

0/100
CENTRAL ADMINISTRATIVE TRIBUNAL
GUWAHATI BENCH
GUWAHATI-05

(DESTRUCTION OF RECORD RULES, 1990)

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SECTION OFFICER (JUDI.)

Bahis
7/2/98

CENTRAL ADMINISTRATIVE TRIBUNAL
GUWAHATI BENCH :::: GUWAHATI -5.

ORIGINAL APPLICATION NO. 51/95

MISC PETITION NO. _____ (O.A.NO.)

REVIEW APPLICATION NO. _____ (O.A.NO.)

CONT. PETITION NO. _____ (O.A. NO.)

Amita Goswami

APPLICANT(S)

VERSUS

U.O.I. 2 Ans.

RESPONDENT(S)

MR B.K. Sharma

Advocate for the
Applicant.

MR. H. Chanda

Advocate for the
Respondents

CGSC

Office Note

Court Orders

9-1-95

5.1.95

This application was filed along with one IPO NO. 882675 dated 3-1-95 for Rs. 50/- is in form.

Will be before the bench for favor of orders.

Sharma
1/1/95

Section Office,
Central Administrative Tribunal
Guwahati Bench
Guwahati-6.

Mr M.Chanda moves this application under Section 19 of the Administrative Tribunals Act 1985 on behalf of applicant Smt Amita Goswami. The application is not against any order but because the applicant entertains an apprehension that her service as Junior Clerk in the office of the Director, ICAR Research Complex for NEH Region, Umroi Road, Barapani will be terminated. Whether this apprehension of the applicant is based on any material will have to be ascertained from the respondents. Copies of application have not been served on the respondents. However, one copy has been served on learned Sr.C.G.S.C Mr S.Ali who is present. Mr Ali desires to seek instruction. Let copies of the application be served on respondent No.2 by the applicant and furnish requisites to the Registry for service on respondent No.1.

contd...

OFFICE NOTE

COURT ORDERS

5.1.95

Issue notice on the respondents to show cause as to why this application should not be admitted and the interim reliefs sought for be granted.

List on 17.1.1995 for disposal of show cause and consideration of admission.

Heard learned counsel Mr Chanda and Sr.C.G.S.C Mr Ali regarding interim relief. The matter is regarding termination of service which the applicant is apprehending that it may happen any day. As such and as the respondents have not been served, it is ordered that the respondents shall not terminate the service of the applicant as Junior Clerk before 17.1.1995, if not already terminated.

Copy of the order be furnished to the counsel of the parties.

Requires copies of
showing notice are issued
and notice no. 163-64
dt. 5/1/95

60 Member 5/1/95

pg
No
5/1/95

Order dt. 5.1.95 (cont)
no. 248-49 dt. 11.1.95

✓

OFFICE NOTE

DATE

COURT ORDER

17.1.95

Mr. M. Chanda for the applicant.
Applicant present.

Mr. S Ali, Sr. C.G.S.C. for the respondents on notice.

Mr. Ali the learned Sr. C.G.S.C. states that the service of the applicant was terminated on 23.12.94 and therefore the application is misconceived.

From what the applicant stated in answer to our queries we gather the impression that she was aware on 29.12.94 that her service was terminated.

Whether the termination is legal or illegal is a separate matter and since the present application was based on mere apprehension of likelihood of termination of service the application has been rendered infructuous. The interim stay granted on 5.1.1995 had made it clear that it would operate if the service of the applicant was not already terminated. Since the service was already terminated the order did not become effective.

In the circumstances Mr. Chanda prays for leave to withdraw the application with liberty to file a fresh application challenging the legality of the order of termination. Hence the following order is passed :

The respondents shall make a copy of the order of termination available to the applicant on her approaching to the departmental Head. The applicant shall acknowledge the service thereof.

O.A. 5/95

OFFICE NOTE

DATE

COURT ORDER

17.1.95

The applicant will be at liberty to approach ^{the departmental} ~~her~~ higher authority against the order of termination if that is permissible in law and under the rules. Irrespective of liberty to approach the higher authorities, liberty is also granted to the applicant to file a fresh application in this Tribunal for challenging the order of termination. The applicant will be at liberty to urge all the grounds raised in the present application as may be relevant for that purpose ~~and for that purpose~~ apart from the grounds as may be raised for challenging the legality of the termination order. The application is allowed to be withdrawn with ~~that~~ ^{one} liberty.

18.1.95
copy of order dtd. 17.1.95
issued to all concerned
by Regd. Post vide dt. No.
342-344 dtd. 18.1.95

gbs

60
Member

hsc
Vice-Chairman

trd

6
application fee of Rs. 60/-
Paid vide Bank Draft.....
Postal Order No. 832675

Dated 3-1-95

Central Administrative Tribunal
केन्द्रीय अधिकारी अधिकरण

4 JAN 1995

14
N Guwahati Bench
গুৱাহাটী ব্রাহ্মণ

IN THE CENTRAL ADMINISTRATIVE TRIBUNAL, GUWAHATI BENCH,
GUWAHATI.

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

O.A. No. 5 /95.

Smt. Amita Goswami.

..... Applicant.

-Versus-

Union of India & others.

..... Respondents.

I N D E X.

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| 7. | 6 | Certificate of Contract Service in ICAR Dt. 9.2.90. | 21. |
| 8. | 7 | Certificate in respect of Part-time Receptionist cum-Typist dated 1.5.93. - | 22. |

Copy.

Received

C. Saha
Sr. C.G.S.C
5/1/95

Filed by the applicant
through B. Rakta, Advocate
4.1.95.

