



**ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL'S  
(ASTEC)**

**REGULATIONS 2010**

**ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL**  
**(Department of Science & Technology, Govt. of Assam)**

**BIGYAN BHAWAN**  
G. S. Road  
Guwahati - 781 005  
Assam, India  
[www.astec.gov.in](http://www.astec.gov.in)

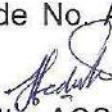


Phone: 0361 - 2450646  
: 0361 - 2464621  
: 0361 - 2450147  
Fax : 0361 - 2464617  
e-mail : [astec@rediffmail.com](mailto:astec@rediffmail.com)

**NOTIFICATION**

No. ASTEC/Estt/1394/2007 : In pursuance of the Govt letter No. STE.2/2008/40 dtd. 09.03.2010 and with the approval of Governing Body of ASTE Council held on 7<sup>th</sup> January, 2013 and in exercise of powers conferred by Rule 25 of the Rules of Memorandum of Association of Assam Science Technology and Environment Council, the "Assam Science Technology and Environment Council's (ASTEC) Regulations 2010" regulating the recruitment and the conditions of service of the persons appointed to the Assam Science Technology and Environment Council (ASTEC) service, is hereby notified with immediate effect.

This notification supersedes the earlier notification issued vide No. ASTEC/Estt/239/2009 -10/965 dtd. 25<sup>th</sup> March, 2010, in this regard.

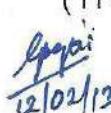
  
( H C Dutta, ACS)  
Director  
ASTE Council

Memo No. ASTEC/Estt/1394/2007/40/4784

Dated : 12<sup>th</sup> February, 2013

Copy forwarded to:-

1. Secretary, DST, Govt. of India, New Delhi.
2. Secretary, MoE&F, Govt. of India, New Delhi
3. P.P.S. to Hon'ble Chief Minister, Assam, Dispur-6
4. Commissioner & Secretary, Science & Technology Deptt., Dispur-6
5. Commissioner & Secretary, Finance Deptt. Dispur-6
6. Commissioner & Secretary, P&D Deptt., Dispur-6
7. Commissioner & Secretary, Env. & Forest Deptt., Dispur-6
8. Development Commissioner Hills Areas, Assam, Dispur-6
9. Secretary, North Eastern Council, Shillong
10. Vice Chancellor, AAU, Jorhat
11. Vice Chancellor, Gauhati University, Guwahati-14
12. Vice Chancellor, Dibrugarh University
13. Director, NESAC, DOS, Govt. of India, Umiam, Shillong
14. Chairman, Assam Pollution Control Board, Guwahati-21
15. Director, RRL (NEIST), Jorhat
16. Director, Science & Technology, Govt. of Assam, Dispur-6
17. President, Assam Science Society, Khanapara, Guwahati
18. Dr. A K Goswami, Former Member Secy., WWF(NE)& Ex. Director, ASTEC
19. Shri D N Barthakur, Retd. V.C., AAU, Jorhat
20. Director, Industries & Commerce, Guwahati-21
21. Shri Parimal Ch.Bhattacharjee, Retd. Proff.(Eco.&Env.)G.U.
22. Office file.

  
( H C Dutta, ACS)  
Director  
ASTE Council  
  
12/02/13



ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL  
(Department of Science & Technology, Govt. of Assam )  
VIGYAN BHAWAN, NEAR IDBI, G.S. ROAD, GUWAHATI - 781005  
0361-2464621, 2464619, Fax: 0361-2464617 e-mail: astec@rediffmail.com

No. ASTEC/EST/239/2009-10/ 965-987

Date : 25.03.2010

NOTIFICATION

With reference to the Department of Science & Technology, Govt. of Assam Letter No. STE 2/2008/40 dated Dispur the 9<sup>th</sup> March, 2010 and decision of the 10<sup>th</sup> Governing Body meeting it is hereby notified that Assam Science Technology and Environment Council's regulations 2010 has been approved by Govt. of Assam in Science and Technology Department and will come into force with immediate effect.

Sd/-  
( S. K. Choudhury )  
Director  
ASTE Council

Copy to :-

1. All Governing Body's members
2. Commissioner & Secretary  
Govt. of Assam, S&T Deptt. - for kind information.
3. All Head i/c of divisions, ASTEC
4. Dy. Admin. Officer, ASTEC
5. Dy. Fin. & Accounts Officer, ASTEC
6. Concerned file

*Sh. Choudhury*  
( S. K. Choudhury )  
Director  
ASTE Council

*26/3/10*  
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# ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL'S (ASTEC)

## REGULATIONS 2010

### 1. TITLE AND COMMENCEMENT:

- 1) These Regulations shall be called the Assam Science Technology and Environment Council's Regulations, 2010.
- 2) This shall take effect from the date of notification.
- 3) These regulations shall apply to all employees in the service of the Assam Science Technology and Environment Council including Regional Offices, Branch Offices and subordinate offices etc. under the Assam Science Technology and Environment Council (ASTEC), except those governed by set of Rules or conditions of service or terms of employment or otherwise.

### 2. DEFINITIONS:

(A) In these regulations, unless there is anything repugnant in the subject or context :-

