

30/100

CENTRAL ADMINISTRATIVE TRIBUNAL  
GUWAHATI BENCH  
GUWAHATI-05

(DESTRUCTION OF RECORD RULES, 1990)

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FORM NO. 4

(See-Rule 42)

**In The Central Administrative Tribunal**

GUWAHATI BENCH : GUWAHATI

ORDER SHEET

APPLICATION NO. 273/2000 OF 199

Applicant(s)

Sri Babul Baidya

Respondent(s)

Union of India and ors.

Advocate for Applicant(s)

Mr. P.C. Mazumder

Mr. R. Sarma

Advocate for Respondent(s)

Mr. A. Deb Roy


Sr. C.G.S.C.

Mr. A. T. Lakur, Sr. Advocate

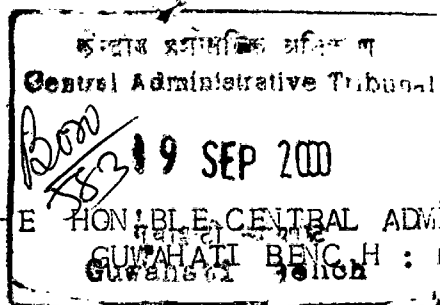
Mr. K.D. Chetani

Miss M. Sharma

For Respond. Nos 2 &amp; 3

Notes of the Registry	Date	Order of the Tribunal
<p>Application filed on 27.9.00 and within time.</p> <p>Fee of Rs. 50 deposited vide (PO) B.D. No. 502845 dated 18.9.2000.</p> <p>NY 21/9/00</p> <p>B.D. 21/9/2000</p> <p>Pl. comply order dtd 27/9/2000.</p> <p>NS 28/9</p> <p>Notice prepared and sent to D/S for cons. etc. Respondent No 1 to 3 vide D.I. No 2158 to 2160 dtd 9/10/00.</p> <p>5/10/00</p>	27.9.00	<p>Present : The Hon'ble Mr Justice D.N. Chowdhury, Vice-Chairman.</p> <p>Heard Mr R.Sharma, learned counsel for the applicant and Mr A.Deb Roy, learned Sr.C.G.S.C for the respondents.</p> <p>Application is admitted. Issue usual notice. Call for the records.</p> <p>List on 2.11.2000 for written statement and further orders.</p> <p>Heard Mr Sharma on the interim relief prayer. Also heard Mr Deb Roy. Issue notice to show cause as to why the interim order as prayed for shall not be granted. Returnable by 2.11.2000.. In the meantime the respondents shall not oust the applicant from service.</p> <p> Vice-Chairman</p>

Notes of the Registry	Date	Order of the Tribunal
6-11-2000 Varelat nama has been filed by the respondents No. 2, 3 Mr. A. Deb Roy, Mr. K. D. Chakraborty Absent	2.11.00  lm	On the prayer of Mr. A. Deb Roy, Sr. C.G.S.C. two weeks time is allowed for filing of written statement. List on 4.12.00 for filing of written statement and further orders.  Vice-Chairman
Notice duly served on respondent No. 1, 2, & 3. 21/11/00 3-1-2001 ① Service completed. ② No. 1 & 2 has been filed. No. written statement has been filed. 17.1.2001	4.12.00  trd H-1  18.1.01	On the prayer of Mr. A. Deb Roy, learned Sr. C.G.S.C. four weeks further time is allowed for filing of written statement. List on 4.1.2001 for written statement and further orders.  Vice-Chairman  There was a reference letter in 18.1.2001. 19/1 17/1 Mr. R. Sharma learned counsel for the applicant has submitted that he has been instructed not to press the petition at this stage with leave to file a fresh petition. Heard Mr. R. Sharma learned counsel for the applicant and Mr. A. Deb Roy, Sr. C.G.S.C. for the respondents. Mr. Sharma learned counsel is allowed to withdraw the petition with liberty to file a fresh petition if occasion arises. Accordingly application is dismissed as not pressed, subject to liberty. Member Vice-Chairman
19/1/2001 Copy of the order has been sent to the D/Sec. for issuing the same to the 4/Advocates for the parties	lm	



BEFORE THE HON. CENTRAL ADMINISTRATIVE TRIBUNAL :  
GUWAHATI BENCH : GUWAHATI

Original Application No. 275/2000.

Application under section 19 of the  
Administrative Tribunal Act, 1985.

-: Between :-

Sri Babul Baishya .. Applicant.

- Versus -

Union of India & ors. .. Respondents.

I N D E X

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For use in Tribunal Office :

Date of filing :

Registration :

Signature :

IN THE HON'BLE CENTRAL ADMINISTRATIVE TRIBUNAL:  
GUWAHATI BENCH : GUWAHATI.

Filed by:-  
Babul Baishya - Applicant  
Shruti:-  
Sri Rajen Zanne  
18/9/2000

Original Application No. 275 of 2000.

IN THE MATTER OF :

An application under section 19  
of the Administrative Tribunal  
Act, 1985.

- A n d -

1. Particulars of the applicant :

Sri Babul Baishya,  
Son of Sri Gohin Baishya,  
Resident of Village - Dalibari,  
Post Office : Dadara under  
Hajo Police Station,  
District - Kamrup, Assam.

