governing Body is also not present, then in his absence, a Co-Vice-Chairman, nominated by the Chairman shall conduct the meeting.
- (j) No business shall be discussed at a meeting of the Governing Body whilst the Chair is vacant.
- (k) Six members of the Governing Body including the Chairman present in person shall form a quorum at every meeting of the Governing Body.
- (l) All disputed questions at meetings of the Governing Body shall be determined by a majority of votes of the members present.
- (m) Each member of the Governing Body shall have one vote. In case of an equality of votes, the Chairman or member presiding over the meeting shall have a casting vote.
- (n) The proceedings of the Governing Body meeting


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shall be duly recorded and minutes shall be signed by the Chairman. A register for recording the minutes of the meeting shall be carefully preserved in the office.

- (o) Copies of minutes of the meeting shall be circulated to members of the Governing body by the Member Secretary within 15 days after commencement of the meeting.

The Executive
Committee of
ASSAC,
Guwahati

15.

(a)

The affairs of the Society shall be managed, administered, directed and controlled by the Executive Committee (EC) of ASSAC subject to Rules and Regulations of the society and orders of the Governing Body. The Executive Committee of the Society for the purpose of the Societies Registration Act, 1860 (Act No XXI of 1860), shall consist of the following members, namely:-

- (1) Senior most Secretary, Science, Technology and Climate Change Department, Government of Assam – Member
- (2) Senior most Secretary of the Finance Department, Government of Assam – Member
- (3) Senior most Secretary of the Personnel Department, Government of Assam – Member
- (4) Senior most Secretary of the Transformation and Development Department, Government of Assam – Member
- (5) Senior most Secretary, Department Information Technology – Member
- (6) Director, IIT Guwahati -Member
- (7) Director, IIRS Dehradun, ISRO- Member
- (8) Director, North Eastern Space Application Centre (NESAC), DOS -Member
- (9) Director, Directorate of Science and Technology, Government of Assam-Member
- (10) 1 (one) expert member to be nominated by the Chairman –Expert Member
- (11) Director, Assam State Space Application Centre (ASSAC)-Member Secretary.

- (b) The Chairman of the Executive Committee in consultation with Chairman of Governing Body (GB) may terminate the membership of a person from the Executive Committee.
- (c) A member of the Executive Committee shall cease to be a member of it, if he or she,-
 - (i) dies; or
 - (ii) resigns from his/her membership; or
 - (iii) has an unsound mind; or
 - (iv) is convicted for a criminal offence involving moral turpitude; or
 - (v) is removed by the Chairman;
 - (vi) does not attend three consecutive meetings of the Executive Committee without obtaining leave of absence from the Chairman.
- (d) The Chairman of the Executive Committee may invite additional experts to assist in deliberations of the EC on specific issue(s) related to the Society.

Duration of the
Membership of
Executive
Committee

- 16. (a) Non-official /private members shall have a period of 3 (Three) years from the date on which he/she becomes a member of the Executive Committee, but he/she shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the outgoing member.

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- (b) Whenever a member desires to resign from the membership of the Executive Committee, he/she shall forward a letter containing his resignation addressed to the Chairman of the Executive Committee. The Chairman of the Executive Committee shall forward any such letter received by him, with his comment / recommendation to the Chairman of the Governing Body, and his/her resignation shall take effect only on the acceptance by the Chairman of the Governing Body.

Whenever a person holds the membership of the Executive Committee by virtue of an office held by him/her (ex-officio), his/her membership shall not terminate on the expiry of the period of three years mentioned in rule 16 (a), but shall terminate when he/she ceases to hold that office and the vacancy so caused shall be filled by his/her successor to that office.

- (d) The (ex-officio) members and ex-members of the Executive Committee shall not be entitled to any remuneration from the Society. The non-official member(s) of the Executive Committee or any committee appointed by it shall be paid by the Society such travelling and daily allowances and honorarium may be provided for in the rules and regulations of the Society.

- (e) A person holding the membership of the Executive Committee by virtue of an office held by him/her (ex-officio) shall normally attend the Executive Committee meeting himself/herself in person, but in exceptional circumstances shall have the right to nominate a representative to act on his/her behalf at a particular meeting of the Executive Committee, and the representative so nominated shall be entitled to take part in the proceedings of that meeting but not to vote thereupon.