- 1) "Society" shall mean and include the "Assam Science Technology and Environment Council (ASTEC)".
- 2) "Council" means the Assam Science Technology and Environment Council (ASTEC).
- 3) "Governing Body" means the Governing Body of the Council
- 4) "President" means the President of the Council.
- 5) "Vice President" means the Vice-President of the Council.
- 6) "Chairman" means the Chairman of the Executive Committee under the Council.
- 7) "Member Secretary" means the Member Secretary of the Governing Body of the Council.
- 8) "Director" means the Director of the Assam Science Technology and Environment Council.
- 9) "Recognised University" means –
  - (a) Any University incorporated by law in India, or
  - (b) Any other University which is declared by Govt. to be recognised as university for the purpose of these Regulations.
- 10) "Year" means a calendar year.
- 11) "Month" means a calendar month.
- 12) "Government" means the Government of Assam.
- 13) "The Office" means the Registered Office of the Council
- 14) "The Seal" means the common seal of the Council for the time being.
- 15) "Constitution" means the Constitution of India.
- 16) "Appointing Authority" in relation to an employee at any particular time means the authority empowered to appoint him to the post which he is holding at that time (Schedule-IV).
- 17) "Appellate Authority" means the authority to whom an appeal lies (Schedule-IV).
- 18) "Disciplinary Authority" in relation to the imposition of a penalty on an employee at any particular time means the authority competent under the Regulations to impose on him that penalty (Schedule-IV).
- 19) "Employee" means any person who is appointed to any post of the Council whose appointment is made by an authority of the Council. Provided that no elective post comes under the purview of the definition for "Employee". Provided further that the masculine notation for an employee includes female employees as well.
- 20) "Member of the Service" means an employee in the Assam Science Technology and Environment Council service.
- 21) "Service" means the Assam Science Technology and Environment Council Service which includes Class – I, Class – II, Class – III and Class – IV service (Schedule I & II).
- 22) "Schedule" means a schedule annexed to these Regulations.
- 23) "Direct Recruitment" means recruitment made otherwise than by promotion of employees already in the service of the Council.

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24) "Selection Committee" means the Selection Committee constituted under the Regulations 13.

25) "Select List" means the list(s) made by the Selection Committee and approved by the Appointing Authority.

26) "Family means –

- (a) Wife of a male employee, or husband of a female employee and
- (b) Parents wholly dependant upon the employee, daughters who are unmarried or widows, and minor sons residing with and wholly dependant on the employee.

27) "Wages" means and includes pay, dearness allowances, and other emoluments, if any, earned by an employee while on duty or on leave according to the terms and conditions of his service.

(B) The words and expressions used but not defined in these regulations or in the Rules of the Council shall have the same meaning as construed in relevant Government Rules/Regulations.

### 3. CLASSES AND CADRES

The classification of the service of the Council shall be made on the basis of time scales of pay, which is subject to revision at the time of revision of time scales of pay. The classification of the service on the date of commencement of these Regulations shall be shown in Schedule-I.

1) The services shall consist of the following classes and cadres.

- (a) **Class – I** It shall include the following cadres :-  
 i) Director  
 ii) Addl. Director & Head of Division  
 iii) Principal Scientific Officer  
 iv) Administrative Officer  
 v) Finance and Accounts Officer  
 vi) Dy. Finance & Accounts Officer  
 vii) Dy. Administrative Officer  
 viii) Senior Scientific Officer  
 ix) Senior Technical Officer  
 x) Scientific Officer  
 xi) Technical Officer  
 xii) Assistant Administrative Officer  
 xiii) Assistant Accounts Officer  
 xiv) Jr. Scientific Officer / Jr. Technical Officer
- (b) **Class – II** It shall include the following cadres :-  
 i) Superintendent  
 ii) Stenographer Grade-II  
 iii) Senior Accountant
- (c) **Class – III** It shall include the following cadres :-  
 i) Senior Technical Assistant  
 ii) Upper Division Assistant  
 iii) Accountant  
 iv) Stenographer Grade-III  
 v) Technical Assistant  
 vi) L.D.A.-cum-Typist  
 vii) Junior Accounts Assistant
- (d) **Class – IV** It shall include the following cadres :-  
 i) Driver  
 ii) Peon/Chowkider/Attendant

Details of the classes and cadres of service shall be shown in Schedule-II.

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- 2) The Service may also include :
  - (a) any post equivalent to a post in any of the cadres mentioned in sub-regulation(1) of this regulation, and
  - (b) any cadre of post laid down by the Council to be included in a cadre of the service.
- 3) The posts equivalent to the posts in the cadres of the service as on the date of commencement of these regulations are mentioned in Schedule-II.
- 4) Members of Class-I, Class-II, Class-III and Class-IV of the service shall belong to Class-I, Class-II, Class-III and Class-IV of the Assam Science Technology and Environment Council (ASTEC) Service respectively.

#### 4. STRENGTH OF SERVICE

The strength of each cadre in a class of the service shall be such as determined by the G.B. from time to time. The strength of the cadres of the service on the date of commencement of these Regulations shall be shown in Schedule-II. Provided that the Council may hold in abeyance any post as and when considered necessary.

#### 5. METHODS OF RECRUITMENT

Recruitment to the service shall be made in the manners prescribed here-in-after:

- 1) Recruitment to different categories of posts in the service shall be filled up by direct recruitment or by promotion as indicated in Schedule-III.
- 2) All posts of group A and only the posts of the lowest grades of the Group B, C, D, E, F, G, H, I, J & K will be filled up by direct recruitment. Posts of higher grades included in these groups will be normally filled up by promotion, if found suitable.

Provided further that in greater interest of the Council, the Appointing Authority, with approval of the President of the Governing Body, may fill up any of the promotional posts by direct recruitment, or on the basis of Re-employment / Deputation / Contract, particularly in cases where suitable candidates are not available for filling up by promotion.

- 3) Minimum qualifications for posts to be filled up by direct recruitment are indicated in Schedule-III.

Provided the Appointing Authority, in consultation with members of the Selection Committee, may prescribe additional qualifications as may be considered necessary from time to time.

- 4) Minimum length of qualifying service in the posts of lower grades for promotion to the next higher grades of different Groups are indicated in Schedule-III.
- 5) All posts of group A and all lowest grade posts of different groups B – K, and few higher grade posts to be filled up by direct recruitment under this Regulation, shall be treated as permanent from the date of their creation.

#### 6. DIRECT RECRUITMENT

- 1) Direct recruitment shall be made on the basis of recommendations made by the Selection Committee in accordance with the procedures here-in-after provided:

- (a) Keeping in view the minimum qualification for posts to be filled up by direct recruitment, as indicated in Schedule-III, the Director, in consultation with members of the Selection Committee, shall determine additional qualifications as may be considered necessary.
- (b) The Director shall than advertise the posts in local prominent newspapers and through Employment Exchange, taking care of necessary clauses on reservations for candidates belonging to Scheduled Castes and Scheduled Tribes or any other categories under the Rules of the State Government.
- (c) The Selection Committee may hold written test or interview or both, and undertake scrutiny of certificates and documents as may be considered necessary.
- (d) The Selection Committee shall furnish to the Appointing Authority a list of candidates recommended by it, in order of preference, found suitable for direct recruitment. The number of candidates in such a list may be according to the actual number of vacancies.
- (e) On receipt of the select list of candidates the Director will take necessary steps for appointment in accordance with the order of preference given in the list with prior approval of the appointing authority as per Schedule IV.