2. Particulars of the Respondents.

1. Union of India,  
represented by the Secretary to the  
Government of India, Ministry of  
Tourism, New Delhi.
2. The Principal,  
Institute of Hotel Management,

contd.

Catering Technology and Applied  
Nutrition, Guwahati.

Balul Bera, 1

3. The Principal,  
Food Craft Institute,  
Beltola, Ajanta Path,  
Guwahati - 781 028.

3. The Particulars against which the application  
is made :-

That the application is made for issuance of  
a Mandamus/direction in respect of regularisation of  
the services of the applicant and payment of salary  
in the scale of lower division clerk with effect from  
18.8.97.

4. Jurisdiction of the Tribunal :

The applicant declares that the subject matter  
in this application is within the jurisdiction of this  
Tribunal.

5. Limitations :-

The applicant declares that the application is  
within the Limitation period prescribed in section 21  
of the Administrative Tribunal Act, 1985.

contd.

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6. Facts of the case :-

- 6(i) That the applicant is a citizen of India and resident of Assam.
- 6(ii) That the applicant having passed his High School Leaving Certificate Examination in 1989, prosecuted his studies of Higher Secondary School leaving Certificate Examination and passed the HSSLC Examination in 1992 and thereafter he passed Bachelor of Arts from the Gauhati University in 1998.

A copy of Bachelor of Arts Certificate issued on 14.10.98 by the Principal Damdama College is annexed herewith and marked as Annexure -A.

- 6(iii) That the applicant states that he underwent the Vocational Training during 1992 in Bidya Vocational Training Institute, Dadara and has successfully passed the final diploma examination in 1992 and the Principal of Bidya Vocational Training Institute issued the certificate to the petitioner on 16.10.92.

A copy of Diploma Certificate issued on 16.10.92 by the Principal of Vocational Training Institute is annexed herewith and is marked as Annexure - B.

- 6(iv) That the applicant states that he is a Bachelor in Arts and qualified vocationally in English and as such the applicant is qualified to be appointed

contd.

as Grde-III employee in any Department including the Department of Tourism of the Government of India.

6(v) That the applicant states that the Principal, Food Craft Institute, Guwahati under communication No.FIG/46/85/16 dated 31.1.92 communicated to the applicant that he was appointed as Watchman on adhoc basis in consolidated salary of Rs.700/- per month.

A copy of communication dated 31.1.92 communicated by Principal, Food Craft Institute, Guwahati is annexed herewith and is marked as Annexure - C.

6(vi) That the applicant states that on receipt of the order of appointment dated 31.1.92, the applicant immediately joined his services as Watchman on 3.2.92 and the applicant submitted his joining report before the Food Craft Institute, Guwahati and discharging his duties as Watchman to the best of his abilities and to the satisfaction of all concerned.

A copy of joining report dated 3.2.92 submitted by the petitioner is annexed herewith and is marked as Annexure - D.

6(vii) That the applicant states that the Secretary/ Principal of Food Craft Institute, Guwahati - 28 under communication No.FIG/46/85/309 dated 7.5.93 communicated the applicant <sup>in his appointment</sup> in the post of Watchman in the scale of pay of Rs.750-12-940/- per month plus other allowances

contd.

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Balew Bera, 1



as admissible to the Central Government employee.

A copy of communication dated 7.5.93 communicated by the Food Craft Institute is annexed herewith and is marked as Annexure - E.

6(viii) That the applicant states that he immediately joined as Watchman on 7.5.93 in the regular scale of pay and submitted his joining report on 7.5.93 before the Food Craft Institute, Guwahati and discharging his duties in such capacities to the best of his abilities and to the satisfaction of all concerned.

A copy of joining report dated 7.5.93 submitted by the petitioner is annexed herewith and is marked as Annexure - F.

6(ix) That the applicant states that the Principal, Food Craft Institute, Guwahati issued a communication of confirmation order under Memo No.FIG/Per/28/93/827 dated 23.12.94 to the applicant stating therein that his services have been confirmed with effect from 8.5.95.

A copy of confirmation communication dated 23.12.94 issued by the Principal, Food Craft Institute, Guwahati is annexed herewith and is marked as Annexure - G.

6(x) That the applicant states that the Secretary/Principal, Institute of Hotel Management, Catering Technology and Applied Nutrition informed to the

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applicant under Memo No. IHM(GH)/Estt-1/95/1015 dated 5.7.96 that as per recommendation of the First Selection Committee/Departmental Promotion Committee held on 6.2.96 and subsequent approval of the Third Board of Governors Meeting held on 27.2.96 the services of the applicant is thereby continued in the Institute of Hotel Management, Catering Technology and Applied Nutrition (Guwahati) Society in the post which he held erstwhile Food Craft Institute (Guwahati) on and from 1.4.95.

A copy of communication dated 5.7.96 is annexed herewith and is marked as Annexure-H.

6(xi) That, the applicant states that the Principal, Institute of Hotel Management, Catering Technology and Applied Nutrition issued an office order under Memo No. IHM(GH)/Estt-2/95/1011 dated 14.8.97 to the applicant that he is placed in the Institute during office hours until further order and he may be asked to do clerical jobs also as and when asked for by the Institute with effect from 18.8.97.

