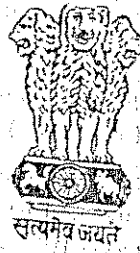
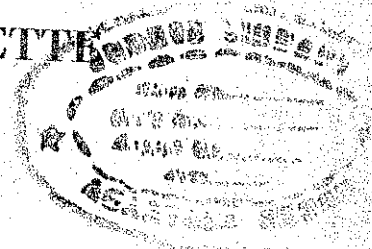


**The Tripura Legislative Assembly Secretariat
(Recruitment and Condition of Service) Rules, 1972.
(As Amended upto 12th July, 2019)**

TRIPURA



GAZETTE



Published by Authority

EXTRAORDINARY ISSUE

Agartala, Monday, June 12, 1972 A.D.—Jyaishta 22, 1894 S.E.

Government of Tripura
Parliamentary Affairs Department.

No. F. 1(3)-PA/72(II).

Dated, Agartala, the 27th May, 1972.

NOTIFICATION

In exercise of the powers conferred by clause (3) of article 187 of the Constitution of India, the Governor of Tripura, after consultation with the Speaker of the Tripura Legislative Assembly has been pleased to make the following rules for regulating the recruitment and conditions of service of persons appointed to secretarial staff of the Tripura Legislative Assembly.

THE TRIPURA LEGISLATIVE ASSEMBLY SECRETARIAT (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1972.

- | | |
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| <ol style="list-style-type: none"> 1. These rules may be called the Tripura Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1972. 2. In these Rules, unless the context otherwise requires,— <ol style="list-style-type: none"> (a) "Constitution" means the Constitution of India ; (b) "Deputation" means the temporary loan of the services of an officer in the Secretariat to any office other than the Secretariat or of an officer in any such office to the Secretariat ; (c) "Finance Department" means the Finance Department of the Government of Tripura ; | <p>Short Title.</p> <p>Definition.</p> |
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Barecode 0022318

- (d) "officer" means a person appointed to, or borne on the cadre of, the secretariat staff of the Tripura Legislative Assembly ;
- (e) "Officer of Class I, Class II, Class III or Class IV" means an officer holding a post in Class I, Class II, Class III or Class IV as specified in the Schedule ;
- (f) "post" means a post in the Secretariat and a post shall be deemed to be a post in Class I, Class II, Class III or Class IV, according as such post is specified in Class I, Class II, Class III or Class IV, as the case may be, in the Schedule ;
- (g) "prescribed" means prescribed by orders made under these rules ;
- (h) "Secretary" means the Secretary of the Tripura Legislative Assembly Secretariat ;
- (i) "Secretariat" means the Tripura Legislative Assembly Secretariat ;
- (j) "Speaker" means the Speaker of the Tripura Legislative Assembly ; and
- (k) "State Government" means the Government of Tripura.

3. Subject to the provisions of these rules, the Tripura Legislative Assembly shall have a separate Secretariat under the Administrative and financial control of the Speaker.

4. There shall be in the Secretariat :

- (a) such categories of posts and such number of posts in each category as exist at the commencement of these rules ; and
- (b) such additional posts in the categories referred to in clause (a), and such additional categories and number of posts therein, as the Speaker may, from time to time sanction after consultation with the Finance Department.

5. (1) Recruitment to a post or Class of posts may be made by any one of the following methods, namely :—

- (a) by promotion from among officers employed in the Secretariat ;

Separate and Independent Secretariat.

Strength and Composition of the Secretariat

Methods of Recruitment.



- (b) by transfer or deputation of a person or persons serving outside the Secretariat in connection with the affairs of the State of Tripura or of any other State or of the Union ;
- (c) by direct recruitment.

(2) The Speaker may, by order, from time to time :

- (a) specify the method or methods by which a post or class of posts may be filled ;
- (b) determine the proportion of vacancies to be filled by each method : and
- (c) in case of recruitment by promotion, specify the class of officers who, and the conditions subject to which they, shall be eligible for such promotion.

6. The qualifications for recruitment to any post or class of posts shall be such as the Speaker may, from time to time, by general or special order specify.