2) The list mentioned in Clause (d) of Sub-Reg. (1) of this Regulation shall remain valid for 12 calendar months from the date of recommendation/approval.

## 7. QUALIFICATIONS FOR DIRECT RECRUITMENT

- 1) A candidate for direct recruitment to the service shall be within the age limit of 18 years to 36 years on the first day of January of the year of advertisement with relaxation in the case of candidates belonging to special categories like Scheduled Castes and Scheduled Tribes and any other categories as laid down by the Government in accordance with the orders of the Government in force for the time being.
  - (a) Provided that there will be no age bar in case of Departmental candidates.
  - (b) Provided further that the Appointing Authority may for good and sufficient reasons condone the upper age limit of a candidate or categories of candidates as a special case.
  - (c) Provided also that the Appointing Authority may for good and sufficient reasons enhance or fix the upper age limit of candidates for direct recruitment to the service for a special category/categories of posts of the service.

## 8. ACADEMIC QUALIFICATIONS

The academic and other qualification of a candidate for direct recruitment shall be prescribed by the Governing Body / Executive Council from time to time. The qualifications and experience prescribed as on the date of commencement of these regulations are given in Schedule-III, subject to such relaxations and modifications as may be considered necessary by the Governing Body at the relevant time in the interest of the Council.

## 9. PHYSICAL FITNESS

A candidate for direct recruitment shall be:

- (a) of sound health, both mentally and physically and free from organic defects or bodily infirmity likely to interfere with the efficient performance of his duties, and

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(b) required to undergo necessary medical examination before appointment to the Service.

## 10. CHARACTER

A candidate for direct recruitment shall produce to the Selection Committee/Appointing Authority certificates of good conduct from :

- (a) The Principal, Academic Officer of the University or College or School or Institution in which he studied last and
- (b) Two responsible persons who are well acquainted with (but not related to) the candidate.

Before a candidate is appointed directly, the Appointing Authority shall obtain a Police Verification Report about the antecedents. Such reports should relate to his antecedents in places where he resided for last five years or so.

## 11. PROMOTION :

The promotion to any post shall be subject to availability of vacancy only.

- 1) An employee of lower grade when considered for promotion to the next higher grade shall have to fulfil the following conditions :-
  - a) He must be confirmed in the post of lower grade after successful completion of the period of probation as per Regulation 21.
  - b) He must have rendered service in the lower grade/post the number of years stipulated at Schedule-III of the Regulations.

## 12. GENERAL PROCEDURE OF PROMOTION

- 1) A member of the service, who satisfies the two conditions under Sub-regulation (2)-(a) & (b) of Regulation 11 for being considered for promotion, must submit a detail report to the Head of his Division highlighting works done and achievements made by him, including papers/technical reports produced/ published during the years of service in the post he holds. Members of the service working in the general establishment of the Director will submit their reports to the Administrative Officer / Dy. Administrative Officer except those of the accounts section who will submit their reports to the Finance and Accounts Officer / Dy. Finance and Accounts Officer.
- 2) The Head of Division/Administrative Officer or Dy. Administrative Officer/ Finance and Accounts Officer or Dy. Finance and Accounts Officer shall examine the Work Report carefully, and forward the same to the Director with his comments on each item/claim, stating specifically, with reasons given, whether he does or does not recommend the candidate for promotion.
- 3) The Director, after thorough examination of the records in the Personal File of the candidate, shall record his views and observations, and place the matter of promotion for consideration of the duly constituted Assessment Committee.
- 4) The Assessment Committee shall consider :
  - (a) The work report of the Candidate,
  - (b) His Annual Confidential Reports (ACR) for the years of service in the post,
  - (c) Recommendation of the Head of Division/Administrative Officer or Dy. Administrative Officer / Finance and Accounts Officer or Dy. Finance and Accounts Officer,

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- (d) Views and observation of the Director and shall interview the candidate to assess his professional knowledge, keenness and aptitude for his professional work, ability to take up higher responsibilities, leadership qualities, power of communication and so on.
- 5) If the Assessment Committee recommends the candidate for promotion, the Director shall take necessary steps for issuing the office order for promotion with prior approval of the appointing authority as per Schedule IV.
- 6) In general the meeting of the Assessment Committee will be held twice in a year.
  - (a) Those members of the service who become eligible for promotion to higher grades on dates falling in the period of 1<sup>st</sup> January to 30<sup>th</sup> June, shall submit their work report before 28<sup>th</sup> February and the process of Assessment for their promotion shall be completed before 31<sup>st</sup> May of the same year. Those who will be recommended for promotion by the Assessment Committee shall be promoted with retrospective effect.
  - (b) Those members of the service, who become eligible for promotion on dates falling in the period from 1<sup>st</sup> July to 31<sup>st</sup> December shall submit their work report before 31<sup>st</sup> August and the process of assessment for their promotion shall be completed before 30<sup>th</sup> November of the same year. Those, who will, be recommended for promotion by the Assessment Committee shall be promoted with retrospective effect.
- 7) If the Assessment Committee does not recommend the candidate for promotion/ up gradation his case will be processed again following the provisions of Sub-regulations (1) to (4) of this regulation.
- 8) If a candidate fails to get promoted in two consecutive assessment his subsequent assessment will be after a gap of two years.

## 12 (A).

- (i) An employee who completes 10 years of continuous satisfactory service in the same capacity and is otherwise fit for promotion to the next higher post as required but remains stagnant due to non availability of sanctioned post shall be eligible for being placed in next higher scale in the approved scale structure as his personal scale of pay.