A copy of the Office Order dated 14.8.97 is annexed herewith and is marked as Annexure-I.

6(xii) That the applicant states that the applicant represented a representation on 26.5.98 before the Principal, Institute of Hotel Management, Catering Technology and Applied Nutrition stating therein that

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they had entrusted him to maintain leave account of staff, letter typing, letter issue, letter receipt and postage etc. and therefore requested to issue necessary order for performing those duties.

A copy of representation dated 26.5.98 represented by the petitioner is annexed herewith and is marked as Annexure - J.

6(xiii) That the applicant states that the Institute of Hotel Management, Catering Technology and Applied Nutrition issued an Office Memorandum under Reference No.IHM(GH)/Estt-1/98/898 dated 24.8.98 stating therein that the applicant assigned the job of photo copying of letter documents etc., typing, Diarising of letters and any other job assigned to him from time to time in addition to his duties and he would be paid remuneration in due course admissible under the rules after rendering satisfactory service.

A copy of office memorandum dated 24.8.98 is annexed herewith and is marked as Annexure-K.

6(xiv) That the applicant states that the Principal in-charge, Institute of Hotel Management, Catering Technology and Applied Nutrition, Guwahati issued a Certificate under reference No.FIG/Per/28/93/1295 dated 11.11.98 to the applicant that the applicant has been working as Watchman since 7.5.93 and his service has also been utilised for clerical job like

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Raleul Barisgar

typing, issue, despatch etc. with effect from 18.8.97.

A copy of certificate issued on 11.11.98 is annexed herewith and is marked as Annexure-L.

6(xv) That the applicant states that the Principal in-charge issued Office Order No.IHM(GH)/Estt-3/97/1815 dated 9.3.99 stating therein that the applicant to watch and ward/security of the Institute's property, photostat, typing, diarising and despatch of letter in absence of Mr. Ganga Dhar Das, Lower Division Clerk, and such other duties as assigned to him from time to time.

A copy of the office order dated 9.3.99 is annexed herewith and is marked as Annexure-M.

6(xvi) That the applicant states that the Government of India, Ministry of Tourism under reference No.I(40)/98-HMC dated 25.9.98 introduced a revised recruitment and a copy of the revised recruitment rules 1998 issued to all the Principals, of Institute of Hotel Management including the present Respondent No.2 regarding staffing pattern streamlined especially for the ~~non~~ non-academic staff.

6(xvii) That the applicant states that as per Revised Recruitment Rules, 1998, the method of recruitment for the post of Lower Division Clerk is to be direct recruitment and 10% of post is earmarked for the employees in Group -'D' posts subject to fulfilment of educational qualifications etc. prescribed for

contd.

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Bakul Beig

direct recruits. The applicant states that the essential qualification for the post of Lower Division Clerk is 10 + 2 or Higher Secondary School pass and passing of typing speed of 40 words per minute and age limits is not applicable to the promotees.

A copy of method of recruitment of Lower Division Clerk is annexed herewith and is marked as Annexure - N.

6(xviii) That the applicant states that he filed a representation on 22.7.99 before the Principal, Ixxx Institute of Hotel Management, Guwahati stating therein that the applicant is a Bachelor of Arts, having English typing speed of 41 words per minute and discharging the job of Lower Division Clerk with effect from 18.8.97 without any remuneration till date and the applicant prayed for payment of salary in the scale of Lower Division Clerk with effect from 18.8.97 and to regularise his services with effect from 18.8.97 as Lower Division Clerk.

A copy of representation dated 22.7.99 represented by the petitioner is annexed herewith and is marked as Annexure - O.

6(xix) That the applicant states that he represented a representation dated 23.9.99 before the Principal, Institute of Hotel Management, Guwahati - 5 praying

contd.

for disposal of his representation represented on 22.7.99 and the said representations dated 22.7.99 and 23.9.99 have not been disposed of till date.

A copy of representation dated 23.9.99 represented by the petitioner is annexed herewith and is marked as Annexure - P.

6(xx) That the applicant submits that he is qualified to be appointed in the post of Lower Division Clerk being a Bachelor of Arts and vocationally trained in English typing and the applicant is discharging his duties as Lower Division Clerk with effect from 18.8.97 to the best of his abilities and to the satisfaction of all concerned.

6(xxi) That the applicant submits that as per Revised Recruitment Rules 1998 introduced on 25.9.98 by the Government of India, Ministry of Tourism that the 10% of post is earmarked for employees in Grade-'D' posts subject to fulfilment of educational qualification etc. prescribed for direct recruits of Lower Division Clerk and therefore the applicant is entitled to be regularised ~~in~~ in the post of Lower Division Clerk with effect from 18.8.97 and he is entitled to be payment in the scale of Rs.3050-75-3950-80-4590.

6(xxii) That the ~~applicant~~ applicant states that the respondents are contemplating to appoint another

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14  
Balul Bewishy

person without due process of law by removing the applicant who is much Junior to him.