Qualification
for Recruitment.

7. (1) An appointment to the post of Secretary or any other post in Class I shall be made by the Governor in consultation with the Speaker.

Appointing
Authority.

2) All appointments to the posts other than posts in Class I in the Secretariat shall be made by the Speaker :

Provided that the Speaker may, by general or special order, delegate to the Secretary or any other officer his power to make appointments to any post or class of posts (other than posts in Class I) specified in such order.

8. Every persons appointed to a permanent post by direct recruitment, with a view to his eventual substantive appointment to that post, shall be on probation for a period of two years :

Probation.

Provided that the Speaker or the Secretary or any other officer to whom power is delegated under rule 7 may, by order, extend or reduce the period of probation in the case of any person appointed by him or any officer subordinate to him to any post specified in such order.

9. (1) The Speaker may, after consultation with the Finance Department, make orders regarding the pay, pension and other conditions of service of the officers :

Pay and other
conditions of
service.

Provided that the scale of pay, pension and other conditions of service of the officers shall not be lower than those admissible or applicable, as the case may be, to the officers in corresponding posts in the Secretariat of the State Government.

(2) Until orders are made under sub-section (1), the pay, pension and other conditions of service of the officers shall continue to be governed by the rules or orders as in force at the commencement of these rules.

(3) In all matters regulating the conditions of service of the officers of the Secretariat for which no provision or insufficient provision has been made in the order made under these rules, the officers shall be governed by such orders as are applicable to the officers in corresponding posts in the Secretariat of the State Government, subject to such modifications, variations or exceptions in such orders as the Speaker may, after consultation with the Finance Department, by order, from time to time specify.

Explanation :—For the purposes of this section, if any question arises as to which post in the Secretariat of the State Government corresponds to which particular post in the Secretariat, the decision of the Speaker, after consultation with the Finance Department, shall be final.

10. The officers shall be subject to the superintendence and disciplinary control of the Speaker :

Provided that the Speaker may, by general or special order, delegate to the Secretary or any other officer any of his powers in this regard.

11. The following penalties may, for good and sufficient reasons, be imposed on an officer namely :—

- i) Censure ;
- ii) Withholding of increments or promotion ;
- iii) Recovery from pay of the whole or part of any pecuniary loss caused to the State by negligence or breach of orders ;
- iv) Reduction to a lower grade or post or to a lower time-scale or to a lower stage in a time-scale ;

Superintendence
and disciplinary
control.

Penalties.



v) Compulsory retirement :

- vi) Removal from service in the Secretariat which shall not be a disqualification for future employment under the Secretariat or the Government.
- vii) Dismissal from service in the Secretariat which shall ordinarily be a disqualification for future employment under the Secretariat or the Government.

Explanation :—The following shall not amount to a penalty within the meaning of this rule :—

- i) Withholding of increments of an officer for failure to pass a departmental examination in accordance with the rules or orders governing the post or the terms of his appointment ;
- ii) Stoppage of an officer at the efficiency bar in the time-scale on the ground of his unfitness to cross the bar ;
- iii) Non-promotion whether in a substantive or officiating capacity of an officer, after consideration of his case, to a grade or post for promotion to which he is eligible ;
- iv) Reversion to a lower grade or post of an officer officiating in a higher grade or post on the ground that he is considered, after trial, to be unsuitable for such higher grade or post or on administrative grounds unconnected with his conduct ;
- v) Reversion to his permanent grade or post of an officer appointed on probation to another grade or post during or at the end of the period of probation in accordance with the terms of his appointment or orders governing probation ;
- vi) Replacement of the services of an officer under deputation at the disposal of the authority which had lent his services ;
- vii) Compulsory retirement of an officer in accordance with the provisions relating to his superannuation or retirement ;
- viii) Termination of the services :—

- (a) of an officer appointed on probation during or at the end of the period of probation, in accordance with the terms of his appointment or orders governing probation ; or
- (b) of a temporary officer in accordance with the rules applicable to him ; or
- (c) of an officer employed under an agreement, in accordance with the terms of such agreement.