However in case of the scale of pay, an incumbent shall be restricted to the scale of pay of the Additional Director of the Council. In other words an employee up to the level of Principal Scientific Officer, Administrative Officer, Finance & Accounts Officer shall be entitled to come under this benefit and if any vacancy arises subsequently at the Grade, regularisation of such employee to the level shall be considered as per the policy of the Council/directive of the Government in Science and Technology Department.

- (ii) An employee who is placed in personal scale of pay will continue to do any work as assigned to him from time to time by the Management of the Council on such placement in the next higher scale, the employee will continue to draw only pay and allowances other than parks and designation admissible to the employee of that Grade.

## 13. SELECTION COMMITTEE

The Selection Committee as referred in Regulation 6 shall consist of the following:

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1) Selection committee for considering the appointment to the post of Director, ASTEC.

Members of the Committee :

(a) Chief Secretary to the Govt. of Assam	— Chairman
(b) Commissioner & Secretary/ Spl. Secretary, Science Technology & Environment Department to the Govt. of Assam	— Member Secretary
(c) One Member to be nominated by the President of the Governing Body of the Council	— Member

The post of the Director shall be a tenure post for a period of three years.

The minutes of the Selection Committee shall be sent to the President for approval.

2) Selection Committee for considering direct recruitment to the posts in Class I (other than Director) and Class II Service upto Executive Engineer Level.

Members of the Selection Committee :

a. Commissioner & Secretary/Secretary to the Govt. of Assam, Science Technology and Environment Department (Vice President)	— Chairman
b. Director, ASTE Council	— Member Secretary
c. Director of Employment & Craftsman Training, Govt. of Assam	— Member
d. An expert to be nominated by the Director, ASTE Council	— Member
e. One representative from Personnel Dept., Govt. of Assam	— Member

3) Selection Committee for considering direct recruitment to the posts in Class III and Class IV Service.

Members of the Selection Committee :

a. Director, ASTE Council	— Chairman
b. Nominated Member, Science Technology and Environment Department	— Member
c. Director of Employment & Craftsman Training, Assam or his nominee	— Member
d. An expert to be nominated by the Director, ASTE Council	— Member
e. Administrative Officer / Dy. Administrative Officer or any other officer to be nominated by the Director as Member Secretary	— Member Secretary

*Note : The presence of any three members will form the quorum.*

The above mentioned Committee in 13 (2) & (3) will act as Assessment Committee for promotion of post for Class I & II and III and IV respectively.

#### 14. DISQUALIFICATION

1) No person shall be eligible for recruitment and promotion to any service of the ASTE Council

(a) Unless he is a citizen of India, and

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(b) If he has more than one wife living or in case of a female candidate who has married a person who has one wife living.

Provided that the appointing authority may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this clause.

2) No person who attempt to enlist support for his candidature directly or indirectly by any recommendation, either written or oral, or by any other means, shall be appointed to the service.

## 15. RESERVATION

In all cases of appointment by direct recruitment as well as by promotion to the services there shall be reservation in favour of candidates belonging to the member of the Schedule Caste, Schedule Tribes (Plains) and Schedule Tribes (Hills) in accordance with the provisions of the Assam Schedule Caste and Schedule Tribes (Reservation of Vacancies in Services and Posts) Act 1978 and the rules framed there under.

There shall also be reservation for candidates belonging to Other Backward Classes as per Govt. instructions issued from time to time for direct recruitment only. General order in respect of reservation in favour of other categories of candidates as may be in force for the time being shall also be followed.

## 16. APPOINTMENT

- 1) Subject to the provision of Sub-regulation (2) of this regulation appointment under Regulation 6 shall be made by the Appointing Authority in accordance with the order of preference given in the list referred to in Clause (d) of Sub-Regulation (1) of Regulation 6.
- 2) The inclusion of a candidate's name in the list mentioned in Clause (d) of Sub-Regulation (1) of Regulation 6 shall confer no right to appointment unless the appointing authority is satisfied after such scrutiny as prescribed by the Council from time to time and also as may be considered necessary that a candidate is suitable in all respects for appointment to the service.
- 3) All cases of appointment by direct recruitment or by promotion shall be reported to Governing Body for appraisal and final approval.
- 4) Every Employee at the time of initial employment shall give an undertaking as per declaration form given in schedule-V.

## 17. JOINING TIME

A person shall join within 15 days from the date of receipt of the order of appointment failing which the appointment shall be cancelled unless the Appointing Authority extends the joining time which shall not in any case exceed three months.

## 18. TRAINING

A member of the Service may be required to undergo such training and pass such departmental examination as the Council may prescribe.

## 19. DISCHARGE OR REVERSION

- 1) At any time before confirmation, a temporary member of the service will remain liable to be discharged or reverted to the lower cadre of service

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- (a) If he fails to make sufficient use of the opportunities given during any training as may be prescribed by the Council from time to time or fails to render satisfactory service during his service period, and/or
- (b) If it is found on subsequent verification that he had misled the Council by furnishing false information regarding his qualifications, which he did not actually possess, on the basis of which he was appointed to the post.

## 20. SENIORITY

- 1) The seniority of a member appointed by direct recruitment to the lowest cadre in a group shown in Schedule III shall be determined according to the order of preference in the select list of the Council recommended by the Selection Committee under Regulation 6, if he joins the appointment within 15 days from the date of receipt of the order or within the extended period as mentioned in the regulation 17.
- 2) If a member fails to join the appointment within the initial 15 days of receipt of the 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.
- 3) Members of the service promoted to a higher cadre in a group under Regulation 11 and 12 with effect from the same rationalised date of promotion will retain their relative seniority in the lowest cadre of the group  

Provided that Members promoted with effect from an earlier rationalised date of promotion will be senior to members promoted with effect from a later rationalised date of promotion.
- 4) A member appointed by promotion in a year shall be senior to a member by direct recruitment in that year.
- 5) The cases not covered by the provisions mentioned above shall be decided by the general principles of seniority adopted by the State Govt. from time to time.

## 21. PROBATION AND CONFIRMATION

- 1) A member of the service appointed by Direct recruitment on a regular basis against a permanent vacancy shall be placed on probation against the permanent vacancy for the period of one year with effect from his date of joining before he is confirmed against the permanent vacancy.  