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Baleul Benshya,

7. Grounds for relief with legal provisions :-

- 7(i) For that the applicant was appointed as Watchman on 31.1.92 on Adhoc basis and the services of the applicant was regularised on 7.5.93 in the post of Watchman.
- 7(ii) For that the applicant is a Bachelor of Arts and qualified Vocationally in English with ~~40~~ 49 words per minute and as such the applicant is qualified to be appointed as Grade-III employee under the respondents.
- 7(iii) For that the applicant is discharging his duties in the post of Lower Division Clerk with effect from 18.8.97 under the Respondent No.2 till date and therefore the services of the applicant should be regularised in the post of Lower Division Clerk.
- 7(iv) For that the respondents are extracting the services of the applicant in the post of Lower Division Clerk with effect from 18.8.97 till date and therefore the respondents are bound to regularise the services of the applicant

contd.

in the post of Lower Division Clerk and the respondents are bound to pay the salary in the scale of 3050-75-3950-80-4590.

7(v) For that the respondents adopted a Revised Recruitment Rules 1998 introduced on 25.9.98 that the 10% of post is earmarked for employee in Grade-'D' posts subject to fulfilment of educational qualification etc. prescribed for direct recruits of Lower Division Clerk and therefore the respondents should have considered the case of the applicant as per revised Recruitment Rules 1998.

7(vi) For that the services of the applicant as Watchman in Grade-IV have been confirmed vide office Ref. No.FIG/Per/28/93/827 dated 23.12.94 and therefore the services of the applicant in the post of Lower Division Clerk should have been regularised with effect from 18.8.97.

7(vii) For that the respondents extracted the services of the applicant in the post of Lower Division Clerk with effect from 18.8.97 and the respondents are now bound to pay in the scale of Lower Division Clerk.

contd.

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Rabul Bera, 16



17  
Balul Bawlsky

7(viii) For that the respondents should have considered favourably the appeal/ representation filed in several times in different occasions including on 22.7.99 and 23.9.99 and the same have not been disposed of till date.

7(ix) For that it is a fit case within the Jurisdiction of this Hon'ble Tribunal to interfere the matter for the regularisation of his services in the post of Lower Division Clerk and for the payment in the scale of Rs.3050-75-3950-80-4590 to the applicant.

7(x) For that the respondents could not cite any addition and just reasons for their arbitrary action in denying the claim of the applicant.

7(xi) For that the respondents have not considered the adverse effect of the applicant for regularisation of his services and payment of salary in the scale of Lower Division Clerk while the similar persons have been regularised in the post of Lower Division Clerk.

7(xii) For that the respondents extracted the services of the applicant in the post of Lower Division Clerk for a long period of time continuously

contd.

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Babul Bora's copy

with effect from 18.8.97 till date and therefore his services in the post of Lower Division Clerk should be regularised.

8. Details of remedies exhausted :-

That, the applicant states that he has no other alternative and other efficacious remedy than to file this application, representation through proper channel was submitted by the applicant on 22.7.99 and 23.9.99 to the respondents and the applicant approached several times in different occasions for disposal of the representations and the same have not been disposed of till date.

9. Matters for previously filed/pending with :

That, the applicant states that he filed a Writ Petition being W.P.(C) 6307 of 1999 before the Hon'ble Gauhati High Court and the said Writ Petition has been withdrawn on 16.8.2000 with a liberty to file fresh application before the Hon'ble Central Administrative Tribunal, Guwahati Bench and now no application is pending in any other Hon'ble Court including this Hon'ble Court.

contd.

19-6-97  
Baldev Bains

- 15 -

10. Relief Sought :-

In view of the facts and circumstances stated in paragraph 6 above, the applicant prays for the following relief :-

- i) Issuance of a Mandamus/direction to the respondents for regularisation of the services in the post of Lower Division Clerk with effect from 18.8.97. ✓
- ii) Issuance of a mandamus/direction to the respondents for payment of salary in scale of Rs.3050-75-3950-80-4590 with effect from 18.8.97.
- iii) Issuance of a mandamus/direction to the respondents for payment of arrears salary with effect from 18.8.97 and regular payment in ~~the~~ future in scale of Lower Division Clerk.
- iv) Cost of the application.
- v) Any other relief or reliefs to which the applicant is entitled to as this Hon'ble Tribunal may deem fit and proper.

11. Interim order prays :-

Pending disposal of the application the respondents may be directed not to outt and/or disturb the applicant in discharging duties in the post of

contd.

Lower Division Clerk in Institute of Hotel Management  
and Catering Technology and Applied Nutrition, Guwahati.

Babul Baruah

12. Particulars of the Postal Order :

- i) Number of Postal order : 26 502845
- ii) Name of Issuing Post Office : G P O , Guwahati.
- iii) Date of Issue of Postal Order : 18.9.2000
- iv) Post Office at which payable : Guwahati.

13. Details of I-index :-

Index has been furnished in covering page  
of this application.

14. List of Enclosures :-

- i) Index
- ii) Application
- iii) Annexures as per Index
- iv) Postal Order.

contd...Verification.