Punishing
authority.

12. Subject to the provisions of article 311 of the constitution, the Speaker shall have the power to impose any of the penalties specified in section 11 on any officer :

Provided that the Speaker may, by general or special order, delegate to the Secretary or any other officer the power to impose any of the said penalties on any officer other than an officer of class I.

Procedure
before punish-
ment.

13. Without prejudice to the provisions of the Public servants (Inquiries) Act, 1850, no order imposing on an officer any of the penalties specified in clauses (iv) to (vii) of rule 11 shall be passed except after an inquiry held, as far as may be, in such manner as may be prescribed.

Suspension
during inquiry.

14. If having regard to the nature of the charges and the circumstances in any case, the punishing authority referred to in rule 12, which initiates any disciplinary proceedings, is satisfied that it is necessary or desirable to place under suspension the officer against whom such proceeding is pending, the said authority may pass an order placing him under suspension or take such action with regard to his suspension as may be prescribed.

Appeal.

15. (1) Every officer shall have a right to appeal to the Speaker against any order passed originally or on appeal by the Secretary imposing or confirming any penalty specified in section 11 :

Provided that where an order is passed originally by any authority subordinate to the Secretary, an appeal against such order shall first lie to the Secretary.



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(2) The orders of the Speaker, whether passed originally or on appeal, shall be final :

Provided that the Speaker may, of his own motion or on application, revise or rescind any orders passed by him under this section.

(3) The period within which an appeal may be submitted, the authority to which an appeal against an order of suspension may be submitted, and all matters incidental thereto shall be such as may be prescribed.

16. (1) The budget estimates of the Secretariat shall be prepared by the Secretariat and sent to the Finance Department which shall normally accept the estimates without any change.

Budget estimates.

(2) In case, the Finance Department is unable to accept any of the proposals contained in the budget estimates and the matter cannot be resolved between the Secretariat and the Finance Department, it shall be placed before a meeting between the Speaker and the Minister of Finance.

(3) If the matter still remains unresolved, it shall be placed before a meeting of the Chief minister, the Speaker and the Minister of Finance and decision arrived at such meeting shall be final.

17. The Speaker shall have full financial powers in respect of the Secretariat within the budget grants of the Secretariat :

Financial powers.

Provided that the Speaker may by general or special order delegate to the Secretary or any other officer any of his powers in this regard :

Provided further that such financial powers as are vested in a Secretary to the State Government shall be deemed to have been delegated by the Speaker to the Secretary in respect of the Secretariat.

Authentication
of orders and
issue of Finan-
cial sanctions.

18. (1) Orders of the Governor or Speaker relating to the Tripura Legislative Assembly and orders of the Speaker relating to the Secretariat may, if necessary, be authenticated by the Secretary and issued or published by him in such manner as the Speaker may, by general or special order, from time to time specify.

(2) All financial sanctions relating to the Secretariat shall be issued by the Secretary or by any other officer of the Secretariat to whom any such power is delegated by him.

Correspondence
with state
Government etc.

19. All correspondence with the Departments of the State Government and other outside authorities shall be carried on by the Secretary or other officers with the concerned Departments or authorities directly.

Residuary
Powers.

20. Subject to the provisions of rule 9, all matters not specifically provided for in these rules, whether incidental or ancillary to the provisions of these rules or otherwise, shall be regulated in accordance with such orders as the Speaker may, from time to time, make.

Interpretation.

21. All questions relating to the interpretation of the provisions of these rules and the orders made thereunder shall be referred to the Speaker, whose decision thereon shall be final :

Provided that in the case of rules made or orders issued by the Speaker after consultation with the Finance Department, interpretation thereof shall be decided by the Speaker after consultation with the Finance Department.

Repeal and
Saving.

22. Save as otherwise expressly provided in these rules, all rules and orders corresponding to the provisions of these rules and in force immediately before the commencement of these rules shall cease to apply :

Provided that any order made or action taken under the rules and orders so ceasing to apply shall be deemed to have been made or taken under the corresponding provisions of these rules.