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Functions and
Powers of the
Executive
Committee

17. (a)

The Executive Committee shall generally carry out and pursue the objects of the Society as set forth in the Memorandum of Association. The management of all the affairs and funds of the Society shall, for this purpose, vests with the Executive Committee of the Society.

(b)

The Executive Committee shall exercise all the powers of the Society, subject nevertheless to

such limitations as the Governing Body of the Society, may from time to time impose in respect of the expenditure from the funds of the Society.

(c) In particular and without prejudice to the provisions of the rules of the Society, the Executive Committee shall have the power to,-


- (i) consider the annual and supplementary budgets placed before it by the Director and Member Secretary from time to time and recommend them with such modifications as the Executive Committee may think fit for being passed by the Governing Body;
- (ii) engage various scientific, technical, administrative and other officers and staff of the Society, fix their remunerations/ emoluments and define their duties subject to the approval of the Governing Body thereafter;
- (iii) enter into arrangements/ agreements with the State Government and with the Government of India and other public or private organizations or individuals from the Country and abroad for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions, provided that such terms and conditions if any, shall not be contrary to, inconsistent or in conflict with the objects of the Society;
- (iv) takeover, acquired by purchase, gifts, exchange, lease or hire or otherwise from the Government of India, the State Government and other public or private bodies or individuals such movable or immovable properties, endowments or other funds together with any attendant obligations and engagements;
- (v) construct, improve, alter, demolish or repair of buildings, structures, and installations, facilities as may be necessary or convenient for carrying out the activities of the Society;

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- (vi) draw and accept, make and endorse, discount and negotiate with the Government of India, State Government, Banks, other Promissory Notes, Bills of Exchange, cheques and other negotiable Instruments;
- (vii) invest the funds or money entrusted to ASSAC and to open such securities in such manner as given in section 11 (5) of the Income Tax Act;
- (viii) take care of the funds, properties, assets and other resources present and that may be further acquired by the Society;
- (ix) appoint Committees and Sub-committees for such purposes and with such powers as are not inconsistent with these rules or objects of the Society, and for such periods and on such terms as it may deem fit, and dissolve any of them so appointed as and when necessary;
- (x) delegate such administrative and financial powers as it may think proper to the Director or such other officers appointed or engaged by the Society as may be considered necessary;
- (xi) provide for the administration and management of the affairs of the Society and in particular to provide for the following matters:-
 - (a) preparation and sanction of budget estimate, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Society, sale or alteration of such investments and maintenance and operation of accounts and their audit;
 - (b) procedure for recruitment of officers and staff engaged in the services of the various establishments of the Society;
 - (c) terms and conditions of appointments, emoluments,


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allowances, rules of discipline and other conditions of service in the establishments of the Society;

- (d) such other matters as may be necessary for the administration of the affairs and funds of the Society.

Proceedings of
the Executive
Committee

18.

- (a) Every meeting of the Executive Committee shall be presided over by the Chairman and in his/her absence, a member chosen from amongst them by members present at such meeting.
- (b) Six members of the Executive Committee including the Chairman shall constitute a quorum at any meeting of the Executive Committee.
- (c) Not less than fifteen days clear notice of every meeting of the Executive Committee shall be given to each member of the Executive Committee. The notice shall mention the date, time and place of the meeting. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meetings.
- (d) Normally such meeting of the Executive Committee shall be held twice in a Financial year.
- (e) The Chairman of the Executive Committee may himself/ herself call it by a requisition in writing signed by him/her, and may require the Member Secretary to call a meeting of the Executive Committee at any time, and on receipt of such a requisition the Member Secretary shall forthwith call such a meeting, as per rule 18(c).
- (f) Four members of the Executive Committee may by a requisition in writing signed by them, require the Member Secretary to call a meeting of the Executive Committee at any time, and on receipt of such a requisition, the Member Secretary shall call such a meeting in consultation with the Chairman of the Executive Committee, within a period of thirty days from the receipt of requisition.
- (g) Each member of the Executive Committee shall have one vote and if there shall be an equality of

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votes on any question to be decided by Executive Committee, the Chairman shall have a casting vote.