V E R I F I C A T I O N

I, Sri Babul Baishya, aged about 26 years, Son of Sri Gohin Baishya, Service by profession, resident of Village Dalibari, P.S. Hajo, in the district of Kamrup, Assam, do hereby verify that the statements made from 1 to 5 and 7 to 14 are true to my personal knowledge and belief and the rests are my humble submission before this Hon'ble Tribunal and I have not suppressed any materials as stated above.

And I sign this Verification on this the  
18th day of September 2000 at Guwahati.

Babul Baishya,

Signature of Applicant.

9

14-18

OFFICE OF THE PRINCIPAL  
DAMDAMA COLLEGE  
P.O. : Kulhati, Dist. Kamrup

No. DC/TDC/Cert/ 139/208/98

Dated... 14-10-98

This is to Certify that Sri/Smt. Babul Baskya  
was a student of T.D.C. Part II (Arts) of this College during the session  
19 97-98.

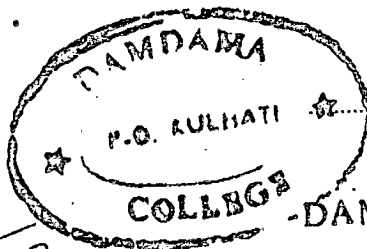
He/She appeared at the T.D.C Part II Pass/Major Course in  
(Arts) Final Examination of Gauhati University under Roll 8186  
No. 208 in the year 19 98 and was placed in the  
simple/division/class.

While he/she was in the College his/her conduct and character had  
been satisfactory.

I wish to him/her all success in life.

Entered & Checked

School  
14/10/98



Mahendra

PRINCIPAL  
DAMDAMA COLLEGE  
DAMDAMA COLLEGE

Attested  
Principals Adm  
19/9/2000

GOVT. AIDED

Regd. No. 1962

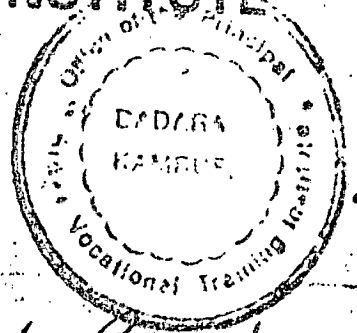
## BIDYA VOCATIONAL TRAINING INSTITUTE

Estd.—1984

VIII. &amp; P.O.—DADARA

Dist.—KAMRUP (ASSAM)

## DIPLOMA



This is to certify that Sri/Miss/Mr. Babul Baishya  
 Son/daughter/wife of Bk. Gehen Baishya Village Dalibari  
 P.O. Dadara Dist. Kamrup, Assam  
 was a student of this Institute. He/She has successfully passed  
 the Final Diploma Examination in the subjects here under noted :-

## Typewriting :-

- i) English speed per minute 41  
 (In wards) Forty One only.  
 ii) Assamese speed per minute nil  
 (In wards) nil

## Shorthand :-

- i) English speed per minute nil  
 (In wards) nil  
 ii) Assamese speed per minute nil  
 (In wards) nil  
 iii) Embroidery/Cutting nil

I consider him/her qualified to under-take the duties of Typist

Dated, Dadara

the 16/10/92

Principal

BIDYA VOCATIONAL TRAINING INSTITUTE

DADARA, KAMRUP.

Accounts:

SPONSORED BY MINISTRY OF TOURISM, GOVT OF INDIA AND GOVT OF ASSAM

Attested  
 & signed by AOW  
 18/9/2000

Good Craft Institute - Guwahati

BELTOLA, AJANTA PATH, GUWAHATI-781028

G/46/85/

16

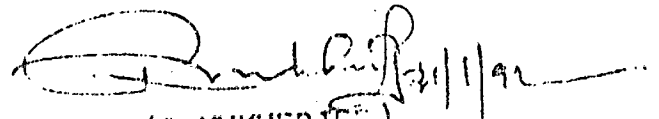
Date 31/1/77

To: : Shri Babul Baishya,  
C/o Shri Gahin Baishya,  
Dalibari, P.O. Dadora,  
Kamrup.

Dear Sir,

I am pleased to inform you that you are hereby temporarily appointed as watchman on adhoc basis on 700/- p.m. (consolidated) initially for a period of three months from the date of your joining. During this period your service may be terminated at any time and without assigning any reason. Please also note that you have to render your service in any department as and when required by the authority. You are also required to submit original certificated regarding your qualification age, employment exchange registration number etc. before joining.

Yours faithfully,

  
(R. MUKHERJEE)  
Principal.

Copy to Accounts:

SPONSORED BY MINISTRY OF TOURISM, GOVT OF INDIA AND GOVT OF ASSAM

Handwritten signature  
18/5/2000



ANNEXURE-D

3-2-92

ANNEXURE V to the Bye-Laws.

FOOD CRAFT INSTITUTE (GUWAHATI) SOCIETY  
GUWAHATI.

(Form of joining report)

I Sri/Smti/Kumari Babul Barishya  
have this 3rd day of February, 1992,  
assumed employment under the Food Craft Institute (Guwahati)  
Society in the capacity of Workman (further)  
on the terms and conditions stated in the Society's letter No.  
FCI/46/25/16 dated 31/1/92 which I have accepted.

Date: 3/2/92

Signature: \_\_\_\_\_

Name: (BABUL BARISHYA)

I Sri/Smti/Kumari Babul Barishya  
has joined duty under this Society as aforesaid.