- o i i o -

| <u>Sl.No.</u> | <u>Annexure.</u> | <u>Particulars.</u> | <u>Page No.</u> |
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1. Particulars of the applicant.

Smt. Amita Goswami,
Junior Clerk,
Office of the Director, ICAR,
NEH. Region Research,
Complex, ICAR Umroi Road,
Shillong.

2. Particulars of the Respondents.

1. Union of India,
through Secretary,
Govt. of India,
Ministry of Agriculture,
New Delhi.
2. The Director,
ICAR Research Complex,
for NEH. Region, Umroi, Road,
Barapani - 793103.

3. Particulars for which this application is made.

This application is made not against any particular order, but against the apprehension of termination of service of the applicant on the ground alleged over-aged without following principle of natural justice and without consideration of past service of the applicant under the Government of India.

4. Limitation.

The applicant declares that this application is made within the time period prescribed in the Central Administration Act, 1985.

5. Jurisdiction:

The applicant further declare that the case of the applicant is within jurisdiction of this Hon'ble Tribunal.

6. Facts of the case :

1. That the applicant is a citizen of India and as such she is entitled to all the rights and privileges guaranteed by the Constitution of India. The applicant is presently serving as Junior Clerk in the Indian Council of Agricultural Research (in short ICAR) NEH Region Umroi, Road, Borapani, under the Director, ICAR, Barapani, Shillong.

2. That the applicant passed her B.A. Examination in the year 1984. Thereafter, she was in search of a job as she belonged to a very poor family she was appointed as Typist-Clerk under Government of India, National Malaria Eradication Programme, World Health Organisation and posted, vide letter under reference,

No. Admn-2/86/ZI/1504 dated 10.11.86 (Annexure-I) at Shillong, in the North-region on daily basis. The applicant continued in the post of typist clerk and she was upgraded as senior typist in the said department of Govt. of India vide letter under reference No. PF/14.2/89/138 dated 231.1.1989 (Annexure-2). However, the service of the applicant was terminated w.e. from 30.6.1989 as the P.F.C. Programme ceases from 30.6.1989. The termination letter is enclosed (Annexure - 3) for perusal of the Hon'ble Tribunal. Experience Certificate was issued on 12.6.1989 (Annexure - 4) in favour of the applicant by the co-ordinator, Govt. of India, N.M.E.P. World Health Organisation, highly appresiating the performance of the applicant. The Government of India, National Malaria Eradication Programme, World Health Organisation also issued 'Discharge Certificate' (Annexure -5) treating the applicant as retrenched Government Employee. This discharge certificate is issued to the applicant for the purpose of relaxation of age benefit in other Government service.

Copies of the appointment letter dated 1.11.86, upgradation letter dated 31.1.1989, termination order

dated.....

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dated 30.6.89, Experience Certificate dated 12.6.1989, and Discharge Certificate dated 2.6.89 are enclosed as Annexure - 1, 2, 3, 4 and 5 respectively.

3. That the applicant thereafter appointed as a typist cum clerk under the Contract System w.e.f. Oct/89 in the office of the Project Director N.R.C. on Mithun, Shillong under the ICAR. She worked there till 9th February, 1990. A certificate also issued in respect of her working as a typist cum Clerk by the Project Director, N.R.C. on Mithun vide his letter dated 9.2.90 (Annexure-6). Be it stated that the office of the Project Director, National Research Centre on Mithun was shifted to a very interior place in Nagaland and therefore the contract of the applicant terminated automatically.

A copy of the certificate dated 9.2.90 is enclosed as Annexure - 6.

4. That the applicant again became unemployed and she was looking for, other employment, fortunately she was appointed as part-time Receptionist cum typist w.e.f. May/90 in the office of the Institution of Engineers (INDIA), Shillong local centre, Shillong. Since it is a parttime job, she again started looking

for employment in other permanent Government job.

A copy of the experience certificate issued by the Hon'ble Secretary, the Institution of ~~XX~~ Engineer (INDIA) vide letter under reference No. IESLC/MICE/5/92/498 dtd. 1.5.93.

A copy of letter dated 1.5.93 is annexed as Annexure - 7.

5. That the applicant was registered with local employment Exchange, Shillong. The ICAR Office, Shillong was in need of service of some junior clerks and according the office of the Director, ICAR, Shillong sent a requisition to the local employment Exchange, Shillong in the month of January/1990 for sponsoring the names of eligible candidates for recruitment to the post of Junior Clerks. The name of the applicant was sponsored by the local Employment Exchange, Shillong, in response to the requisition of the ICAR, Shillong in the month of January/1990. However, the applicant was called for interview vide letter No. RC(E) 32/8, Vol. II dated 4.12.92 asked to appear on 29.12.92 in the written test. The applicant accordingly appeared in the written test on 29.12.92. Thereafter the applicant was called for typing speed test for the post of Junior

12

Clerk on 5.5.93 vide letter No. RC(E) 32/81 Volk. II dated 12.4.93. She also appeared in the typing speed test on 5.5.93. The applicant called for oral interview and she was come out successfully, thereafter the Administrative Officer, ICAR, Borapani, Shillong asked the applicant to fill up the verification roll forms for recruitment to the post of junior clerk vide letter No. RC(R) 10/94 dated 1.7.94. The applicant accordingly complied with the instruction laid down in letter dated 1.7.94 issued by the Administrative Officer.

A copy of Employment Exchange Card, letter dated 4.12.92 and letter dated 12.4.93 are enclosed as Annexure - 9 and 10.