(h) Any urgent business which may be necessary for the Executive Committee to perform maybe performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members shall be treated as if such resolution has been passed at a meeting of the Executive Committee.

(i) In case of a difference of opinion amongst the members of the Executive Committee, the opinion of the majority shall prevail. The Chairman may, however, refer any such question, which in his/her opinion is of sufficient importance and on which the members are not unanimous, for the decision of the Governing Body. The decision of the Governing Body shall be binding on the Executive Committee.

Functions and
Powers of the
Chairman of the
Executive
Committee

19. (a) The Chairman shall preside over the meetings of the Executive Committee.

(b) In an emergency, the Chairman shall have the powers to take decisions on behalf of the Executive Committee. Such decisions shall be reported to the Executive Committee in its next meeting.

(c) The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Executive Committee.

Director

20. (a) The Director of the ASSAC, Guwahati shall be appointed by the Government of Assam through direct recruitment/ promotion of departmental candidate based on credentials and experience of a minimum 25 years in service of which a minimum 5 years shall be in the qualifying grade (i.e. Additional Director).

(b) The Director of ASSAC shall enjoy financial and administrative powers as applicable for Head of Department under the Government of Assam, and he shall exercise these powers unless otherwise specified under any such rule or provision of the Society.

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- (c) Subject to any order that may be passed by the Chairman of the Executive Committee in exercise of the power delegated to him/her by the Executive Committee and the decisions of the Executive Committee, the Director shall be responsible for the administration of the affairs and funds of the Society under the direction and guidance of the Executive Committee. He/she shall be vested with such executive and administrative powers of the Society as may be necessary or incident for the purpose, subject to these Rules and Regulations of the Society.
- (d) The Director shall subject to the provisions of these Rules and Regulations and decisions of the Executive Committee and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society and prescribe their duties and functions.
- (e) The Director shall coordinate and exercise general supervision over all the activities of the Society.
- (f) The Director of the ASSAC shall be the Member Secretary of the Governing Body as well as that of Executive Committee of the Society. For the purpose of section 6 of the Societies Registration Act, 1860 (Act No.XXI of 1860), the Member Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Member Secretary of the Society.

Recruitment
policy

- 21. (a) All regular (existing, sanctioned but not occupied, and to be created) and Contractual positions including the Pay scales thereof shall be sanctioned and approved by the Governing Body of Assam State Space Application Centre (ASSAC), Guwahati (State Nodal Agency), on due recommendation of the Executive Committee of ASSAC. However, the concurrence of Finance Department shall be obtained for creation of Regular Posts.

- (b) Director and Head/Additional Director:-

- (i) In order to achieve the objects of the Society as stated in the MoA, and provide proper technical guidance to

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the scientific manpower of the Society in a continuous manner, the posts of Director and Additional Director of ASSAC Society shall be filled as per appointment rules of State Government, by scientists with requisite academic qualifications and well-versed in the field of satellite remote sensing and geo-spatial technology, and having adequate work experience of 20-25 years in development of products and services using satellite image processing and GIS techniques, and familiarity with the latest know how in these areas.

- (ii) Candidates with such qualifications and experiences for these posts shall be considered for appointment on a regular basis, not on tenure basis, and either by deputation from other department / academic institution of repute or by promotion of eligible candidates from within ASSAC, as per the promotion policy of the Society.
- (c) Appointments to posts under the Society shall be made on the basis of the selection by Selection Committee (s) duly constituted by the Governing Body of the Society.
- (d) The following shall be appointing and disciplinary authority, appellate authority and reviewing authority for various posts under the Society:-

Name of the Post	Appointing Authority / Disciplinary Authority	Appellate Authority	Reviewing Authority
Director and Head / Addl. Director	Chairman of the Governing Body	Chairman of the Governing Body	Chairman of the Governing Body
Posts with scale of pay equivalent to that of PSO, SSO& SO	Vice - Chairman of the Governing Body	Chairman of the Governing Body	Chairman of the Governing Body

Post below SO	Director of ASSAC	Vice - Chairman of the Executive Committee (EC)	Chairman of the Executive Committee (EC)
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Manpower
Placement

22. (a) Currently ASSAC has 23 sanctioned posts at various levels, of which 2 posts are vacant and yet to be filled up as shown below. For functioning as a separate autonomous body and to cope with the additional workload, the existing manpower of ARSAC shall become part of newly created ASSAC and carryout all the required activities in Space Technology Applications and ensure enhanced support to the line departments. The additional manpower if needed in future due to higher demand from line departments shall be taken up accordingly. The sanctioned yet vacant posts are to be filled up immediately on approval of ASSAC Society.