Provided that the period of probation for good and sufficient reasons be extended by the Appointing Authority for any specified period not extending a period of another two years.

Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.
- 2) A member of the service placed on probation under Sub-regulation (1) above shall be confirmed against the permanent vacancy subject to the following conditions :
  - (a) He has completed the period of probation to the satisfaction of the Appointing Authority
  - (b) He has successfully undergone training and passed the departmental examination, if any, prescribed by the Council from time to time.
- 3) If the confirmation of a member is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority vis-à-vis such of his juniors as might be confirmed earlier than him. His seniority shall however be restored on his confirmation subsequently but any benefits of promotion etc. shall not accrue to him with retrospective effect on such confirmation.

## 22. GRADATION LIST

The Director shall prepare and publish every year a gradation list containing the names of all members of the service, cadre-wise, in order of seniority with such other particulars as date of birth, date of joining, date of confirmation, qualification etc.

## 23. PAY

- 1) All appointments in the service on regular basis shall be made in the time scale of pay as may be prescribed by the Council from time to time. The scale of pay admissible to the members of different cadres are shown in Schedule – II, subject to revision by the Council from time to time.
  - (a) Provided that whenever the pay scales are revised the members of the service shall be given the right to exercise their option to the revised pay scales or to retain their earlier pay scales. Option, once exercised, shall be final.
  - (b) Provided further that the higher Scales of pay allowed to certain categories of employees before the commencement of these Regulations, will be enjoyed by them as personal to them till they retire or opt for the revised scales of pay. Option, once exercised shall be final.
- 2) Dearness and other allowances, interim relief, ex-gratia grants etc., admissible to different categories of Govt. employees will be admissible to similar categories of Council employees also.

Provided that the Governing Body may grant at its discretion any special pay/ allowance for good and sufficient reasons to any category /categories of Council employees.
- 3) The Council may grant special pay for any of the post, either individually or with reference to a group or class of such post, as may from time to time be determined by it.

## 24. MODE OF EMPLOYMENT

1. Unless in any case, it is otherwise expressly provided, the whole time of an employee of the Council is at the disposal of the Council, and his service shall be utilised without claim for additional remuneration in such manner as the Appointing Authority or the superior officer, as the case may be, may decide.
2. A member of the service shall be liable to be transferred and posted from one place to another whenever the Director deems it fit and proper, and in such case the member shall not have any option against such posting and transfer.
3. Unless in any case it is otherwise distinctly provided, the whole time of an employee of the Council is at the disposal of the Council, and he may be employed in any manner required by the competent authority without any claim for additional remuneration.
4. ASTEC may appoint suitable scientific/technical staff on contract/project basis after holding written test/interview etc as per the needs of the Council to execute time bound projects of states/national importance for which fund have been specifically allocated. The Director may also appoint any person above the age of 60 years on contract basis for the interest of the Council if feel necessary.
5. Nothing in these sub regulations shall affect the power of the Director to engage any consultant or expert to obtain advice on any matter as he deems fit and proper on terms and conditions mutually agreed upon.

## 25. OTHER CONDITIONS OF SERVICE

1. Except as provided in these Regulations and the Memorandum of association and the Rules of Assam Science Technology and Environment Council, the pay and allowances, leave, Travelling Allowances, Discipline and Appeal, Medical facilities, conduct and other conditions of service shall be regulated by the respective Rules or Regulations that are currently being followed by the Council or shall be made by it from time to time.

Provided that in absence of any rules regulations regulating leave, fixation of pay, increments, Training, Tours, Discipline and Appeal, conduct and other conditions of service the respective rules of the Govt. of Assam shall be applicable, subject to the approval of the Governing Body wherever such approval is considered necessary.

2. **Issue of standing orders:** If any contingency arises, which is not covered by these regulations and rules of the Council, individual cases will be considered by the Director keeping in mind the interest of the Council. The Director may also issue general standing orders to cover such cases, which shall be reported to the Governing Body.

Provided that the Director, if he deems it necessary, may obtain expert advice from any person in such matters, and pay for services rendered.

3. **Record of Service:**

### I) The following records of service of every employee shall be maintained :

- (a) Personal file
- (b) Service Book/Record
- (c) Leave Account
- (d) Annual Confidential Report

**Note:** Files regarding (a), (b) and (c) above shall be maintained by the office and files regarding (d) above shall remain in the personal custody of the Director or an officer authorised by him.

### II) Service Book/Record and the Leave Account

- (a) Service Book/Record and the Leave Account shall be maintained in such form as may be decided by the Governing Body.

Provided that pending decision in this regard, the Service Book/Record and the Leave Account shall be maintained in the form prescribed by the Govt. of Assam.

- (b) The Service Book/Record and the Leave Account shall be made upto date by the end of each calendar year.

### III) Annual Confidential Report

- (a) An Annual Confidential Report in respect of each of the employee who have completed at least three months of service in the Council shall be maintained in such form as may be prescribed by the Director from time to time. The Annual Confidential Report for every year ending on 31<sup>st</sup> December will be recorded and preserved following the procedures below :

A supervisory officer under whom an employee directly works will be Recording Officer. He will initiate the process by recording remarks in the prescribed ACR form, and submit the same to the supervisory officer above him for reviewing his report.

The Reviewing Officer, after due examination of the remarks, may record his own views, if he feels it necessary to do so and submit it to the Accepting Officer. The

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Director will be the Accepting Officer of ACR's of all Council employees and will keep them in his safe custody.

- (b) Adverse remarks, if any, shall be communicated to the employee against whom such remarks are made, to make him aware of the necessity of improving his method and quality of work, and his general manners and behaviour as an employee of the Council. The employee will be at liberty to make representation, against such adverse remarks to the Accepting Officer who will give due consideration to the points raised in the representation and record his own findings and views on them. However, if any employee resorts to verbal or written verification against the Recording/Reviewing Officer on account of adverse remarks recorded, this will be treated as a gross violation of office discipline, which may lead to initiation of disciplinary proceeding against him.
- (c) The Director shall be the competent authority to prescribe the form of Annual Confidential Report and also to issue necessary instructions in this regard.