6. That the Director, ICAR Research Complex for N.E.H. Region was pleased to offer a temporary post of Junior Clerk vide letter No. RC(R) 10/94 dated 21.11.94 with certain Conditions, wherein it stated in para 6, of the appointment that the service of the applicant may be terminated without assigning any reason by one month's notice on either side under Rule 5 of the Central Civil Service (Temporary Service) Rules, 1965, it is further stated that during the probation, however, the appointing

Authority.....

Authority may terminate the service of the appointee, without prior notice and without payment of salary in lieu thereof, the applicant accepted the offer of appointment, and submitted her joining report on 21.11.94, vide her letter dated 21.11.94, addressed to the Director, ICAR, Borapani. The applicant also submitted her medical fitness Certificate and other original certificates as required in terms of appointment letter dated 21.11.94, and she started continuing to work under the Administrative Officer, ICAR, Borapani.

Copy of the offer of appointment letter dated 21.11.94 and joining report dated 21.11.94 are enclosed as Annexure - 11 and 12 respectively.

7. That most surprisingly in the last week of December, 1994, the applicant came to know from Shri I.K. Sharma, Administrative Officer, ICAR, Borapani, Shillong, that on scrutiny of her service records, it is found that the applicant is over-aged for about 10 months and 5 days for the post of Junior clerk as such her service is liable to be terminated, and necessary process has already been initiated for the approval of the Director, ICAR, Shillong, this information as regard proposal of termination of her service, highly shocked

the....

the applicant and she is apprehending that her service may be terminated even without issuing any show cause ~~max~~ notice to the applicant therefore now she is under the threat of termination of her service. Finding no other alternative she approached this Hon'ble Tribunal for protection of hervice. There is no any scope for the applicant to make any representation at this critical moment. Hence this application before this Hon'ble Tribunal. Be it stated that she has rendered nearly more than three years service under the Govt. of India, National Malaria Eradication Programme, under World Health Organisation and the applicant was declared as retrenched employee of Central Government, therefore, she is entitled to age relaxation to the extent she has rendered service in the post of typist cum clerk & Sr. Typist in N.M.E.P. (WHO). Be it stated that the applicant is given discharge certificate as Central Government retrenched employee for the purpose of age relaxation and other service benefit for future employment. The respondents have denied to allow the applicant any opportunity to defend herself, therefore, if the decision ~~xxx~~ of termination of service is taken by the respondents as informed by Shri K.K. Sharma, Administrative officer. The same is highly illegal arbitrary, and unfair, and the same is violative of articles 14 and 16 of the Constitution of India as such proposed termination order in respect of the applicant is liable to be set aside and quashed.

8. That the applicant begs state that as per ICAR Administrative Manual, in paragraph 1.6 and other relevant Extracts of the Manual are quoted below for perusal of the Hon'ble Tribunal :

"1.6. Crucial date for the purpose of calculating the age limit :

The crucial date for the purpose of calculating the age of candidates in respect of (i) posts advertised by the Council for being filled by direct recruitment by interview and (ii) posts filled by direct recruitment through the Employment Exchange will be the 1st January of the calendar year in which the closing date prescribed in the advertisement for receipt of applications for a particular post falls or the 1st January of the calendar year in which the requisition is sent to the Employment Exchange, as the case may be.

(ICAR letter No.4(34)/75-

Reorg. (Adm) dt. 6.9.75

| <u>Category of persons to whom age concession is admissible.</u> | <u>Categories of posts to which the Age concession is Admissible.</u> | <u>Extent of Age concession.</u> |
|--|---|--|
| (ii) Retrenched Central Government Employees. | For posts filled otherwise than through UPSC. on the basis of competitive tests, i.e. filled through Employment Exchange. | Period of previous service under the Government of India plus three years. |

2. For.....

2. For purposes of the above-mentioned age concessions.

i) "a retrenched Central Government employee" means a person who was employed under the Government of India for a continuous period of not less than six months prior to this retrenchment and was discharged as a result of the recommendation of the Economy Unit or due to normal reduction in establishment."

From above it is quite clear that the applicant is entitled to age relaxation as she is a retrenched Central Government Employee. All relevant Extract mentioned above are enclosed for perusal of the Hon'ble Tribunal.

Copies of Extracts of ICAR Administrative Manual are enclosed as Annexure - 13, 14 and 15 respectively.

9. That the applicant further begs to state that she never suppressed her age rather she ~~had~~ had disclosed her actual age in the verification roll for recruitment and also submitted the original Admit Card, Marks sheet, in the oral interview with the respondents, therefore at this stage, the decision of termination of her service on the ground of over-age, is highly illegal, arbitrary, and unfair. Moreover, if she is

over-aged.....

over-aged by 10 months, 5 days, as intimated by the Administrative Officer, the same may be condoned or relaxed by the Management Committee of the ICAR institutes in terms of office Order, No. F. No.5(4)/87-WN dated 28.7.1988, whereby President of the Governing Body has delegated the power of age relaxation by one year, where the appointing Authority Director, in the circumstances of the instant case, it is a fit case, where the Director/Management ought to have exercised the power of relaxation as delegated vide office order dated 28.7.1988. Be it stated in similar circumstances, the institute of Management Committee exercised the power of Shri Ram Murthy, who was over-aged at the initial appointment, therefore there cannot be any difficulty to exercise the power of relaxation in the instant case.

Copy of the office order dated 28.7.88 is enclosed as Annexure - 16.

10. That the applicant begs to state that she is not overaged as she is a retrenched employee of Central Government, therefore she is entitled to age relaxation and the decision of ICAR Authority for termination

of her.....

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of her service is highly illegal, arbitrary, and unfair, and the same is liable to be set aside and quashed and the respondents be directed not to give effect, if any such decision is already taken by the Respondents till disposal of this application.

