

**OFFICE OF THE CIVIL SERVICES OFFICERS' INSTITUTE, ASSAM**  
**ASSAM ADMINISTRATIVE STAFF COLLEGE CAMPUS, JAWAHARNAGAR, KHANAPARA, GUWAHATI-22**

Minutes of the 1<sup>st</sup> Annual General Meeting of the Civil Services Officers' Institute, Assam held on 19<sup>th</sup> July, 2015 in the Multi Utility Hall of the Institute.

MEMBERS PRESENT: Given in Annexure "A"

- 1) The meeting was presided over by Shri V. K. Pipersenia. IAS. Chief Secretary Assam and Chairman, Governing Council, Civil Services Officers' Institute, Assam.
- 2) Shri S. C. Das, IAS, Addl. Chief Secretary and Member-Secretary of the Governing Council, CSOIA delivered the welcome address.
- 3) In his opening remarks, the Chairman of the Governing Council expressed thanks to all the members of CSOI, Assam. He highlighted the commendable role played by Shri Rajiv Kr. Bora, President of the Executive Committee in planning and establishment of the Civil Services Officers' Institute, Assam. The Chairman of the Governing Council thanked and commended Shri A.C. Bordoloi, Commissioner & Special Secretary, PWD(Bldg and NH) and Member, Governing Council for the leading role played by him in the construction and renovation of the Institute.
- 4) Shri Rajiv Kr. Bora, IAS, Addl. Chief Secretary and President, Executive Committee presented the Activity Report of the CSOI, Assam from the inception to the present juncture. In his report he dwelt upon the genesis of the Institute and highlighted about the infrastructure and facilities available. The major activities during the period were also listed. The Activity Report was adopted by the members by voice vote.
- 5) Shri Dipak Kr Sarma, IAS, Secretary, Revenue Department and Treasurer, Executive Committee presented a report of the treasurer before the members. He also placed the accounts of CSOI, Assam which was prepared & audited by the approved Chartered Accountant firm viz. "Bhuyan & Associates" for the year 2011-2012, 2012-2013, 2013-2014 & 014-2015. The accounts were adopted by the member through voice voting.
- 6) Shri A. Chakravarty, IAS, Director of Training, AASC and Secretary, Executive Committee proposed the name of "Bhuyan & Associates" as the Auditor for the year 2015-2016. The proposal for appointment of "Bhuyan & Associates" was adopted by the members.
- 7) In the 2<sup>nd</sup> and 3<sup>rd</sup> Meeting of the Governing Council of CSOI, Assam it was proposed to amend the Rules & Regulations of the CSOIA regarding **1) Eligibility criteria** for becoming a member of the Institute i.e., Article 2(1) and **2) Composition of the Executive Committee** i.e., Article 3(b).

**(A)** The original Article 2(1) which is as follows.

"Membership shall be open to the serving and retired officers of the grade of Joint Secretary to the Government of Assam and above from All India Services, Assam Civil Service, Assam Police Service, and other state services serving under the Government of Assam and those on deputation to PSUs and autonomous institutions under the Government of Assam subject to approval of Governing council / Executive Committee. The Membership for the officers of Central Services and executive of Central Public Sector undertaking of equivalent rank and status shall be subject to the approval of the Governing council"

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will be replaced by :

“Membership shall be open to officer in the rank of under Secretary and above in the case of Central Government/PSU and an officer in the rank of Deputy Secretary and above from All India Services, Assam Civil Services, Assam Police Services and other State Services serving under the Government of Assam and those on deputation to PSUs and autonomous institutions under the Government of Assam subject to the approval of Executive Committee. The membership for officers of Central Services and executives of Central Public Sector Undertakings will be of the rank of Under Secretary and above subject to the approval of the Executive Committee.”

**(B)** The original Article 3(b) which is as follows:

“The Executive Committee shall consist of the following:

1. President
2. Vice President
3. Secretary
4. Joint Secretary
5. Treasurer
6. Not more than 10 members

The members of the Executive Committee as nominated by the Governing Council of the Society shall hold office for a period of two years. They may, however, continue to hold office till first elections are held.

The Office Bearers and maximum of 5(Five) members of the second and subsequent Executive Committee shall be elected from amongst the Members of the General Body at the General Body Meeting.”

will be replaced by:

“The Executive committee shall consist of the following

3(b) (i) 1. President

2. Vice President
3. Secretary
4. Joint Secretary
5. Treasurer.
6. Not more than 10 members

(ii) The senior most Secretary of Administrative Reform & Training Department will be the Ex-Officio President of the Executive Committee. In case of any

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difficulty as regards seniority etc, the chairman of the Governing Council will nominate the President of the Executive Committee.

- (iii) Director of training, AASC will be the ex-officio Secretary of CSOI.
- (iv) One of the Secretaries in the Finance Department, the Ex-officio Treasurer.
- (v) The Office Bearers and all the members of the Executive Committee will be nominated by the Governing Council.
- (vi) The tenure of these nominated Members would be 2 years and they can be renominated by the Governing Council for one more term."

During the Annual General Meeting (AGM), the Chairman, Governing Council suggested that the quorum for holding the AGM should be one fifth of the total members. All the members agreed to the proposal to amend the rule.