#### 4. Resignation or termination of service by an employee:

- (a) An employee, including an employee appointed on a temporary basis, shall not leave or discontinue his service in the council without first giving notice in writing to the competent authority regarding his intention to leave or discontinue the service. The period of notice required shall ordinarily be 90 days which may be relaxed to 30 days in the case of an employee on probation or an employee appointed on temporary basis.

Provided that such notice may be waived in part or in full by the competent authority at its discretion.

- (b) In case of breach by an employee of the provisions of the sub-regulation (a) of this Regulation, he shall be liable to pay the Council as compensation a sum equal to his salary for the period of notice required of him, which sum may be deducted from any kind of payment due to him.

#### 5. Termination of Service and Demotion by the Appointing Authority

- (a) The Appointing Authority may at any time terminate the service of an employee otherwise than as a disciplinary measure by giving him notice of three months in case of members of the service who are appointed on regular basis and of one month in case of temporary employees.

Provided that the period of notice may be reduced fully or partly by payment of salary for the period falling short of the specified period of notice.

- (b) In the case of an employee appointed on purely temporary basis no notice shall be required to be given by the Appointing Authority in view of the services being terminable without notice by the terms and conditions of the appointment.

- (c) For termination of service under the provision of sub-regulation (i) of this regulation the junior-most person in the particular category of posts, shall be selected for such termination of service otherwise than as a disciplinary measure.

- (d) The Appointing Authority may at any time demote an employee to a lower grade on medical ground or otherwise after giving reasonable opportunity to the official (s), if it is of the opinion that the action is in the greater interest of the Council.

Provided that his last pay in his higher grade post will be duly protected in the lower grade post to which he is demoted.

- (e) The services of a person on deputation to the Council from State/Central Govt. or any other organisation shall be terminable by reversion to his parent department/organisation.

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- (f) The Appointing Authority may
  - i) retire or dismiss an employee after giving reasonable opportunity to the official(s)
  - ii) to terminate the services of an employee, certified to be medically unfit to continue in service, without notice or pay in lieu of notice.
- (g) An appeal against termination under sub-regulation (1) of this regulation shall lie with the Governing Body, provided that the appeal is preferred within 30 days from the date of termination.

**6. Superannuation, Retirement and Extension of Service:**

- I. **Age of Retirement :** Except as otherwise provided in these Regulations, every employee appointed in the service of the Council shall retire on attaining the age of 60(sixty) years on superannuation, or on attaining such age the Council may determine from time to time.
- II. **Right of the Council to Retire an Employee:** Not notwithstanding anything contained in Sub-regulation (1) of this Regulation, the Appointing Authority, in the interest of the Council, shall have the right to retire an employee of the Council by giving him notice in writing of not less than 3 (three) months, or by paying him the salary for 3 months in lieu of such notice after he attains the age of 50 years or has completed 20 years of service.
- III. **Voluntary Retirement by an Employee :** An Employee of the Council, who has attained the age of 50 (fifty) years, or who has completed 20 years of service, may retire voluntarily from the services by giving notice of not less than 3 (three) months in writing to the Appointing Authority.  
An employee who has retired on attaining the age of superannuation, or has retired voluntarily, or has been retired compulsorily, in accordance with the provisions of this Regulation shall be eligible for retirement benefits.
- IV. **Actual Date of Retirement:** Age of retirement for Council employees on superannuation being 60 years in accordance with Sub-regulation (1) of this Regulation,
  - (a) an employee, whose 60<sup>th</sup> birth anniversary falls on the first day of a calendar month, shall retire in the afternoon of the last day of the previous month.
  - (b) an employee, whose 60<sup>th</sup> birth anniversary falls on a day other than the first day of a calendar month, shall retire in the afternoon of the last day of that month.
- V. Nothing contained in this regulation shall affect the right of the Council to retire an employee without notice or pay in lieu thereof on his being certified by the authorised medical practitioner as being incapacitated for further continuous service either due to continued illness or accident.
- 7. **Encashment of earned leave on superannuation or retirement:** where an employee has earned leave at his credit on the date of retirement or superannuation, cash payment for that unutilised period of earned leave shall be admissible to him as per Govt. Rules.

**25.A** The Assam Services (Discipline and Appeal) Rules, 1964 and Assam Civil Services (Conduct) Rules, 1965 for regulating the disciplinary matters in respect of the employees of the Council would apply vide Governing Body approval held on 7<sup>th</sup> January 2013.

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## 26. RELAXATION

Where the Governing Body/Appointing Authority is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may, dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in the just and equitable manner.

Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in these rules.

Where no specific provision has been made in these Regulations in respect of any matter the relevant rules, regulations and orders of the State Govt. relating to such matter shall be followed as far as practicable.

## 27. INTERPRETATION

If any question arises relating to the interpretation of these regulation or the applicability of any of these regulations, the matter may be referred to the Governing Body whose decision thereon shall be final.

## 28. REPEAL AND SAVINGS

(c) The Rules/Regulations corresponding to these Regulations and in force immediately before the commencement of these regulations are hereby repealed.

Provided that all orders made or action taken under the Rules/Regulations so repealed, or under any general orders ancillary thereto, shall be deemed to have been validity made or taken under the corresponding provisions of these Regulations.

(d) The Governing Body shall be competent, in the interest of the Council for reasons to be specified, to alter, relax, cancel or repeal or any of the Regulations from time to time and also to give effect to these regulations from such date as may be deemed fit and proper.



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## SCHEDULE – I

### [REGULATION NO. 3]

#### CLASSIFICATION OF SERVICES OF THE COUNCIL

Class I Service	– All posts on the time scales, the maximum of which is Rs. 11,425/- and above.
Class II Service	– All posts on the time scales, the maximum of which is Rs. 9075/- and above. But below Rs. 11,425/-
Class III Service	– All other posts except those a classified in Class – I, Class – II and Class- IV service
Class IV Service	– All posts on the time scales of Pay, the maximum of which is Rs. 5725/- or below. (Posts of Driver, Peon, Chowkider, Attendance, etc. are included in class –IV service.)

