

GAD-16016/29/2022-ESTT-GAD-General Administrative

1/68053/2022



GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
DISPUR::GUWAHATI-6

Block-A, 2nd Floor, Janata Bhawan, gadassam2011@gmail.com, gad.assam@gov.in,

e file No.229229/ 3

Dated Dispur, the November, 2022

OFFICE ORDER

In supersession of this Department's earlier work allotment orders and consequent upon transfer of Shri Umananda Doley, IAS, Secretary to the Govt. of Assam and other Officers, the works of Officers of General Administration Department are hereby re-allotted in terms of the Rules of Executive Business, 1960 as indicated below until further order.

Name of Officers	Works/Subjects allotted	Remarks
1. Commissioner & Secretary, General Administration Department	A) Approval /Sanction/Submission of FOC proposal against the following: 1. Telephone Bills 2. Repairing of vehicle Bills up to Rs. 1,00,000/- for each vehicle. 3. Newspaper bills 4. House Building Advance Bills 5. POL Bills 6. Stationary Articles/Furniture Bills up to Rs. 100,000/- for each Bill. 7. Child Care Allowances. 8. Repair of Office/Quarter of all categories up to Rs. 5,00,000 for each office/quarter. 9. Arrear Salary. 10. Matters relating to children education allowances. 11. Monthly salary of bungalow peons. 12. GPF advance in respect of officers and staff. 13. Matter relating to Pension, GIS. 14. Matter relating to sanction of non refundable GPF Advance. 15. Matter relating medical reimbursement. 16. Matter relating to leave encashment. 17. Matter relating to LTC. 18. Matter relating to annual increment. 19. Matters relating to Pension, GIS and GPF. B) All Proposals which require the concurrence of Finance (EC-II) Department are to be sent with the approval of Commissioner & Secretary. C) Signing of Checklist against proposals to be submitted to Finance Department by Commissioner & Secretary / Secretary / Authorized Officer. D) Allocation of Government Quarters for Grade-III and Grade-IV and except Ministers Colony and Sr. Officers Colony.	Principal Secretary

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	<p>E) Routine Protocol matters F) Matters relating to transfer and posting of Grade-III and Grade-IV Officials. G) Matters relating to Gradation and confirmation of Drivers and Grade-IV staff H) Matter relating to ACR of non-gazetted staff. I) All Routine establishment matters. J) Travelling allowance bill in respect of officers and staff. K) Gradation and Confirmation matters of staff under Secretariat Service, Secretariat Subordinate Service and Stenographers. L) Matters relating to grant of leave, deputation, lien, etc. of staff M) Matters relating to Fixation of Pay, Equalization of Pay, maintenance of Service Book. N) Matters relating to annual increment. O) Matters relating to Audit. P) Online release of salary of new appointees in the finassam portal after obtaining approval of Principal Secretary in the file /e-Office portal. Q) Approval of Earned Leave of Officers and Staff under General Administration Department.</p>	
<p>2.Smti Sandita Baruah Bora, Addl. Secretary</p>	<ol style="list-style-type: none"> 1. Matter relating to Recruitment of Grade III, Grade IV, Drivers and Stenographers. 2. All Establishment matter of Stenographers. 3. Matter relating to amendment and legislation of Service Rule for Secretariat Service, Stenographer and Subordinate Staff Service. 4. Gradation and Confirmation matters of staff under Secretariat Service, Secretariat Subordinate Service and Stenographers. 5. Matter relating to Departmental Proceedings against Gazetted Officers and Subordinate Staff. 6. Training of Gazetted Officer and Non-Gazetted Staff. 7. Annual Administrative Report / ACR of Officers and Staff. 8. All Assembly matters. 9. Matter relating to Governor's Speech/ Finance Minister's Budget Speech etc. 10. Court Case matter against Gazetted Officer under Secretariat Service. 11. Creation and retention of Gazetted post. 12. Promotion, Transfer and Posting of Gazetted Officer under Secretariat Service. 13. Matters relating to GPF advance, Pension and all other pensionary benefits, Medical reimbursement, Leave Matters including Lien, Deputation etc. in respect of Gazetted Officers under Secretariat Service, Stenographers. 14. Assembly matter relating to S.A. (Gazetted Cell) Department. 15. Fixation of pay, Equalization of pay, Maintenance of Service Book of Non-Gazetted Staff, Gazetted Officers and Stenographers under Secretariat Service. 16. Matters relating to Passport and NOC etc. of Gazetted 	<p>Commissioner & Secretary</p>