Sl.No	Designation	Existing Posts
a)	Scientific	-
1.	Director of ASSAC	1(Created)
2.	Head, ASSAC- Promotional from PSO (To be re-designated as Addl. Director)	1 (to be filled up)
3.	Principal Scientific Officer (PSO):Promotional (will act as Head for each Application Area)	1
4.	Senior Scientific Officer (SSO):Promotional of various Application Area	5
5.	Scientific officer (SO):Promotional	3
6.	Junior Scientific Officer (JSO)-Direct Entry	1(to be filled up)
b)	Technical	
1.	Technical Officer (TO)	nil
2.	Junior Technical Officer (JTO)	nil
3.	Senior Technical Assistant (STA)	4
4.	Junior Technical Assistant (JTA)	1
5.	IT Technician / Field Assistant- Direct Entry	nil
c)	Administrative (under office of Director, ASSAC)	-
1.	Administrative officer (on deputation)	nil
2.	Office Superintendent	nil
3.	Upper Divisional Assistant	nil
4.	Lower Divisional Assistant	2
5.	Library Assistant cum Store In charge	nil
6.	Driver	1
7.	Grade IV	3
d)	Accounts (under office of Director, ASSAC)	-
1.	Finance &Accounts Officers (on deputation)	nil

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2.	Senior Accountant	nil
3.	Junior Accountant	nil
TOTAL NUMBER OF POSTS		23*

n.b.* Existing sanctioned posts =23 nos., To be filled up = 2 nos. (i.e. present existing manpower =21)

- (b) ASSAC shall follow the Government approved service rules of ASTEC which has been notified. As per concurrence of Governing Body (GB) which may further be amended as necessary to frame its own service rules.
- (c) In the matters of reservation in posts in the field of appointment, promotion, revision of pay, employee's welfare, superannuation etc., ASSAC shall follow the standing or specific directions of the Government of Assam. In the personnel matters, it shall follow the concerned rules/regulations/instructions/orders of the Government of Assam. It shall also follow the provision of the Assam Service (Discipline and Appeal) Rules to the extent and latest ROP. These rules shall be applicable till the Governing Body frames its own rules of the Society.
- (d) All manpower positions other than the existing ones, and being proposed as additional requirements, shall need to be approved by the Governing Body.
- (e) The Executive Committee of ASSAC, Guwahati shall have the power to engage all permanent/contractual staff, decide pay and allowances and approve the payments proposed for such positions. The consolidated remuneration paid to them may be commensurate with but not exceed the maximum payment that a person in an equivalent permanent position may draw.
- (f) The Scientists to be recruited at entry level by ASSAC shall be trained in NESAC/NRSC/ISRO where necessary.

Assets and Funds 23.
of the Society

- (i) All assets and funds presently on use by ASSAC scientists and staff shall belong to ASSAC Society, and not to any individual member or office bearer. All purchase and sales pertaining to the Society shall be as per the direction of the Executive Committee.

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- (ii) The funds of the Society shall consist of the following:-
 - (a) Lump sum and recurring grant(s) made by Government of Assam and Government of India as well as rent/user charges/fees and/or any other charges to be received.
 - (b) Funds received by the Society by way of grants, gifts, donations, fees, revenues against product and services or other contributions
- (iii) All funds of the Society shall be in the bank accounts of ASSAC Society to be opened with the approval of the Executive Committee and operated jointly by two officers of the Society authorized by the Executive Committee.
- (iv) The income and property of Society, howsoever derived, shall be applied solely towards the promotion of the objectives thereof as set forth in the Memorandum of Association, subject to such limitation as the State Government and/or Government of India may from time to time impose.
- (v) No portion of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society, or to any of them or to any person claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any firm or company or employee of the Society or to any member of the Society or any other person, in return for any services rendered to the Society, irrespective of the fact that such member or ex-member is or has been a partner, share holder or in any other way connected to such payee, and all payments so made shall be in conformity with the guidelines issued by the Government of Assam / the Government of India.