SCHEDULE

(Vide Rule 2 (e) and (f))

| Sl. No. | Designation of post | No. of post | Scale of pay | Remarks. |
|---------|---------------------|-------------|--------------|----------|
| 1 | 2 | 3 | 4 | 5 |

POSTS IN CLASS I

1. Secretary 1 Rs. 625-45-850-EB-50-1150-EB-50-1350/- plus spl. pay Rs. 100/- p. m.

POSTS IN CLASS II

2. Under Secretary 2 Rs. 325-30-475-35-545-EB-35-825-EB-35-1,000/- plus spl. pay Rs. 100/-
- One of the posts would be adjusted against the existing post of Administrative Officer which would be abolished w. e. f. 1. 6. 72 (FN) vide No. F. 1(3)PA/72 dated 23. 5. 72.

3. Section Officer 1 Rs. 500-25-550-30-700/-

POSTS IN CLASS III

4. Head Assistant 2 Rs. 225-10-315-EB-10-325-15-475/- plus Spl. pay Rs. 60/- p. m.
5. U. D. Assistant 8 Rs. 225-10-315-EB-10-325-15-475/-
6. P. A. to Speaker 1 Rs. 300-20-400-25-450/-
7. Personal Assistant 6 Rs. 200-10-400/- plus Spl. pay of Rs. 20/- p. m.

| | | | |
|-------------------------------|----|---|---|
| 8. Reporter | 6 | Rs. 350-25-575/- | Including the existing 3 Rs of Reporter in the scale of Rs. 200-400/- plus spl. pay of Rs. 20/- upgraded to the scale of Rs. 350-25-575/- vide No. F. 1(3)-PA/72 dated 23. 5. 72. |
| 9. Stenographer | 2 | Rs. 200-10-400/- | |
| 10. L. D. Assistant | 6 | Rs. 150-5-195-EB-5-250/- | |
| 11. Typist | 6 | Rs. 125-3-140-4-156-EB-4-200/- | |
| 12. Librarian | 1 | Rs. 275-15-350-20-399-EB-30-550-EB-20-650/- | |
| 13. Operator | 2 | Rs. 125-3-140-4-156-EB-4-200/- | |
| 14. Manager, M. L. A's Hostel | 1 | Rs. 225-10-315-EB-10-325-15-475/- | |
| 15. Care Taker | 1 | Rs. 225-10-315-EB-10-325-15-475/- | |
| 16. Driver | 2 | Rs. 100-3-136-4-140/- | |
| POSTS IN CLASS IV | | | |
| 17. Jamadar | 1 | R. 65-1-85/- | |
| 18. Peon | 15 | Rs. 60-1-65-1-75/- | |
| 19. Cook-cum-Attendant | 1 | Rs. 65-1-85/- | |
| 20. Duftry | 1 | Rs. 65-1-85/- | |
| 21. Chowkider | 2 | Rs. 60-1-65-1-75/- | |
| 22. Sweeper | 3 | Rs. 60-1-65-1-75/- | |
| 23. Mate | 1 | Rs. 65-1-85/- | |
| 24. Gestetner Operator | 1 | Rs. 100-3-136-4-140/- | |

By order of the Governor,
A. DUTTA
Secretary,
Government of Tripura.

TRIPURA GAZETTE



सत्यमेव जयते

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Monday, June 12, 1972 A.D.—Jyaishta 22, 1894 S.E.

PART I—Orders & Notifications by the Government of Tripura, the High Court, Government Treasury, etc.

Government of Tripura
Parliamentary Affairs Department.

No. F. 1(3)-PA/72.

Dated, Agartala, the 1st July, 1972.