B. I. [Signature]

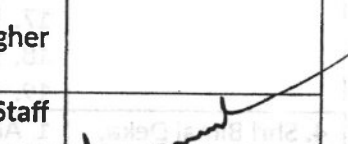
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	<p>Staff.</p> <ol style="list-style-type: none"> 17. Matter relating to annual increment in respect of all Gazetted and non-gazetted staff. 18. Audit objection, PAC, DRSC matter of S.A. Department. 19. RTI/ First Appellate Authority. 20. All matters relating to Covid-19. 21. Any other matter as may be entrusted by the Higher Authority. 	
<p>3. Shri Bubul Lekharu, ACS, Joint Secretary, GAD</p>	<ol style="list-style-type: none"> 1. Works under H/A 4059-437-SOPD-G Minister's Colony & 4059-01-584-Works-SOPD-ODS (Janata Bhawan). 2. Purchasing of furniture of the Offices of the Divisional Commissioner, Deputy Commissioners & Sub-Divisional Officer (Civil), Circuit Houses and Assam Secretariat. 3. Audit/Reconciliation of Appropriate Accounts and submission of pending UC and DCC Bill to Accountant General. 4. PAC/DRSC matters. 5. Settlement of land dispute at Helipad at Maidamgaon & other land matters of GAD 6. Works under H/A 4059-CO-GAD-SSH-(CTA) Infrastructure of New Districts (7 districts). 7. Matters relating to the creation of new District & Sub-Divisions. 8. Matter relating to Assembly/Parliamentary Question/Court Case. 9. Matters relating to issuance of License of Cinema Halls, Video-Hall, Cable TV etc. 10. Matter related to CM Residence/ Brahmaputra Guest House/ Koinadhara State Guest House/2216-GAD.EE.Estt. etc. (Raj Bhawan). 11. All matters related with Dispur Capital Complex, Master Plan etc. 12. Matters relating to Circuit House Establishment/Electricity Charges/Circuit House Management Society (CHMS). 13. Land compensation & land allotment matters for construction of District administration buildings. 14. Allocation & preparation of Budget and Ceiling to all DDOs under H/A "2053" & "2070" for payment of salary, wages, T.E, O.E. etc. for Divisional Commissioners, Deputy Commissioners, Sub-Divisional Office (Civil) establishment. 15. Matter relating to implementation of the Minutes of meeting of Governor/CM/High Court. 16. Matters related with District Association. 17. Matters relating to Audit. 18. Routine Aadhar/Census Matters. 19. Routine Sainik Welfare matters. 	
<p>4. Shri Bimal Deka, ACS, Joint Secretary, GAD</p>	<ol style="list-style-type: none"> 1. All protocol matters as I/C State Protocol Officer. 2. Preparation of State Guest Rules and Protocol Manual. 	


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	<ol style="list-style-type: none"> 3. Warrant of Precedence. 4. Payment of Helicopter/Airlift/Air Taxi Bills/POL bills of VIP Cars/Hospitality Bills State Guest etc. 5. Condolence meeting on death of High Dignitaries. 6. Purchase and maintenance of VIP Cars (GAD Pool)/ Cars (District) 7. Matter relating to Assembly/Parliamentary Question 	
<p>5. Shri Jayanta Kumar Bora, ACS, Joint Secretary, GAD</p>	<ol style="list-style-type: none"> 2. Chief Minister's Best Community Action Award for Development -Selection of Awardees as per the recommendation of the District Level Committees. 3. Swearing in Ceremony of Governor, Council of Ministers etc. 4. Preparation of Governor Speech for Republic Day and Chief Minister's Speech for Independence Day. 5. Observation of Various Divas including National Days. 6. All matter relating to S.A. (Nazarat) Branch. 7. All matter relating to Vehicle Cell, Issue of POL etc. 8. FMS, Biometric attendance system. 9. Attendance and Punctuality of the Officers and Staff of Assam Secretariat. 10. Secretariat e-Pass / Asset Management. 11. Secretariat LAN and Wi-Fi. 12. Procurement of Computer, Printer, Photocopier Machine etc and consumable thereof. 13. All establishments matter of Stenographers. 14. Under Secretariat Service, Secretariat Subordinate Service and Stenographers. 15. Matter relating to Pension, GIS. 16. Matter relating to sanction of non refundable GPF Advance. 17. Matter relating medical reimbursement. 18. Matter relating to annual increment. 19. Matters relating to Pension, GIS and GPF. 20. Matters relating to grant of leave, deputation, lien, etc. of staff 21. Matters relating to Fixation of Pay, Equalization of Pay, maintenance of Service Book. 22. Matters relating to annual increment. 23. Matter relating to leave encashment. 24. Matter relating to LTC. 25. Arrear Salary. 26. Online release of salary of new appointees in the finassam portal after obtaining approval of Principal Secretary in the file /e-Office portal. 27. Approval of Earned Leave of Officers and Staff under General Administration Department. 28. Any other matter as may be entrusted by the higher authority. 	
<p>6. Sri Dibyajyoti</p>	<ol style="list-style-type: none"> 1. Promotion, Transfer and Posting of non-gazetted Staff 	