7. Reliefs sought for :

In the facts and circumstances stated the applicant prays for following Reliefs :

- 1) That the respondent be directed not to terminate the service of the applicant for the post of junior clerk on the ground of over-aged without following the principle of natural justice.
- 2) That the respondents be directed to treat the applicant as Central Government retrenched Employee for the purpose of age relaxation.
- 3) That the respondent be directed to invoke the power of age relaxation through the Management Committee of the ICAR institute, in terms of office Order No. F.No.5(4)/87-WN dated 28.7.88.

4)

- 4) That the respondents be directed to allow the applicant to continue to work as Junior Clerk in the office of the Directorate ICAR Borapani, Shillong.
- 5) Cost of the case.

The above reliefs are prayed on the following amongst other :

- G R O U N D S -

1. For that the applicant is a retrenched Central Government employee, as such entitled to age relaxation as per scheme of the Central Government for retrenched employee, mentioned in the ICAR Administrative Manual.
2. For that the applicant is within the age limit as retrenched Government employee for the post of junior clerk.
3. For that the applicant submitted correct age in the verification roll forms for recruitment of Junior Clerk.
4. For that in similar circumstances, 1 year age relaxation was granted to Shri Ram Murthy, technical Assistant in the same establishment.

5. For that the applicant also worked as typist on contract basis in the ICAR establishment.

6. For that there are provisions for age relaxation at least for 1 year in terms of office Order dated 28.7.1988.

8. Interim Reliefs prayed for :

During the pendency of the case the following interim reliefs prayed for :-

- 1) That the respondents be directed not to terminate the service of the applicant till disposal of this application.
- 2) That the respondents be directed not to give effect of any termination order of already directed to be issued till disposal of this application.
- 3) That the applicant be allowed to continue in service as Junior Clerk with regular pay and Allowances, till disposal of this application.

The above reliefs are prayed on the grounds explained in paragraph 7 of this application.

9. That there is no scope of submission of any representation to the respondents as the applicant is apprehending order of termination of any moment, therefore only remedy is to approach this Hon'ble Tribunal.

10. That the matter is not pending in any other court/Tribunal.

11. Particulars of the Postal Order :

Postal Order No. - 882675

Date of issue - 3-1-95,

Issued ~~xxx~~ from - G. P. O. Guwahati

Payable at - Guwahati

12. Details of index.

An index showing the particulars of documents is enclosed.

13. List of Enclosures :

As per index.

VERIFICATION.

I, Smt. Amita Goswami, daughter of late Ajit Kumar Goswami, resident of Dhanikethi Women Hostel, Shillong, do hereby declare that I have verified the statements made in paragraph 1 to 13 and the same are true to my knowledge, and I have not suppressed any material facts.

Amita Goswami
Amita Goswami.

FALCIPARUM

Office of

The Senior Epidemiologist cum Coordinator
 PfCP Zone-1/NMEP
 Pasteur Hill
 Shillong- 793 001

2.4.8.1.1

✓

Ref: ~~2054~~

Admn. 2/86/2/11504
 Smt. Amita Goswami
 c/o Mr. Ajit Kr. Goswami
 Arambel Nagar. Ahsanabad Court.

Date: 10. 11. 86

Smt. Amita Goswami has been assigned as a
 Typist-clerk in the PfCP Zone-1 with effect from the date of joining
 on the following terms and conditions.

1. ~~He~~ will be entitled to a per diem of Rs 40/-
 (Rupees forty only).
2. ~~He~~ will be entitled to night halt allowance of
 Rs (Rupees ~~_____~~) per night halt
 away from HQ.
3. There will be no other benefit concerning the assignment
 and it is liable to termination without any notice from
 either side.
4. There will be no employee/ employer relationship.

The posting/place of work may be anywhere in the North Eastern
 Region as per convenience of PfCP work and should be prepared to move
 accordingly. Presently ~~he~~ will be attached to PfCP Zone -1, Shillong.

O. Bhattacharjee
 10/11/86
 Senior Epidemiologist cum Coordinator
 PfCP Zone - 1

Copy to :- The Director, NMEP, 22 Sham Nath Marg, Delhi - 110 054. - Reference
 to ~~the Director, NMEP, 22 Sham Nath Marg, Delhi - 110 054. - Reference~~
 The PfCP Zone-1/NMEP, Delhi - 110 054. dated 6.11.86
 The Regional Malaria Adviser, WHO/SEARO, Delhi - 110 002.
 The Budget & Finance Officer, WHO/SEARO, Delhi - 110 002.

Approved
 Under
 Adm.

GOVERNMENT OF INDIA

N.M.E.P.

WORLD HEALTH ORGANIZATION

P. falciparum Containment Programme

Ref: Pf/14.2/89/ZC

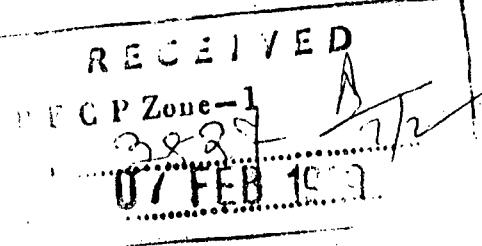
Directorate of NMEP
22 - Sham Nath Marg.,
Delhi - 110 054

Date: 31 January 1989

The Sr. Epid.cum.Coordinator
PfCP Zone-I
Pasteur Hills,
Shillong - 793 001.Subject: Upgradation - Miss Anita Goswami, Typist Clerk
to Sr. Typist Clerk under the PfCP Zone-IReference his letter No. Admn. 2/89/Z. I/2150
dated 6th January 1989 on the above subject.Director NMEP is pleased to upgrade Miss Anita Goswami
presently working as Typist Clerk under the PfCP Zone-I to
Sr.Typist Clerk at a per diem of Rs.60/- (Rupees sixty only)
w.e.f. 1 January 1989.*By Order*

for Director NMEP

CC:

The Regional Malaria Adviser
WHO/SEARO
New Delhi.2. The Budget & Finance Officer
WHO/SEARO
New Delhi.*to Smt. Roscom**Att. Smt. Roscom*

P. FALCIPARUM CONTAINMENT PROGRAMME

Directorate of
 NATIONAL MALARIA ERADICATION PROGRAMME
 22, SHAM NATH MARG,
DELHI-110054

Pf/2.1/89/ 786

Dated

21 JUN 1989

OFFICE - ORDER

The PfCP ceases from 30.6.1989 hence, the assignment
 of Dr/Shri/Mrs/Miss A. Goswami as
Sr. Typist Clerk under PfCP HQ/Zone-I, II, III, IV
 stands terminated with effect from 30.6.1989 AN.

✓ Miss A. Goswami

For Typist Clerk

Shashi
for Director-NMEP

Copy to : The Sr. Epid.Cum.Coordinatpr PfCP Zone-I

2. The Regional Malaria Advisor, WHO/SEARO, New Delhi.
3. The Budget and Finance Officer, WHO/SEARO, New Delhi.

Attested
 Chhila
 Ad.

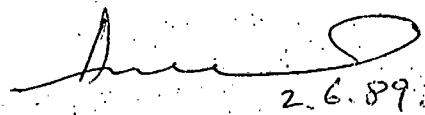
STANDARD FORM PRESCRIBED FOR DISCHARGE CERTIFICATE TO RETRENCHED CENTRAL GOVERNMENT AND QUASI-GOVERNMENT EMPLOYEES.

MINISTRY/ DEPARTMENT/ OFFICE

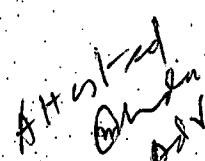
NO. - Admin. 2/39/21/225 (Place) Shillong Dated....2nd June 89.....

DISCHARGE CERTIFICATE

Shri/Shrimati...Amita...Age 30 years.....has /had been working as...O.C. & Assistant cum Clerk in the Ministry/Department/Office of...the...O.C. & Assistant cum Co-ordinator P.F.C.W.C. from 24.11.86.....to...30.6.89.....He/She was drawing Rs...70/-...
.....assignment.....as pay with/without allowances and his/her service have been are likely to be terminated with effect from 30.6.89 on account of winding up of P.F.C.W.C. on account of reduction in establishment. His/her work and conduct was satisfactory.


2.6.89

Signature.....
(Designation of Officer and Seal.)


Amita
Chanda
PFCW

(21)



भारतीय कृषि अनुसंधान परिषद
राष्ट्रीय मिथुन अनुसंधान केंद्र
Indian Council of Agricultural Research
National Research Centre on Mithun
Jowai Road, Dhankheti
Shillong 793003

Annexure - 6
Gram : Agricomplex

Phone { 32434 (Q)
22433 (R)

Telex : 0237 - 214

Date: 9th February. 90

TO WHOM IT MAY CONCERN

This is to certify that Miss Amita Goswami has been working as a typist-Cum-Clerk under the contract system at my office from October '89. She is an obedient and sincere worker and carries out all duties assigned to her.

She bears a good moral character.

I wish her all success in life.

(Dr. N.D. Verma)
Project Director
N.R.C. on Mithun
Shillong - 3

Project Director
N.R.C. on Mithun
ICAR, Research Complex
Shillong.

Drawing & Disbursement Officer
ICAR Research Complex,
for N.E.H. Region.
Barapani-793 103.

Attested
N.D.V.
PDV

THE INSTITUTION OF ENGINEERS (INDIA)

SHILLONG LOCAL-CENTRE, SHILLONG

Chairman

COL. ANUP SINGH
ADDL. CHIEF ENGINEER, MES,
SHILLONG ZONE, SHILLONG.



Hony. Secretary
ER. S.R.NATH, FIE
ADDL. CHIEF ENGINEER (C)
NEEPCO LTD, SHILLONG.

Our Ref. IESLC/MICE/5/92/498

Date 1-5-93

TO WHOM IT MAY CONCERN

This is to certify that Miss Amita Goswami, D/O Shri Ajit Kumar Goswami, Shillong, is serving in the Shillong Local Centre of the Institution of Engineers (India), as parttime Receptionist Cum-Typist since May 1990.

She is a hardworking girl & is very sincere in her works.

Nothing is known against her character.

I wish her all success in her life.

(ER. S.R.NATH, FIE)
HON. SECRETARY.

Attn: P.K.
N. S. P.
P.W.



GOVERNMENT OF MEGHALAYA
DEPARTMENT OF LABOUR

X-10B

IDENTITY CARD

EMPLOYMENT EXCHANGE..... 84

Next Renewal Due

28-3-95-96
Renewal Date
28-3-92

Name..... Mst. Arunica Goveamini

Category..... Govt.

Date of Registration..... 28.3.89

Registration No..... W267/89

N. C. O..... XN 30/30

Occupation..... Govt. / Stenography

Note:—If any information furnished by the applicant turns out to be
false subsequently his/her Registration is liable to be cancelled.

Please read instructions on reverse.

Signature of Issuing
Authority.

Approved
M. S. D.

INSTRUCTIONS

1. You can renew your card in the month due or in the following month personally or through a messenger.
2. You can also renew through a reply paid post card in the month it is due indicating your Registration No. and N. C. O.