Signature: \_\_\_\_\_

Name: (RANJAN MUKHERJEE)

SECRETAR.

F.C.I. (GUWAHATI) SOCIETY.

N.B. The report should be made out in triplicate. One copy  
should be returned after signature to the candidate, one  
copy kept in the file relating to the appointment of the  
candidate, and one copy (along with a copy of the offer  
of appointment) given to the acceptant as authority for  
the disbursement of pay and allowances.

PB/-

\*\*\*\*\*

PH-  
20m  
18/9/92.

ANNEXURE E

FOOD CRAFT INSTITUTE: (GUWAHATI) SOCIETY  
GUWAHATI

No: FIC/46/85/307

Date: 7/3/93

From:

Principal/Secretary  
Food craft Institute (Guwahati) Society,  
C/O Director of Tourism, Assam,  
Guwahati.

To:

Sir, Babu Baisya,  
C/O Shri Gopin Baisya,  
Sahibganj, P.O. Dabura,  
Kamrup.

Subject:

Appointment

With reference to your acceptance of terms and conditions laid down vide this office letter No. FIC/46/85/307 dt. 7/3/93 and vide your letter dt. 7/3/93 you are hereby appointed temporarily as

Watchman in the Foodcraft Institute (Guwahati) Society in the scale of pay Rs. 750/- to 940/- p.m. plus other allowances (as admissible to Central Government employees). Please note that this appointment will be confirmed after 12 months probation subject to your being examined and found fit by a medical authority nominated by the society and suitable police verification report. The Board of Governors/Executive Committee/Secretary of the Society reserves the right to terminate at any time your service without assigning any reason thereof.

You are requested to submit your joining report in triplicate as per proforma enclosed herewith.

For & on behalf of the  
Foodcraft Institute (Guwahati) Society

Accepted  
F. S. S. S.  
18/9/93.

- 19 - Annexure-F  
- 23 -  
7.5-93

ANNEXURE V to the Bye-Laws.

FOOD CRAFT INSTITUTE (GUWAHATI) SOCIETY  
GUWAHATI.

(Form of joining report)

I Sri/Smt./Kumari BABUL BAISHYA  
have this Seven day of May, 19 93,  
assumed employment under the Food Craft Institute (Guwahati)  
Society in the capacity of Waterman  
on the terms and conditions stated in the Society's letter No.  
FI 9/46/85/907 dated 7/5/93 which I have accepted.

Date: 7/5/93

Signature: Babul Baishya

Name

(BABUL BAISHYA)

I Sri/Smt./Kumari Babul Baishya  
has joined duty under this Society as aforesaid.

Signature: Ranjan Mukherjee

Name

(RANJAN MUKHERJEE)

SECRETARY.

F.C.I. (GUWAHATI) SOCIETY.

N.B: The report should be made out in triplicate. One copy  
should be returned after signature to the candidate, one  
copy kept in the file relating to the appointment of the  
candidate, and one copy (along with a copy of the offer  
of appointment) given to the acceptant as authority for  
the disbursement of pay and allowances.

\*\*\*\*\*

PR/-

Att-Ad  
fms  
18/9/2000

-24-20-

Annex- 6



Food Craft Institute  
BELTOLA, AJANTA PATH, GUWAHATI-781 028

Gram : FOODCRAFT  
Phone : 60723, 62340

Ref No FIG/per/28/93/827

Date 23/12/94 199

To: : Mr. Babul Baishya,  
Watchman,  
Food Craft Institute,  
Guwahati.

Sub: : Confirmation.

Sir,

I have the pleasure in informing you  
that your service has been confirmed in your post  
on completion of 2 years probationary period with  
effect from 8/5/95.

Yours faithfully,

( R. Mukherjee )  
Principal.

Gd/-

Sponsored by Ministry of Tourism, Govt. of India and Govt. of Assam

Approved  
8/12/94

-21-  
25

Amman...  
19

INSTITUTE OF HOTEL MANAGEMENT,  
CATERING TECHNOLOGY AND  
APPLIED NUTRITION,  
GUWAHATI  
(Sponsored by Govt. of India & Govt. of Assam)

Date.....

No: IHM(GH)/Estt-1/95/1015

Date: 5/7/96

To

: Shri Babul Baishya,  
Watchman,  
Institute of Hotel Management,  
Catering Technology & Applied Nutrition,  
Bhangagarh, Guwahati-5

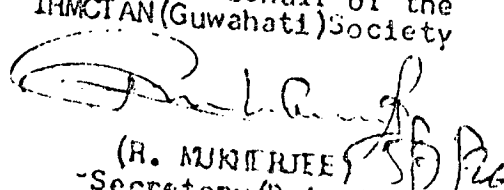
Sub

: Continuation of Service in the Institute  
of Hotel Management, Catering Technology  
and Applied Nutrition, Guwahati.