**SCHEDULE – II**

**[REGULATION NOS. 3, 4, & 23]**

**CLASSES AND CADRES OF SERVICE**

Sl. No.	Name of the Cadre	Pay Scale	Name of the Posts	No of Posts	Remarks
1	2	3	4	5	6
<b>CLASS I SERVICE</b>					
1	Director	10375-325-11025-400-14625-475-16050/-	Director	1	Tenure of three years
2	Additional Director & Head of Division	10050-325-11025-400-14625-475-15575/-	i. Addl. Director & Head of S&T Division ii. Addl. Director & Head of Env. Division iii. Addl. Director & Head of Assam Remote Sensing Application Centre	1 1 1	Post of Head of Division redesignated.
3	Principal Scientific Officer	8750-325-11025-400-11425-EB-400-13825	Principal Scientific Officer	ARSAC	1 Post of Senior Resource Scientist redesignated
4	Deputy Administrative Officer	8100-325-10700-EB-325-11025-400-13025	Deputy Administrative Officer		
5	Deputy Finance & Accounts Officer	-do-	Deputy Finance & Accounts Officer		
6	Senior Scientific Officer	-do-	Senior Scientific Officer	ENV ARSAC S&T	1 1 1
7	Ass't. Administrative Officer	5725-175-6600-250-7350-EB-250-8100-325-11025-400-11825	Asstt. Administrative Officer	1	



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Sl. No.	Name of the Cadre	Pay Scale	Name of the Posts	No of Posts	Remarks
1		2	3	4	5
8	Scientific Officer	5725-175-6600-250-7350-EB-250-8100-325-11025-400-11825	Scientific Officer	S&T Env ARSAC	1 2 5
9	Junior Scientific/Tech. Officer	4390-90-4480-120-5200-175-6075-EB-175-6600-250-8100-325-11025-400-11425	Junior Scientific/Tech. Officer	Env ARSAC S&T	1 2 3
<b>CLASS II SERVICE</b>					
10	Superintendent	4960-120-5200-175-6250-EB-175-6600-250-8100-325-10050	Superintendent		1
11	Stenographer Grade II	3760-90-4480-120-4960-EB-120-5200-175-6600-250-8100-325-9400	Stenographer Grade II		1
<b>CLASS III SERVICE</b>					
12	Senior Scientific Assistant	3580-90-4480-120-4720-EB-120-5200-175-6600-250-8100-325-8750	i) Senior Technical Assistant (Cartographer) ii) STA(Computer)	ARSAC S&T	2 1
13	Upper Division Assistant	3940-90-4480-120-5200-EB-175-6600-250-8100-325-8425	Upper Division Assistant		5
14	Senior Accountant	4960-120-5200-175-6250-EB-175-6600-250-8100-325-10050/-	Senior Accountant		1
15	Stenographer Grade III	3850-90-4480-120-4600-EB-120-5200-175-6600-250-7350	Stenographer Grade III		1

*Director of Posts*  
A.S.T.E. Compt'l

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Sl. No.	Name of the Cadre	Pay Scale	Name of the Posts	No of Posts	Remarks
1		3		5	6
16	Technical Assistant	3370-60-3490-90-4390 – EB-90-4480-120-5200 – 175-6600-250-7100	Technical Asstt.	ARSAC	2 Posts of Draftsman redesignated
17	Lower Division Asstt.-cum-Typist	3010-60-3490-90-3850-EB-90-4480-120-5200-175-6075	Lower Division Asstt-cum-Typist	3	
18	Junior Account Asstt.	-do-	Junior Account Asstt.	1	
<b>CLASS - IV SERVICE</b>					
19	Driver	2650-40-2770-60-3310 – EB-60-3490-90-4480-120-5200	Driver	7	
20	Peon/ Chowkidar / Attendant	2450-40-2770-EB-60-3490-90-3670	Peon/ Chowkidar/ Attendant	10	
Total					
= 5 nos.					

N.B.: Though following posts were regularised as per the decision of the 8<sup>th</sup> G.B., these posts are not shown in the above list as these posts are not created yet.

- a) Senior Tech. Asstt / Sr. Sc. Asstt. = 4 (S&T =2, Env. = 2)
- b) Tech/Sc. Asstt. = 1 (S&T = 1)

Total = 5 nos.



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**SCHEDULE – III**

[REGULATION NOS. 5,6,7,8, & 11]

**ELIGIBILITY FOR RECRUITMENT AND PROMOTION TO DIFFERENT CATEGORIES OF POST**

Group	Sl. No.	Designation	Pay Scale	Qualification	Mode of Recruitment
A	1	Director	3	4	5
	1		10375-16050	Excellence in any Scientific or technological or technical field with Research Degree and publication in Reputed Journals.	Appointment from a panel of three names prepared by a committee, in order of preference, as per provision of MOA of ASTEC.
	2	Additional Director & Head of Division	10050-15575	Ph.D. / M. Tech Excellent record and experience in scientific/ technical field/ publication.	Direct recruitment with qualification of Ph.D./M.Tech degree or by promotion from departmental candidate having the prescribed requisite qualification with at least 15 yrs. of experience in scientific/technical field.
B	3	Principal Scientific Officer	8750- 13825	5 years regular service as Senior Scientific Officer	Promotion
	4	Senior Scientific Officer	8100-13025	5 years regular Service as Scientific Officer	Promotion
	5	Scientific Officer	5725-11825	5 years regular service as Junior Scientific Officer	Promotion
	6	Junior Scientific Officer	4390-11425	Masters Degree in Science in relevant subject or Bachelor Degree in relevant professional course with excellent academic record	Direct recruitment by selection