DO NOT SEND THIS IDENTITY CARD

If you do not get reply within 30 days, contact the Employment Exchange personally during the following month, failing which your Registration is liable to be cancelled.

To speed hand
19489 = 22 Sept 87
12789 = 22 when

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 ICAR RESEARCH COMPLEX FOR N. E. H. REGION
 'UMROI ROAD', BARAPANI, MEGHALAYA

NO. RC(E) 32/81 Vol.II

Dated Barapani, the 4th Dec'92.

MEMORANDUM

Smti/ Smti Anita Goswami

U.S hereby called to appear for a written Test on 29th December (Tuesday), 1992 at 11.00 A.M. at Kendriya Vidyalaya, North Eastern Police Academy(NEPA), Umsaw, Barapani, Meghalaya for the post of Junior Clerk.

He/She should bring all the Original certificates in support of age/qualifications/experience/caste etc. at the time of written test on 29-12-92.

Typing Test will be conducted for the qualified candidates in written Test and the candidates will be informed accordingly.

(T. K. SHARMA)
 ADMINISTRATIVE OFFICER

Smti Anita Goswami

C/o Kaushik Choudhury,
 Dibrugarh, Sillong-13

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 ICAR RESEARCH COMPLEX FOR N.E.H. REGION
 'UMROI ROAD', BARAPANI, MEGHALAYA

NO. RC(E) 32/81 Vol.II

Dated Barapani, the 4th Dec'92.

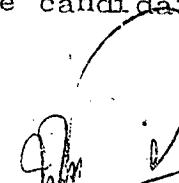
MEMORANDUM

Smti/ Smti Amita Goswami,

I.S hereby called to appear for a written Test on 29th December (Tuesday), 1992 at 11.00 A.M. at Kendriya Vidyalaya, North Laitlum Police Academy (NEPA), Umsaw, Barapani, Meghalaya for the post of Junior Clerk.

He/She should bring all the Original certificates in support of age/qualifications/experience/caste etc. at the time of written test on 29-12-92.

Typing Test will be conducted for the qualified candidates in written Test and the candidates will be informed accordingly.


 4/12/92
 (I. K. SHARMA)
 ADMINISTRATIVE OFFICER

Smti Amita Goswami

C/o Kausik Choudhury,
Pilbang, Sillong-13

Attest
 (Under
 P.S.)

UNDER CERTIFICATE OF POSTING

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR RESEARCH COMPLEX FOR N.E.H. REGION
BARAPANTI MEGHALAYA

NO. RC (E) 32/81 Vol. II Dated the 12th April 1993

MEMORANDUM

Shri/Smti. Amita Goswami is hereby asked to appear for the typing speed test for the post of Junior Clerk on 5th May'93 at 11.00 A.M. at the Office of the ICA R Research Complex, Umroi Road, Barapanti (Administrative Building, Block - C).

He/She is therefore, advised to report to the undersigned with necessary testimonials etc.

12/4/93
(G. SINHA)
ASSTT. ADMN. OFFICER I.A.T.

To

Shri/Smti Amita Goswami
Kushik Choudhury
Nitbang, Shillong - 13

Attested
R. D.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR RESEARCH COMPLEX FOR N.E.H. REGION
BARAPANI : 793103 , MEGHALAYA

NO. RC(R)

CO/94
M/S

Dated Barapani, the

21st Dec., 96

MEMORANDUM

The Director, ICAR Research Complex for N.E.H. Region is pleased to offer a temporary post of _____ to Sh/ Sm. _____ on the following terms and conditions :-

1. The post is temporary and carries the pay scale of Rs. _____ On appointment he /She will draw at the initial stage of Rs. _____ in the above time scale. He/She will be entitled to draw such allowances (dearness allowances & house rent allowances etc.) as are admissible to other staff of corresponding grade and status under ICAR.
2. Grant of pay, leave travelling and other allowances are regulated by the Indian Council of Agricultural Research, Mutatis-Mutandis in accordance with the principle of Fundamental and Supplementary Rules and such other rules and orders as are issued by the Government of India from time to time.
3. The post is non Government but pensionable . He/She will be governed by the Indian Council of Agricultural Research Pension Rules which are based Mutatis-Mutandis or the liberalised pension Rules of the Government of India, as amended , clarified or modified from time to time.
4. His/Her headquarters will be at _____ for the present , but he/she will be liable to serve in any Institute and /or office of the Indian Council of Agricultural Research, located anywhere in India.
5. He/She will be on probation for a period of two years from the date of his/her joining the post, which may be extended at the discretion of the competent authority. Failure to completion of the probationary period to the satisfaction of the competent authority will render him/her liable to be discharged from service.
6. His/Her appointment may be terminated without assigning any reason by one month's notice on either side under Rules 5 of the Central Civil Service (Temporary Service) Rules 1965 , as applicable Mutatis-Mutandis to the employees of the Council. During the probation , however, the appointing authority may terminate the service of the appointee without prior notice and without the payment of salary in lieu thereof.
7. His/her appointment will be subject to the conditions that he /she is declared medically fit for service by the prescribed medical authority.
8. On appointment, he/she will be required to take an oath of allegiance to the Constitution of India or make solemn affirmation to that effect, as in the form enclosed.
9. He/She will submit a declaration regarding his/her marital status, as in the form enclosed . In the event of his/her having already more than one wife living or being married to a person having already another wife living the appointment will be subject to his/her being exempted from the

Contd :.... 2 :....

After
Revised
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enforcement of the laws of recruitment in this behalf.

10. His/her appointment under the Council will be considered to be a fresh appointment and he/she will be not be entitled to any travelling and/or conveyance allowances for joining the post at ICAR Research Complex for NEH Region, Barapani.