Sir/Madam,

The undersigned on behalf of the Institute  
of Hotel Management, Catering Technology and Applied Nutrition  
(Guwahati) Society, is pleased to inform you that as per  
recommendation of the 1st Selection Committee/Departmental  
Promotion Committee, in their meeting held on 6/2/96 and  
subsequent approval of the 3rd Board of Governors Meeting  
held on 27/2/96 your service is hereby continued in the  
Institute of Hotel Management, Catering Technology and Applied  
Nutrition (Guwahati) Society in the post which you hold in the  
erstwhile Food Craft Institute (Guwahati) Society on and from  
1.4.95.

For and on behalf of the  
IHMCTAN (Guwahati) Society

  
(R. MUNIRJEE)  
Secretary/Principal  
Institute of Hotel Management,  
Guwahati-5

mdr/

G. S. ROAD, BUS STOP ABC, BHANGAGARH, GUWAHATI - 781 005. TEL :

Attested  
for  
18/9/2000

IHMCTAN, GUWAHATI

IHM(CH)/Estt-2/93/1011

dt. 14/8/97

Office Order

With effect from 15th August '97 the internal arrangement of Hostel duty (Studium Guest House Complex) of Watchmen will be changed. Accordingly the Hostel duty is entrusted to Mr. Ratneswar Deka, Watchman and Mr. Babul Balshya, Watchman is hereby placed in the Institute during office hours until further order.

Principal i/c

Memo No. IHM(CH)/Estt-2/93/1011

dt. 14/8/97

Copy to: 1. Mr. Ratneswar Deka, Watchman, IHMCTAN, for information and to take over the charge.

2. Mr. Babul Balshya, Watchman, IHMCTAN, for information and to hand over the charge of Hostel during Office hours. He may be asked to do clerical jobs also as and when asked for.

3. Mr. Khagen Saikia, Hostel Warden, IHMCTAN, for administrative information.

4. Accounts for information.

Principal i/c

Attested  
10/9/00

26-27-191-25  
Diary No .....  
Dt. of Receipt 26/5/98  
Dinnerm-2J  
Dhaktan, Guwahati Dt: 26/5/98 31

To : The Principal,  
Institute of Hotel Management,  
Bhangagarh, Guwahati-5.

Sub : Issue of Office Order.

Sir, I would like to state that you had entrusted me to maintain leave account of staff, letter typing, letter issue, letter receipt, and postage etc.

There-fore I request you to kindly issue necessary order for perform of my duty.

Thanking you,

Yours faithfully,

*Baishya*  
26/5/98

(B. Baishya)

A.O.  
Plum order  
off order  
26/5/98

Attd  
Johny  
10/7/20

NO: IHM(GH)/Estt-1/98/898

Dt: 24/8/98

OFFICE MEMORANDUM

Mr. Babul Baishya, Watchman is hereby assigned the job of Photo copying of letters documents etc. which are required in exigencies of office work. He would also carryout other job of Typing, Diarising of letters, and any other job assigned to him from time to time in addition to his duties. He would be paid remuneration in due course admissible under rules after rendering satisfactory service.

Mr. Babul Baishya,  
Watchman.

(A.H. WASNIK)  
Admn. Officer.

BB/-



illem  
FIG/Per/28/93/12975

Dt: 11/11/98

TO WHOM IT MAY CONCERN

✓ This is to certify that Mr. Babul Baishya has been working in this Institute since 7/5/93 as Watchman. His service has also been utilized for clerical job like typing, issue, despatch etc. from 18/8/97.

I wish him success in life.

B. Roychowdhury  
( B. Roychowdhury )  
Principal i/c.

BB/-

Filed  
B. Roychowdhury  
11/11/98

IHM(GH)/Estt-3/97/1316

Dt:09/03/99

### OFFICE ORDER

The distribution of office work in respect of the following staff members will take place with immediate effect.

I. Mrs. P.G. Barua, officiating A.A.O.:-

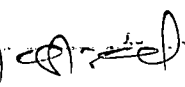
- a) Handling & disbursement of cash.
- b) All dealings with the Bank.
- c) To assist the Principal and Accounts-cum-Admn. Officer in the discharge of other over all responsibilities for financial and accounts matters. To prepare Agenda/Minutes and other related work of Board Meeting.
- d) To supervise Group C and D employees and arrange for their duties with Principal and A.O. for the deputed work.
- e) Custody, receipt and disbursement of cash and maintenance of connected records, collection of fees from students and to issue receipt thereto. Annual verification of stores and stocks. Supervision of Bank reconciliation, Budget, In-come Tax etc. Any other duties as may be assigned to her from time to time in addition to above duties.

II. Mr. A.K. Phukan:

- a) Custody receipt and supply of food and their connected items against written indents from faculties and staff duly authenticated by faculty concern.
- b) Maintain of Stock Register and timely information to A.O about the stock position.
- c) To process files relating to purchase, maintenance of equipments and furniture, payment to firms and to prepare bill and cheques including pay and T.A., D.A. bills for payment through A.A.O.
- d) Bank reconciliation, Maintenance of main cash book, ledger book and journal book etc. Any other duties as may be assigned to him from time to time in addition to above duties.

