



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

ADMINISTRATIVE REFORMS, TRAINING,

PENSION AND PUBLIC GRIEVANCES DEPARTMENT

EXECUTIVE ORDER

The 11th September, 2026

No. 838115/114.-

SUBJECT: Guidelines for Service of Statutory Orders, Gazette Publication Protocols and Supervisory Accountability

WHEREAS, certain critical systemic bottlenecks, communication gaps and administrative oversights relating to the non-service and non-publication of statutory orders is observed;

AND WHEREAS, there is a need to strengthen the existing administrative mechanism, ensure timely service and publication of statutory orders, promote constitutional and procedural compliance, and fix clear institutional responsibility at every stage of processing;

NOW, THEREFORE, in order to modernize governance, ensure effective implementation of statutory orders and strengthen institutional accountability, the Governor of Assam is pleased to promulgate the following guidelines for immediate and strict compliance by all Secretariats, Directorates and subordinate offices of the Government of Assam:

1. Proactive action

All Departments shall proactively initiate and complete necessary action for the timely issuance, service and publication of Government Orders,

Notifications and Gazette Orders. Such matters shall be treated as priority administrative responsibilities, rather than treating as a routine business-as-usual.

2. Mandatory personal details

Before issuance of any order concerning an officer/employee, the concerned Establishment/Administrative Branch shall verify the correct and updated service particulars of the concerned officer/employee from the relevant service records. Such particulars shall include, wherever applicable, the present designation, place of posting, office and official address/contact details and shall be correctly incorporated in the Memo/Copy portion of the order to facilitate proper communication and implementation.

3. Pre-Signature scrutiny

Before signing any order, the competent/signing authority shall ensure that the particulars of the concerned officer/person, including name, designation, office, place of posting and address, wherever applicable, are complete, accurate and duly verified and filled in.

4. Institutional mechanism at the Government Press

The Government Press shall ensure prompt publication of important Notifications and statutory orders upon receipt without waiting for a follow-up call and shall maintain a daily record of Notifications/orders received, published and pending.

They shall also ensure appropriate supervisory monitoring for timely disposal of pending cases. Upon publication, the Government Press shall promptly intimate the concerned Department and also furnish a copy of the published Gazette Notification through official e-mail or physical mode, as appropriate, for record and necessary action thereafter.

Director, Printing & Stationery shall ensure publication of Government notifications in Assam Gazette within one day of receipt.

5. Departmental follow-up

The concerned Department shall closely monitor and pursue the Government Press for timely publication of important orders/Notifications and shall ensure that the publication process is completed without delay.

6. Strict adherence to Rules

All officers and officials concerned shall ensure strict compliance with the prescribed procedure at every stage of processing. Particular attention shall be given to the completeness and accuracy of the particulars of the concerned person and their proper incorporation in the relevant order and communication.

7. Multi-mode service verification

Upon approval and signature, orders shall be served promptly to the concerned officer/person through every appropriate channel, including post, e-mail, messenger, etc.

The concerned office shall maintain a proper record of service, including the date and mode of service (wherever feasible), to guarantee verifiable communication.

8. Supervisory accountability of Section Officers

Section Officers shall exercise effective supervision over the work entrusted to Dealing Assistants and shall provide necessary guidance to ensure timely, accurate and proper processing of cases.

Mere forwarding of files without due scrutiny, verification and supervisory oversight shall be avoided.

9. Inclusion of sender identity in official e-mails

All official e-mails issued by Government offices shall clearly indicate the name, designation, office/Department and official contact details of the officer/official sending the communication, to ensure proper identification of the sender in order to facilitate direct and timely follow-up.

10. Fixation of Responsibility

In the event of non-publication, delayed service, or issuance of orders with unverified particulars, accountability shall be fixed primarily on the Dealing Assistant/Section Officer for processing lapses, and on the Signing Authority for lapses in pre-signatory scrutiny.

This Executive Order shall come into force with immediate effect.

PATIBANDLA ASHOK BABU,
Commissioner & Secretary to the Government of Assam,
Administrative Reforms, Training, Pension
& Public Grievances Department.