11. Other conditions of service will be governed by relevant rules and orders which may be issued from time to time by the ICAR.

12. He/She should state whether he/she is serving or is under obligation to serve another Central Government Department, as State Government or Public Authority. He/She should also state whether he/she applied or is being considered for posts elsewhere.

13. If any declaration given or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any materials information, he/she will be liable to removal from service and such other action may be deemed necessary.

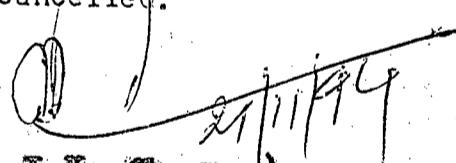
14. He/She should produce the Original certificates in respect of his/her educational qualifications and age and caste etc.

15. The appointment is made provisionally at present.

16. In case of SC/ST or OBC, relevant certificate should be produced at the time of joining.

17. In case the post is acceptable to Sh./Sm. Anita Goswami on terms and conditions mentioned above he/she should intimate his/her acceptance to the Director immediately and report for duty to the Administrative Officer ICAR Research Complex for NEH region, Barapani after obtaining the medical fitness certificate from a medical Officer not below the rank of Civil Surgeon / Asstt. Surgeon I of any Government Hospital within ~~30 (Thirty)~~ days from the date of issue of the offer failing which the offer will automatically stand cancelled.

To


(I.K. Sharma)
ADMINISTRATIVE OFFICER

Shri. Anita Goswami,
C/O Kaushik Choudhury,
Mizong, Shillong - 6

cc :

to Finance And Accounts Officer, ICAR Res. Complex NEH Region, Barapani. Shri. Anita Goswami has been appointed against the ~~vacant~~ vacant post of Jt. Clerk under M/s Plan main Scheme.

28 The Asstt. Admin. Officer (R.O), ICAR, Barapani

29 Personal file of Shri. Anita Goswami

40 Superintendent (Admin), ICAR, Barapani

50 Dealing Asstt. (R.O)

After ^{1st} reading

34

Dated Barapani, the 21st November, 1994.

To

The Director,
ICAR Research Complex for NEH Region,
Umroi Road, Barapani - 793 103.

Sub :- Joining report of Junior Clerk.

Ref :- Your Memo No. RC(R) 10/94 Dtd 21st Nov. 1994

Sir,

With reference to above, I have honour to report
on my duty as a Junior Clerk to-day, the 21st November, 1994
F/N.

This is for your kind information please.

Yours faithfully,

(Amita Goswami)
(AMITA GOSWAMI)

Attended
Amita
Goswami

Scale of pay of the postMaximum age limit

| | | |
|-----|---------------------------------------|--|
| (b) | Assistants (Rs. 425-700) | 18-25 years (Relaxation of age upto 35 years may be allowed to Departmental candidates who are eligible for direct recruitment quota). |
| (c) | Junior Stenographer (Rs. 330-560) | 18-25 years (Relaxation in age upto 35 years is allowed to Junior Clerks in the Institutes who are eligible to compete with outside candidates). |
| (d) | Stenographers (Rs. 425-700) | 18-25 years (Relaxation in age upto 35 years is allowed to employees of the Council). |
| (e) | Administrative Officer (Rs. 700-1300) | 21-30 years (Relaxation in age upto 30 years is allowed to departmental candidates in the grade of Superintendent and Assistant Administrative Officer of the Institutes). |
| (f) | Supporting Staff Grades I to IV | 18 - 25 years. |

1.6. Crucial date for the purpose of calculating the age limit:-

The crucial date for the purpose of calculating the age of candidates in respect of (i) posts advertised by the Council for being filled by direct recruitment by interview and (ii) posts filled by direct recruitment through the Employment Exchange will be the 1st January of the calendar year in which the closing date prescribed in the advertisement for receipt of applications for a particular post falls or the 1st January of the calendar year in which the requisition is sent to the Employment Exchange, as the case may be.

(ICAR letter No. 4(34)/75-Reorg. (Adm) dt. 6.9.75)

Attended
R. K. D.
Adm

| Category of persons to whom Age Concession is admissible | Categories of posts to which the Age Concession is admissible | Extent of Age Concessions |
|--|--|--|
| (ii) Retrenched Central Government Employees | For posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through Employment Exchange. | Period of previous service under the Govt. of India plus three years. |
| (iii) Whole-time Cadet Instructors in N.C.C. | -do- | Period of service rendered in NCC plus three years |
| (a) who were released from NCC after the expiry of their initial/extended tenure. | | |
| (b) who were released from NCC before the expiry of their initial/extended tenure. | | Period of service rendered in NCC, plus three years provided they have served in the NCC for a period of not less than six months prior to their release from NCC. |
| (iv) Ex-General Reserve engineer Force personnel. | For posts filled otherwise than through UPSC on the basis of Competitive tests, i.e. filled through Employment Exchange. | Period of service rendered in G.R. E.F., plus three years. |

Ans. of 2nd
Ans.

| | | |
|--|---|---|
| (xi) Blind, deaf and orthopaedically handicapped persons. | For Class-III and IV posts filled through Employment Exchange. | 5 years i.e. |
| (xii) Repatriates from Burma and Ceylon who have migrated to India on or after 1.1.63 and 1.1.64 respectively. | For Class-III and IV posts filled through Employment Exchange. | Upto 45 years. |
| (xiii) Territorial Army Personnel, who have served on the permanent staff of a Territorial Army Unit or have been embodied for service under T.A. Rule 33 for a continuous period of not less than six months. | For posts filled otherwise than through UPSC on the basis of Competitive tests i.e. for posts filled through Employment Exchange. | Entire period of embodied service (including broken periods) in the Territorial Army, plus three years. |