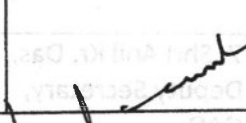
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<p>Sarma, Deputy Secretary,</p>	<p>under Secretariat Subordinate Service.</p> <ol style="list-style-type: none"> 2. GPF Advance, Pension matters and other retirement benefits, leave of Non-Gazetted staffs. 3. All matter relating to Record and Library, Archives. 4. e-prastuti, office-automation /e-Governance Project. 5. Matter relating to NOC and Passport of Non-Gazetted staffs. 6. Memorandum demand of various associations. 7. All medical re-imburement bills of Non-Gazetted staffs. 8. Any other matter as may be entrusted by the Higher Authority. Matter relating to Recruitment of Grade.III, Grade.IV, Drivers and Stenographers. 9. All Establishment matter of Stenographers. 10. Matter relating to amendment and legislation of Service Rule for Secretariat Service, Stenographer and Subordinate Staff Service. 11. Matter relating to Departmental Proceedings against Gazetted Officers and Subordinate Staff. 12. Training of Gazetted Officer and Non-Gazetted Staff. 13. Annual Administrative Report / ACR of Officers and Staff. 14. All Assembly matters. 15. Matter relating to Governor's Speech/ Finance Minister's Budget Speech etc. 16. Court Case matter against Gazetted Officer under Secretariat Service. 17. Creation and retention of Gazetted post. 18. Any other matter as may be entrusted by the higher authority. 19. Departmental Proceedings & Court cases. 20. Promotion, Transfer and Posting of Gazetted Officer under Secretariat Service. 21. Matters relating to GPF advance, Pension and all other pensionary benefits, Medical reimbursement, Leave Matters including Lien, Deputation etc. in respect of Gazetted Officers under Secretariat Service, Stenographers. 22. Assembly matter relating to S.A. (Gazetted Cell) Department. 23. Fixation of pay, Equalization of pay, Maintenance of Service Book of Non-Gazetted Staff, Gazetted Officers and Stenographers under Secretariat Service. 24. Matters relating to Passport and NOC etc. of Gazetted Staff. 25. Matter relating to annual increment in respect of all Gazetted and non-gazetted staff. 26. Assembly matter relating to S.A. (Gazetted Cell) Department. 27. Audit objection, PAC, DRSC matter of S.A. Department. 28. Any other matter as may be entrusted by the Higher Authority. 	
<p>7. Shri Anil Kr. Das, Deputy Secretary, GAD</p>	<ol style="list-style-type: none"> 1. All establishment matters of the O/O the Divisional Commissioners/ Deputy Commissioners and Sub-Divisional Officers (Civil)/All Assam Houses and Bhawans/State Guest Houses. 	


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	<ol style="list-style-type: none"> 2. Matter related to MACT Case and miscellaneous Court Cases. 3. Matters relating to Circuit House Establishment / Electricity Charges / Circuit House Management Society (CHMS). 4. Matter relating to Medical re-reimbursement. 5. Preparation of Holiday List including Office Holidays. 6. All matters related with District Associations. 7. Matters of Rajya Sainik Board and Directorate of Sainik Welfare. 8. Any other matter as may be entrusted by the Higher Authority. 	
<p>8. Shri Manzoor Elahi Barbhuyan, ACS, Deputy Secretary, GAD</p>	<ol style="list-style-type: none"> 1. Construction of Office Building and residential buildings of Divisional Commissioners/DCs /SDO (Civil) /Circuit Houses through PWD. 2. Construction and Repairing of Ministers,/Sr. Officers (IAS) Colony (including Tennis Court). 3. Repair/renovation and refurbishment of Office Building and residential buildings of Divisional Commissioners /DCs /SDO (Civil) /Circuit Houses through PWD. 4. Construction and Repairing of Janata Bhawan and Repairing of Government Staff Quarters and various Housing complexes under GAD in Guwahati. 5. Census operation. 6. Allotment of Government Quarter under GAD. 7. Any other matter as may be entrusted by the Higher Authority. 	
<p>11. Smti Antaripa Daimari, ACS, Deputy Secy.</p>	<ol style="list-style-type: none"> 1. Matter relating to implementation of the Minutes of the meeting of Governor /CM/ High Court. 2. Works under H/A 4059-CO-(GAD),000 SSH (CTA), Beautification and Landscaping of Bhawans & Houses of the State. 3. Construction of Staff (Gr-III & Gr-IV) Quarters. 4. All works/matters related with all Assam Bhawans/ Houses and all Guest Houses (Construction/ repair/ renovation and refurbishment of Building, purchase of furniture, Establishment and Personal, etc.) 5. All matters relating to Aadhaar. 6. Allotment of Accommodation in Assam Houses/Bhawan 7. of New Delhi / Mumbai / Kolkata /Shillong and other Bhawans and Circuit Houses. 8. Convening of DC/SP conference. 9. Training and capacity building programme under GAD. 10. All Award (Highest Civilian Award/ Karmashree 	