III. Mr. Pranjal Phukan:

- a) To handling of administrative and establishment work of the institute including Admission of students for 3 yr. diploma course and craft course etc. and scholarship. Custody and maintenance of records, Service books and ensure review and authentication of service records by competent authority.
- b) He will be responsible for the maintenance and safe custody of all the personal files and service books of the staff and faculties and to maintain GPF a/c and its relevant register, including income tax CR.
- c) Maintenance of Petty cash book including pay bill Register.
- d) To submit the required information and monthly return to National Council. Any other duties assigned to him from time to time in addition to above duties.

DH 

forms

18/9/20

4. Mr. Ganga Dhar Das: LLC (Estt.)
  - a. To assist LLC (Estt) and store in maintenance safe custody of official records Diarising letters/bills and despatch of letters, typing and other misc job. To prepare pending report of letters, bill etc. Any other work assigned to him from time to time.
5. Mr. Babul Baishya, Watchman.
  - a. To watch and ward/security of the Institute's property, photostate, typing, diarising and despatch of letters in absence of the Mr. Ganga Dhar Das, LLC and such other duties as assigned to him from time to time. To assist principal in absence of Mr. R. K. Das, watchman.
6. Mr. Ratikanta Das,  
To Watch and ward security of the IIM property.  
To assist the principal and AO/AM.
7. Mr. A. Pator (Electrician) To provide assistance in all the maintenance jobs and to maintain inventory Register. To maintain stock Register for Library books, issue of books, including receipt and return. General review of stock from time to time. Any other duties and responsibilities as may be assigned by a competent authority from time to time.
8. Mr. N. C. Bania, Peon.  
Dusting of tables of Administrative section, and to assist the Principal and other administrative staff, delivery of letters etc. other work assigned to him from time to time.
9. Mr. B. Deoraja, Peon.  
Dusting of tables of Administrative section and to assist the principal and other administrative staff, delivery of letters etc. any other work assigned to him from time to time.
10. Mr. Basu Basfore- Gr- 'D'  
Sweeping and cleaning of office toilets, Restaurant, class room, kitchen etc. Any other work assigned to him from time to time.
11. Mr. Ajit Basfore, Gr- 'D'  
Sweeping and cleaning of office toilets, class room, kitchen etc. to assist the administrative staff. Any other work assigned to him from time to time.

(B. Roychowdhury)  
Principal i/c  
IIM, Guwahati.

Attested  
RBN  
09/20

(F-32-28)

30

- Name of Post: LDC (Stores/Cash/Estt./Employees to be posted on rotational basis for a maximum period of 5 years).
2. Scale of Pay: Rs. 3050-75-3950-80-4590
3. Method of Recruitment: Direct Recruitment (10% of post would be earmarked for employees in Group 'D' posts subject to fulfilment of educational qualifications etc. prescribed for direct recruits.)
4. Whether post is Selection or Non Selection: Not applicable.
5. Educational and other qualifications and experience required for direct recruits.  
Essential :  
10+2 or Higher Secondary School.  
Passing typing speed of 40 w.p.m.  
Desirable :  
1 year experience in Computer applications.
6. Age limits for direct recruits. 21-28 years (Relaxable by 5 years in upper age limit in case of SCs/STs, OBCs and departmental candidates and other categories as specified by Govt. of India from time to time.
7. Whether age limits, qualifications etc. applicable to promotees. Not applicable.
8. Appointing Authority for the post. Secretary/Principal.

Dharmad  
Kobing

18/9/20

- 29 -  
33-

Annexure = 0

231

Copy to  
C. of B. No. 23/7/99

WMCTAN, Guwahati

Dt: 22/7/99

TO  
: The Principal,  
Institute of Hotel Management,  
Bhangagarh, Guwahati-5.

23/7/99

Respected Sir,

With reference to your letter No.IHM(GH)/Estt-2/95/1011 dated 14/8/97, I was transferred from the job of watchman to the clerical job which I am still continuing without any interruptions. Furthermore, I was been assured to be paid "remuneration in due course" vide letter No. IHM(GH)/Estt-1/98/898 and dated 24/8/98.

21.10.99 in  
24/7

Sir, I am serving the post of a clerk almost for two years and have not received any remuneration whatsoever. Not only that, I Have done my graduation from University of Guwahati without availing any study leave for the benefit of the office (Certificates already submitted to office).

Since, I have been working successfully in the clerical post therefore, I like to apply for the designation of "LDC" (Lower Division Clerk) with the pay scale or the above post so that the salary could justify the work done by me. In case pay scale for the above post can not be given at the moment, then a token sum can be given to me by your goodself as remuneration.

Sir, I pray to you to consider my case so that I can able to keep up my motivation ever since.

Thanking you,

Yours faithfully,

(B. Baisya),  
23/7/99

Enclo : Xerox copies of office order.

Attested  
18/9/20

- 30 -  
34

Annex - P

Sl. No. \_\_\_\_\_  
Dt. of Receipt 22/9/99  
RECEIVED  
23.9.99

TO : The Principal,  
Institute of Hotel Management,  
Bhangagarh, Guwahati-5.

Sir,  
With due respect, I beg to state that reference to my earlier application dated 22/7/99 but till date no positive reply has been received from the office.

Thanking you,

Yours faithfully,  
( Babul Baisya ).

Encl : One xerox copy of my previous application.

Office.  
To put up  
in file  
27/9/99

AM-01-0  
10/9/20