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Group	Sl. No.	Designation	Pay Scale	Qualification	Mode of recruitment
1	2	3	4	5	6
C	7	Administrative Officer	8750- 13825	5 years regular service as Deputy Administrative Officer	Promotion
	8	Deputy Administrative Officer	8100-13025	MBA (Personnel Management)/ Master Degree in any discipline with at least eight years experience in the relevant capacity	Direct recruitment by selection
D	9	Finance & Accounts Officer	8750- 13825	5 years regular service as Deputy Finance and Accounts Officer	Promotion
	10	Deputy Finance & Accounts Officer	8100-13025	CA/ICWA/MBA (Financial Management)/ M Com with major in Accountancy at Degree Level with at least eight years experience in relevant field.	Direct recruitment by selection
	11	Senior Technical Officer	8100-13025	5 years regular service as Technical Officer.	Promotion
E	12	Technical Officer	5725-11825	5 years regular service as Junior Technical Officer	Promotion
	13	Junior Technical Officer	4390-11425	5 years regular service as Senior Technical Assistant	Promotion
	14	Senior Technical/Scientific Asstt.	3580-8750	Diploma in Engineering/Computer Science Application from Government Recognised Institute or Bachelor Degree in Science	Direct recruitment by selection or Promotion



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Group	Sl. No.	Designation	Pay Scale	Qualification	Mode of Recruitment
F	1	2	3	4	5
	15	Junior Technical Officer	4390-11425	5 years regular service as Senior Technical Assistant	Promotion
	16	Senior Technical Assistant	3580-8750	5 years regular service as Technical Assistant	Promotion
	17	Technical Assistant	3370-7100	Pass HSLC with ITI certificate	Direct Recruitment by selection
	18	Stenographer Grade I	5725-11825	5 years regular service Stenographer Grade II and speed of 140 words per minute	Promotion
G	19	Stenographer Grade II	3760-9400	5 years regular service as Stenographer Grade III and speed of 110 words per minute	Promotion
	20	Stenographer Grade III	3850-7350	Bachelor in Arts/Science/ Commerce and speed of 80 words per minute	Direct recruitment by selection



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Group	Sl. No.	Designation	Pay Scale	Qualification	Mode of Recruitment
H	1 2	3	4	5	6
	21	Assistant Administrative Officer	5725-11825	5 years regular service as Superintendent.	Promotion by selection
	22	Superintendent	4960-10050	5 years regular service as Upper Divisional Assistant	Promotion by selection
	23	Upper Divisional Assistant	3940-8425	5 years regular service as Lower Divisional Assistant cum Typist	Promotion
	24	Lower Divisional Assistant-cum-Typist	3010-6075	Bachelors Degree in Arts/ Science/Commerce and typing speed of 40 words per minute in English and 25 words per minute in Assamese.	Direct recruitment by selection
	25	Assistant Accounts Officer	5725-11825	5 years regular Service as Senior Accountant.	Promotion by selection
	26	Senior Accountant	4960-10050	5 years regular service as Accountant	Promotion by selection
	27	Accountant	3940-8425	5 years regular service as Junior Accountant	Promotion
I	28	Junior Account Asstt.	3010-6075	Bachelors Degree in Commerce, preference to be given to candidates with Major / Honours in Accountancy	Direct recruitment by selection

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Group	Sl. No.	Designation	Pay Scale	Qualification	Mode of Recruitment
J	1 2	3	4	5	6
	29	Driver Grade I	3370-7100	8 years regular service as Driver Grade II	Promotion
	30	Driver Grade II	2890-5725	15 years regular service as Driver Grade III	Promotion
	31	Driver Grade III	2650-5200	Read upto 8 <sup>th</sup> Standard with Professional Driving License	Direct recruitment by selection
K	32	Peon/ Chowkidar / Attendant Grade I	2890-5725	8 years regular service as Peon/ Chowkidar / Attendant Grade II	Promotion
	33	Peon/ Chowkidar / Attendant Grade II	2650-5200	15 years regular service as Peon/ Chowkidar / Attendant Grade III	Promotion
	34	Peon/ Chowkidar / Attendant Grade III	2450-3670	Read upto 8 th Standard	Direct recruitment by selection

Note: (I) The Appointing Authority, in consultation with members of Selection Committee, may prescribe additional qualification for posts to be filled up by direct recruitment, as may be considered necessary from time to time. In case of direct recruitment, candidates already in service in lower cadres may be given preference subject to fulfillment of prescribed educational qualification and other requirements  
 (II) In greater interest of the Council the Appointing Authority, with the approval of the President of the Governing Body, may fill up any of the promotional posts by direct recruitment or on Re-employment/ deputation/contract basis, particularly in cases where suitable candidates are not available for filling up the posts by promotion.



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## SCHEDULE – IV

### **LIST OF APPOINTING AND APPELLATE AUTHORITY**

Sl. No.	Description of service/posts	Appointing Authority	Appellate Authority
1.	Director of ASTE Council	President of the Governing Body	President of the Governing Body
2	All Class I posts with scale of pay equivalent to that of an Executive Engineer but below the Director, ASTE Council	Vice President of the Governing Body	President of the Governing Body
3.	All posts in Class – I (other than above), Class – II, Class – III and Class-IV service	Director of ASTE Council	Vice President of the Governing Body



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## SCHEDULE – V

### DECLARATION FORM

I, Shri/Smt. \_\_\_\_\_ son/daughter of  
Shri \_\_\_\_\_ resident of Village/Town \_\_\_\_\_

P.S. \_\_\_\_\_ P.O. \_\_\_\_\_

Dist. \_\_\_\_\_ on joining service in Assam Science Technology and Environment Council to-day, do hereby solemnly declare that I shall faithfully and honestly perform my duties assigned to me, and that I shall to the best of my ability uphold the interest and dignity of the Council, and that shall maintain strict secrecy in all matters relating to the functioning of the Council, and that I shall not directly or indirectly communicate or disclose any matter and /or information that may come to my knowledge in the discharge of my duties, communication/disclosure of which may be detrimental to the interest of the Council, except when required or authorised to do so by my superior authority.

I do further declare that I shall not smoke or drink in the Office/working place and that I shall abide by the provisions of the Rules and Regulations of the Council and faithfully follow all instructions given to me by my superior.

I shall show exemplary behaviour to my superiors, colleagues, subordinates and outsiders.

Date: .....

Signature of the employee

Name: .....

Designation: .....



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