

**ORDERS BY THE GOVERNOR**  
**NOTIFICATION**

Dated Dispur the 6<sup>th</sup> September, 2021

**No. TAD/BC/440/2013/63:** In supersession of all earlier Notifications issued in this regard, the Governor of Assam is pleased to issue a revised Guideline relating to Constitution of Sub-Divisional Development Boards for SC/ST/OBC at the SDWO offices and constitution of PIC in ITDP offices. This notification will come into force with immediate effect.

**Guidelines for Constitution and Functioning of the Sub Divisional Development Boards for SC/ST/OBC and PICs of ITDP**

**I. Constitution of the PIC/Development Board for SC/ST/OBC:**

- (i) Each PIC/Development Board shall consist of not more than 25 Members including the Chairperson and the Vice-Chairperson but excluding the Member-Secretary and other ex-officio members.
- (ii) Each PIC/Development Board shall have one Chairperson and may have one Vice-Chairperson.
- (iii) Not less than 30% of the members of the PIC/Development Boards should be women.
- (iv) Members of the PIC/Development Boards should belong to the SC/ST/OBC community, as applicable, and should preferably be from the area of the ITDP or the Sub-Division concerned.
- (v) Minimum Educational Qualification of members will be HSLC passed, however, the Educational Qualification will be relaxed in case of those attaining the age of 55 years and above.
- (vi) Head of office of the Departments concerned will be ex-officio member of the PIC/Development Boards, but shall not have power to vote. They will guide and render expert advice to the PIC/Development Boards in various technical and departmental matters.
- (vii) The Chairperson, Vice-Chairperson and other Members of the PIC/Development Boards shall be nominated by the State Government. They shall hold their position in the PIC/Development Board at the pleasure of the State Government. The Government may, at any time, change the Chairperson, Vice-Chairperson or any member of any PIC/Development Board or may dissolve the PIC/Development Board or may reconstitute the PIC/Development Board.
- (viii) The PIC/Development Boards shall stand dissolved on completion of three years from the date of notification, unless dissolved earlier.

**II. Conduct of Business:**

- (i) The PIC/Development Board may sit as and when required.
- (ii) The Chairperson, or in his absence the Vice-Chairperson, of the PIC/Development Board will preside over the meeting of the PIC/Development Board.
- (iii) All decisions shall be taken on the passing of a resolution by a simple majority of the members present and voting.
- (iv) The quorum for transaction of any business at a meeting of the PIC/Development Board shall not be less than 1/3 of the total Members of the PIC/Development Board excluding the Member Secretary and other ex-officio members.

**III. Functions of the PICs/Development Boards:**

- (i) To select and approve list of schemes/beneficiaries under various development programmes funded by the Government.
- (ii) To oversee implementation of development schemes executed by various Sectoral Departments of the State Government for the benefit of the community concerned.
- (iii) To ensure progress of implementation of schemes and proper utilization of grants sanctioned under WPT & BC Department.
- (iv) To review the SC/ST/OBC/ITDP schemes and offer suggestions on proper implementation of the same to the State Government.
- (v) The Board shall monitor the implementation of schemes and report to the Government through PD, ITDP/SDWO.

**IV. Resignation of Members:**

- (i) Any Chairperson or Vice-Chairperson or Member of the PIC/Development Board may resign from the post of Chairperson or Vice-Chairperson or Member as the case may be, at any time by giving notice in writing to the Government through the Project Director, ITDP or the Sub Divisional Welfare Officer.
- (ii) The resignation shall take effect from such date as may be approved by the Government. In the absence of any such date being mentioned by the approving authority, it shall take effect from the date of acceptance of the resignation by the Government. In case of no communication on the matter by the Government for a period of thirty days after receipt of such notice by Government through the PD ITDP/SDWO, the resignation shall be deemed to have been accepted by the Government on the thirtieth day of such receipt by the Government.

**V. Member Secretary:**

- (i) The Member Secretary of the PIC/Development Boards will be Project Director ITDP and the Sub Divisional Welfare Officer respectively.
- (ii) The Member Secretary shall be present and take part in the discussion of all the meetings of the PIC/Development Board and make a statement or give explanation of facts and circumstances as may be necessary but shall not be entitled to vote.
- (iii) The Member Secretary shall keep the Board apprised of Government instructions and guidelines relevant to the functioning and activities of the PICs/ Development Boards. He/ She may make a formal reference to the Government to seek clarifications or instructions on any issue pertaining to the conduct of business by the Board, if so required. He/ She will inform the Government forthwith of any violation of Government instructions, if noticed.
- (iv) The Member Secretary shall provide all necessary secretarial support to the PIC/Development Board for orderly conduct of their meetings, including preparation of agenda papers, issue of notices, maintaining attendance record and minutes of the meetings.

**VI. Special Committee:**

- (i) In case Government has not constituted any particular PIC or Development Board, or in case the PIC or Development Board so constituted by Government is not in a position to discharge its functions due to any administrative or legal issue, then the DC may constitute a Special Committee to discharge the functions of the PIC or the Development Board, as the case may be, for such time till Government constitutes the PIC or the Development Board, or the administrative or the legal issue restraining the functions of the PIC or the Development Board is resolved.
- (ii) In case of constitution of Special Committee to discharge the functions of PIC of ITDP and of Sub-Divisional Development Boards of SC/ST/OBC for Sadar Sub-Division, such Special Committees will be headed by the Deputy Commissioner. In case of constitution

of Special Committee to discharge the functions of Sub-Divisional Development Boards of SC/ST/OBC for Civil Sub-Divisions, such Special Committees will have Sub-Divisional Officer (C) as the Chairperson. The Member Secretary of the Special Committee will be the PD ITDP in case of PIC, and the SDWO of the Sub-Division concerned in case of Sub-Divisional Development Board. DC will co-opt an ADC and district heads of the Departments concerned as member of the Special Committee, whereas the Sub-Divisional Officer (C) will co-opt an Assistant Commissioner and Sub-Divisional heads of the Departments concerned as member of the Special Committee.

- (iii) Two members from the community concerned will be nominated by the Guardian Minister of the District in the Special Committee.
- (iv) The Special Committee shall meet as and when called by the Deputy Commissioner / Sub-Divisional Officer (C).
- (v) The Special Committee shall have the same powers and functions as that of the PIC or Development Board against which it has been constituted.

#### **VII. Removal of Difficulties:**

The Government may, by notification, amend or issue further guidelines, as necessary, for removal of difficulties in the functioning of the PIC/Development Boards.

Sd/- Mukesh Chandra Sahu, IAS  
Principal Secretary to the Govt. of Assam  
WPT & BC Department,

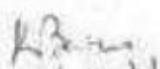
Dated Dispur, the 6<sup>th</sup> September, 2021

Memo No. TAD/BC/440/2013/63-A

Copy to:

1. The S.O. to Chief Secretary, Assam, Dispur, Guwahati-6.
2. The Director, WPT&BC, Assam, Guwahati.
3. The Director, Welfare of SC, Assam, Guwahati.
4. The Director, AIRT&SC, Assam, Jawaharnagar, Khanapara, Guwhati.
5. All Deputy Commissioner, Assam.
6. All Project Director, ITDP.
7. All Sub Divisional Welfare Officer.
8. The Director, Assam, Govt. Press, Bamunimaidam, Guwahati-21. He is requested to publish the notification in the Assam Gazette.
9. P.S. to Hon'ble Chief Minister, Assam.
10. P.S. to Hon'ble Minister, WPT & BC Department, Assam.

By order etc.

  
Joint Secretary to the Govt. of Assam,  
WPT & BC Department, Dispur.