CORRIGENDA,

In the Tripura Legislative Assembly Secretariat (Recruitment and conditions of service) Rules, 1972, issued under the Parliamentary Affairs Department notification No. F. 1(3)-PA/72 (11), dated the 27th May, 1972 and published in the Tripura Gazette, Extraordinary Issue, dated the 12th June, 1972—

- (1) in rule 2,
 - (i) for "Rules", read "rules";
 - (ii) in the marginal note, for "Definition", read "Definitions";
 - iii) in clause (b), for "Deputation", read "deputation";
- (2) in rule 3, in the marginal note, for "Separate and Independent Secretariate", read Separate and independent Secretariat";
- (3) in rule 4, in the marginal note, for Strength and Coposition of the Secretariat", read "Strength and composition of the Secretariat";
- (4) in rule 5,—
 - (i) in sub-rule (1), for "Class", read "class";
 - (ii) in the marginal note, for "Methods of Recruitment", read "Methods of recruitment";
- (5) in rule 6, in the marginal note, for "Qualification for Recruitment", read "Qualification for recruitment";
- (6) in rule 9,—
 - (i) in sub-rule (2), in line 1, for "sub-section (1)", read "sub-rule";
 - ii) in the Explantion, in line 1, for "section", read "rule";



(7) in rule II,—

- (a) (i) in clause i), for "Censure", read "censure";
- (ii) in clause ii), for "Withholding", read "withholding";
- iii) in clause iii), for "Recovery", read "recovery";
- iv) in clause iv), for "Reduction", read "reduction";
- v) in clause v), for "Compulsory retirement", read "compulsory retirement";
- vi) in clause vi), for "Removal", read "removal";
- vii) in clause vii), for "Dismissal", read "dismissal";
- b) in the Explanation,—
- i) in clause i), for "Withholding", read "withholding";
- ii) in clause ii), for "Stoppage", read "stoppage";
- iii) in clause iii), for "Non-promotion", read "non-promotion";
- iv) in clause iv), for "Reversion", read "reversion";
- v) in clause v), for "Reversion", read "reversion";
- vi) in clause vi), for "Replacement", read "replacement";
- vii) in clause vii), for "Compulsory retirement", read "compulsory retirement";
- viii) in clause viii), for "Termination of the services" read "termination of the services";

8) in rule 12,—

- i) in lines 1 and 2, for "constitution", read "Constitution";
- ii) in line 3, for "section 11", read "rule 11";

9) in rule 15,—

- i) in sub-rule (1), for "section 11", read "rule 11";
- ii) in sub-rule (2), in the Proviso, for "this section", read "this rule";

10) in rule 20, in the marginal note, for "Residuary Powers", read "Residuary powers";

11) in rule 22, in the marginal note, for "Repeal and Saving", read "Repeal and saving";

12) in the heading of the Schedule, for "(Vide Rule 2 (e) and (f))", read "[Vide rule 2 (e) and (f)]".

A. Bhattacharjee
Under Secretary to the
Government of Tripura.

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PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

TRIPURA LEGISLATIVE ASSEMBLY SECRETARIAT

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No.F.1(271)-LA/80-I

Dated, Agartala, the 12th July, 2019.

NOTIFICATION


In exercise of the power conferred by rule 5 and 6 of Tripura Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1972, the Hon'ble Speaker has been pleased to make the following amendments to the existing Recruitment Rules in force in the Tripura Legislative Assembly.

This notification shall come into force from the date of its publication in the official gazette.

AMENDMENTS

1. In schedule to the "Recruitment Rules for the post of PRIVATE SECRETARY, in Sl. no.-1, for the words PRIVATE SECRETARY (Higher Selection Grade Stenographer) the words PRIVATE SECRETARY (PS-III) Shall be substituted.
2. In schedule to the "Recruitment Rules for the post of ASSTT. PRIVATE SECRETARY" in Sl. no.-1, for the words ASSTT. PRIVATE SECRETARY the words ASSTT. PRIVATE SECRETARY (PS-IV) shall be substituted.
3. In schedule to the "Recruitment Rules for the post of PERSONAL ASSISTANT" in Sl. no.-1, for the words PERSONAL ASSISTANT the words PERSONAL ASSISTANT (PA-I) shall be substituted.
4. In schedule to the "Recruitment Rules for the post of STENOGRAPHER" in Sl. no.-1, the word STENOGRAPHER shall be substituted by the words STENOGRAPHER (PA-II).

By order of Speaker


(Subhas Sikdar)
Secretary

Tripura Legislative Assembly.

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