Property of
ASSAC

- 24. All properties belonging to ASSAC shall be deemed to be vested in the Governing Body of ASSAC Society. These shall be referred as the "The Property of ASSAC".

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- (i) ASSAC shall continue to house its office, laboratories and other space in ASTEC/AEDA building (Bigyan Bhawan) as at present, as well as own assets created over the period while being a Division of ASTEC since its inception as a Cell in ASTEC, till such time as when it is in possession of its own premises.
- (ii) Motor vehicle(s) procured for use in field work as well as normal office work shall be registered in the name of Director, ASSAC / Member Secretary ASSAC Society.

Records to be kept by the Society 25. Records like proceedings register, stock register, cash book register etc and any other record deemed necessary by the GB and EC shall be maintained by the Society, and shall be properly audited annually as required. The Director shall be the custodian of all records. Director may assign this responsibility to a senior officer of ASSAC.

Accounts and Audit 26. The Accounts of the Society shall be audited by the statutory auditor to be engaged by the Executive Committee out of the empanelled list of such auditors with the Comptroller and Auditor General of India.

Annual Report 27. An Annual Report of the proceedings of the Society and of all work undertaken during the year shall be prepared by the Executive Committee for the information of the members of the Society, State and Central Governments. The report and the audited accounts of the Society shall be presented at the Annual General Meeting of the Society. The Accounts would be open to audit by the Controller and Auditor General of India (CAG) as well.

Alteration of rules 28. (a) These rules of the Society may be altered at any time on the recommendation of the Executive Committee by a resolution passed by a majority of the members of the Governing Body of the Society present at any General /Special General Meeting of the Society.

(b) Amendment to these rules shall come into force when approved at a General Meeting/Special General Meeting of the Society which shall have been duly convened for the purpose.

(c) All provisions contained in the Societies Registration Act, 1860 (Act No. XXI of 1860)

as applicable to the State of Assam shall apply to the Society.

- (d) Once in every year a list of members of the Governing Body and the Executive Committee shall be filed with the Registrar of Societies as per section 4 of the Societies Registration Act, 1860 (Act No.XXI of 1860).
- (e) Legal proceedings shall be as per section 6 of Societies Registration Act (XXI of 1860). The Society may sue or be sued in the name of Director, ASSAC, Guwahati as per provision laid down under section 6 of Societies Registration Act, 1860 (Act No. XXI of 1860).

Amendment of
Memorandum of
Association

29. The objects in the Memorandum of Association shall not be amended except by a motion for amendment, duly notified in writing and in proper form submitted to the Member Secretary of the Society, by any member of the Council at least 21 days before the date of Governing Body (GB) meeting, and without the same being adopted by at least three fifth majority of the members present and voting.


Dissolution of
ASSAC Society

30. (i) A special meeting of the Governing Body (GB) of ASSAC Society shall be summoned specifically for the purpose of dissolution of the Society with not less than 21 days' notice.
- (ii) At least three fifth of the member of the Society shall express their opinion in favour of the motion for dissolution.
- (iii) The Society shall not be dissolved without the prior consent of the Science, Technology and Climate Change Department, Government of Assam.
- (iv) The Society, if necessary, can be dissolved as per provisions laid down under section 13 and 14 of the Societies Registration Act, 1860 (Act No.XXI of 1860).


Member Secretary
Assam State Space Application Centre (ASSAC)
Bigyan Bhavan, G.S. Road
Guwahati-781005, Assam

(v)

If on dissolution of the Society, there shall remain, after the satisfaction of its debts, liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of ASSAC Society or its Governing Body or any of them, but shall be dealt with in such manner as the Government of Assam,


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Department of Science, Technology and
Climate Change may decide with due regard to
provision of the Societies Registration Act,
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B. Dhar
Member **Secretary**
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