(C) The original Article 13(d) which is as follows:

"One-third members shall form quorum for a meeting of the General Body. However, if the quorum is not complete, meeting would be adjourned for one hour and no quorum for the adjourned meeting would be necessary."

will be replaced by:

"One-fifth members shall form quorum for a meeting of the General Body. However, if the quorum is not complete, meeting would be adjourned for one hour and no quorum for the adjourned meeting would be necessary."

8) During the course of the meeting, the Chairman, Governing Council requested the members to offer their suggestion in respect of the institute. The following suggestions were made by the members viz

- a) Shri V.B. Pyarelal, IAS, Addl. Chief Secretary and Member-Governing Council, said that the badminton court to be shifted elsewhere.
- b) Smti L.S. Changsan, IAS and Member, stated that in order to increase the membership, each member should take the responsibility of increasing membership by enrolling more members.
- c) Shri Swapnanil Barua, IAS, Commissioner & Secretary and Member, wanted that there should be more shower cubicles for bathing purpose.
- d) Shri K.V.Eapen, IAS, Addl. Chief Secretary and Member-Governing Council, stated that the members should pay the monthly subscription on time and the activities of the institute are to be arranged from the membership fees.
- e) Shri S.C. Das, IAS, Addl. Chief Secretary & Member-Secretary, Governing Council stated that the membership fees for outstation member should be fixed at Rs.500/- per annum.

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- f) Smti Pyarelal said in the meeting that new table covers clothes should be used in the restaurant and upstairs lobby. The washroom and toilet needs to be cleaned properly. She also stated that summer workshops and cooking classes can be organised and the employees of the Cafeteria needs to be trained.
- g) Shri S. Mewara, IAS, Addl. Chief Secretary & Member- Governing Council, stated that only one grade IV employee is engaged for the institute and the number should be increased as it become difficult for the single employee to look after everything.
- h) Shri V.K. Pipersenia, IAS, Chief Secretary & Chairman, Governing Council said in the meeting that a suggestion box would be kept in the institute.
- i) Matters relating to opening of a Coffee Shop in the restaurant of the CSOI, Assam was also discussed and it was decided to take the steps for opening the same.

The Chairman of the Governing Council while responding to the members suggestion said that all the suggestions will be looked into by the Executive Committee and necessary action will be taken. He also requested all the members to take part in the activities of the institute to make it more vibrant.

- 9) Shri A.C.Bordoloi, Commissioner & Secretary (PWD) & Member- Governing Council, gave an account of the future expansion of the institute. He informed that a swimming pool, Cafeteria, guest rooms and a bigger gymnasium is under construction and will be completed by March 2016.
- 10) Shri Rajiv Kr. Bora, IAS, Addl. Chief Secretary & President - Executive Committee, CSOIA relinquished from his post and Shri S.C. Das, IAS, Addl. Chief Secretary & Member-Secretary, Governing Council was named as the new President of Executive Committee.
- 11) The vote of thanks for the Annual General meeting was delivered by Shri Anjan Chakravarty, Secretary, Executive Committee.

(Shri V. K. Pipersenia)

Chief Secretary, Assam

&

Chairman, Governing Council,  
Civil Services Officers' Institute, Assam

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**ANNEXURE "A"** (List of members present in the 1<sup>st</sup> AGM of CSOI, Assam on 19<sup>th</sup> July 2015)

SL NO	MEMBER's NAME
1	Shri V. K. Pipersenia, IAS
2	Shri S. C. Das, IAS
3	Shri Rajiv Kr. Bora, IAS
4	Shri K. V. Eapen, IAS
5	Dr. R. M. Dubey, IFS
6	Shri Anurag Goel, IAS
7	Shri Hemanta Narzary, IAS
8	Shri Rajesh Prasad, IAS
9	Shri V. B. Pyarelal, IAS
10	Shri S. K. Srivastava, IFS
11	Shri Hirdesh Mishra, IFS
12	Dr U. N. Bora, IAS
13	Smt. L.S. Changsan, IAS
14	Smt. Parul Devi Das, IAS
15	Shri Ahmed Hussain, IAS
16	Dr Satyendra Singh, IFS
17	Shri Dipak Kr. Sarma, IAS
18	Shri D. J. Kalita, ACS
19	Dr M. Angamuthu, IAS
20	Shri A. C. Bordoloi
21	Dr Pranab Barua
22	Shri A.N.B. Singh, ACS
23	Shri Anjan Chakravarty, IAS
24	Smt Alka Bhargava
25	Shri S. Mewara, IAS
26	Shri Surajit Barooa
27	Dr R. K. Gogoi
28	Shri P. Saikia, IAS
29	Shri R. T. Jindal, IAS
30	Dr Prem Saran, IAS
31	Shri S. Barua, IAS
32	Shri N. K. Das, IAS
33	Shri B.J.Mahanta, IPS
34	Shri Sibabrata Kakati, IPS
35	Shri H.K.D. Mahanta, IAS
36	Shri Dibyajit Bora
37	Shri Simanta Thakuria, IAS
38	Shri H.S. Das, IAS
39	Shri Umesh Kumar, IPS
40	Shri Ajay Tewari, IAS
41	Smt. Vijaylakshmi Barua, ACS
42	Shri P.K.Barthakur, IAS