2. For purposes of the above-mentioned age concessions,

i) "a retrenched Central Government employee" means a person who was employed under the Government of India for a continuous period of not less than six months prior to this retrenchment and was discharged as a result of the recommendation of the Economy Unit or due to normal reduction in establishment;

ii) "a whole-time Cadet Instructor in NCC" means a person who was recruited as a whole-time cadet Instructor in N.C.C. on or after 1.1.63;

iii) "Ex-GREF personnel" means a person who was employed in that Force for at least a continuous period of not less than six months and who was released from that Force on completion of his tenure of service;

*Amended
M/D*

BHARTIYA KRISHI ANUSAANDHAN PARISHAD
 (INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
 KRISHI BHAWAN, NEW DELHI - 110 001

F. No. 5(4)/87-WN

Dated the 28th July, 1983

32
38OFFICE ORDER

On the recommendations of the Governing Body, Indian Council of Agricultural research, in its meeting held on 9th March, 1988, the President, ICAR Society has approved the delegation of powers to the Management Committees of the ICAR Institutes to the extent as given in the ANNEXURE. The same is forwarded herewith for guidance and necessary action.

Sd/-

(C. R. MOHAPATRA)
 DEPUTY SECRETARY (AS)

DISTRIBUTION:

1. All Directors/Project Directors of ICAR Research Institutes.
2. All Officers/Sections, ICAR.
3. Spare copies (50).
4. Guard file.

.....

Memo. No. RC(E)13/82

Dated Shillong, the 29th September, 1988

Copy forwarded to :-

- 1) The Joint Directors, Manipur/Sikkim/Arunachal Pradesh/Nagaland/Mizoram/Tripura.
- 2) The Scientist In-charge, ICAR Research Complex for NEH Region, K.V.K., Tura.
- 3) Administrative Officer/Asstt. Administrative Officer (Admn.)/Asstt. Administrative Officer (S).
- 4) Accounts Officer.
- 5) P.A. to Director.

.....

(B.I. CHOWDHURY)
 Asstt. Administrative Officer (Admn.)

Approved
B.I.
Admn.

ANNEXURE

SCHEDULE OF DELEGATION OF POWERS TO THE MANAGEMENT COMMITTEES OF ICAR INSTITUTES

| S.NO. | Nature of Power | Extent of Power of the Management Committee |
|-------|-----------------|---|
| 1. | 2. | 3. |

I. ADMINISTRATIVE

1. Appointment to the posts for which the Director is the appointing authority like T-6, Security Officer etc.

i) Relaxation of Age

2. Constitution of DPG/Selection Committee

3. Follow up action on settlement of audit objections.

4. Appointment of Head of Division and rotation.

5. Relaxation in the cases of the Allotment of Residential accommodation at the Institute.

6. To approve the proposals for consultancy services to be undertaken by the staff members of the Institute.

7. Recommendations of the QRT/or any other Task Force/ Appraisal Team etc. relating to the Institute.

The cases of appointment which have to be referred to ICAR Headquarters may be approved by the Management Committee.

Relaxation of age upto one year.

Full as per guidelines issued by the Council from time to time. Provision of D.G.'s nominee in such committees is disposed with.

The Management Committee will consider action taken in each meeting and give directions for settlement of audit objections.

Full powers subject to the observance of the guidelines issued by the Council from time to time. Only relaxation cases should be referred to the Council, through Management Committee.

Full powers.

Full powers subject to guidelines issued by the ICAR

Acceptance by the Management Committee for implementation and follow up action. Cases where policy decision is required should be submitted to the ICAR Headquarters by the Management Committee.

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39
39

1. 2.

3.

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|---|---|--|
| 14. Expenditure on V.IPs and high dignitaries: | | |
| (i) Entertainment including Lunch dinner. | (i) Rs. 20,000 for National Institutes per annum. | |
| (ii) Gift to high dignitaries. | (ii) Rs. 10,000 for other Institutes per annum. | |
| 15. Misc. expenditure of unusual character. | (iii) Rs. 5,000 for National Research Centres per annum. | |
| 16. Participation in exhibitions and demonstrations of Research activity. | (ii) Upto Rs. 1000/- per annum. | |
| 17. Writing off losses. | Exceeding Rs. 100/- but not exceeding Rs. 500/- in each case. | |
| 18. Deficiency and depreciation in the value of stores. | Exceeding Rs. 1,500/- but not exceeding Rs. 5000 in each case. For National Institutes excluding Rs. 3000/- but not exceeding Rs. 10,000/-. | |
| 19. Declaration and disposal of obsolete surplus stores. | i) Exceeding Rs.10,000/- but not exceeding Rs. 5 lakhs for losses of stores not due to theft, fraud or negligence. ii) Exceeding Rs.2500/- but not exceeding Rs. 50,000/- for other cases. iii) Powers as at (i) and (ii) above may be exercised subject to the conditions laid down in the G.F.R. and procedure laid down by the Government of India ICAR on the subject from time to time and in each case involving write off of loss of Rs. 20,000/- and above may be intimated to the Council for reporting to Governing Body in terms of Bye-laws 11(a) of the Bye-laws of the ICAR." 30 | |
| | Exceeding Rs. 2500/- but not exceeding Rs. 5000/- in each case. | |
| | Powers to the extent of Rs. 50,000/- in each case subject to the provisions of G.F.R. and Government of India Delegation of Powers Rules, 1978 and orders issued by the Government of India, ICAR from time to time. 4 | |

Contd...4- 50