This Thesis traces the growth of the Assam Civil Secretariat during the period of 1874-1947 and incidentally deals with some aspects of the Assam Public Works Department Secretariat.

A secretariat is the brain trust of the government concerned. It is the agency through which government operates. The efficiency or the inefficiency of administration depends on the Secretariat. It is the place where major governmental policies originate. It is the pipeline through which ideas flow from the people to the seat of government and vice versa. It is the place where the permanent, professional and non-political co-operate with the key, political and non-permanent for the administration of the State.

The method of approach is essentially historical, analytical and critical.

The Thesis is divided into eight chapters. The first chapter describes the historical growth of the Assam Secretariat during the period of 1874 to 1947.

The second chapter deals with the structure of the Secretariat.

The third, fourth and fifth chapters are concerned with personal administration of the Assam Secretariat.

The sixth chapter deals with the rules of business in the Secretariat.

The seventh chapter is connected with the auxiliary services.

The final chapter contains conclusions arrived at different places in the text of the Thesis.
The study is based entirely on Government records available in the Assam Secretariat record office. So far I know, no one has worked on this subject. For the period 1941, I had to depend on secondary sources as records of this period are not available to research workers.

In the preparation of this thesis, I incurred a number of obligations. First, I must express my gratitude to the Keeper of Records, Assam Secretariat (Civil) Mr. P. S. Deka, for his unfailing and familiar courtesy and helpful attitude in the collection of material in his office.

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III

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