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	<p>other</p> <ol style="list-style-type: none"> 4. pensionary benefits, Medical reimbursement, Leave 5. Matters including Lien, Deputation etc. in respect of 6. Gazetted Officers under Secretariat Service, Stenographers. 7. Assembly matter relating to S.A.(Gazetted Cell) Department. 8. Fixation of pay, Equalisation of pay, Maintenance of Service Book of Non-Gazetted Staff, Gazetted Officers and Stenographers under Secretariat Service. 9. Matters relating to Passport and NOC etc. of Gazetted Staff. 10. Any other matter as may be entrusted by the Higher Authority. 	
<p>16. Smti Juliet Tete, Under Secretary, GAD</p>	<ol style="list-style-type: none"> 1. Matter relating to permission of Puja, Divas at Capital Complex for use of open space in the Sectt. Complex. 2. Re-imbursement of current and outstanding Telephone bills. 3. Establishment matter of officers and Staff of GAD. 4. RTI matters/SPIO. 5. Allotment of Govt. Quarter under GAD. 6. Condolence meeting on death of High Dignitaries. 7. Coordination for Weekly review meeting. 8. Nodal Officer for Assembly related matters/Parliamentary Question/ Court Case. 9. Any other matter as may be entrusted by the Higher Authority. 	
<p>17. Sri Dimbeswar Bora, Under Secretary</p>	<ol style="list-style-type: none"> 1. All matter relating to S.A (Nazarat) Department. 2. Any other matter as may be entrusted by the higher authority. 	
<p>Smti Banashree Deka, ACS, Administrative Officer, GAD</p>	<ol style="list-style-type: none"> 1. All Matter related to Project Sadbhavana 2. All Nazrat Matters. 3. Any other matter as may be entrusted by the Higher Authority. 	
<p>18. Shri Pranjal Boruah, ACS, Protocol Officer</p>	<ol style="list-style-type: none"> 1. Ease of doing Business (EoDB) related matters. 2. e-Samiksha Matter 3. All matters relating to Centralized Public Grievance redress and monitoring system (CPGRAMS). 4. He will assist Joint Secretary, Shri Bimal Deka, in his allotted works along with his regular Protocol duties. 5. He will also assist Joint Secretary (Nazrat) in shredding and shifting of files. 	

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	6. Any other matter as may be entrusted by the Higher Authority.	
19. Shri Biswajit Dutta, ACS, Protocol Officer	<ol style="list-style-type: none"> 1. He will assist Joint Secretary, Shri Bimal Deka, in his allotted works along with his regular Protocol duties. 2. Assam Right to Public Service Act,2012/ Nodal officer for Assam Citizen Centric Service Delivery Project. 3. RCB Matters 4. e- Prastuti Matters 5. He will also assist Joint Secretary (Nazrat) in shredding and shifting of files. 6. Any other matter as may be entrusted by the Higher Authority. 	

All files related to Cabinet Memorandum, Files required approval of Minister, Chief Secretary, HCM may be routed through Principal Secretary of the Department.

The Under Secretary / Deputy Secretary shall put up file through concerned Deputy Secretary/ Joint Secretary / Addl. Secretary.

The following linking arrangement will remain in force as and when any oOfficer is absent or on leave.

Shri Bubul Lekharu, ACS, Joint Secretary	Shri Bimal Deka, ACS, Joint Secretary / Shri Anil Kr. Das, Deputy Secretary.
Shri Bimal Deka, ACS, Joint Secretary	Shri Bubul Lekharu, ACS, Joint Secretary
Shri Jayanta Kumar Bora, ACS, Joint Secretary,	Shri Anil Kr.Das, Deputy Secretary and Sri Dibyajyoti Sarma, Deputy Secretary,
Sri Dibyajyoti Sarma, Deputy Secretary,	Sri Ahindra Changkakati,Under Secretary
Shri Anil Kr.Das, Deputy Secretary.	Smti Juliet Tete,Under Secretary.
Shri Manzoor Elahi Barbhuyan, ACS, Deputy Secretary, GAD	Smti Antaripa Daimari,ACS, Deputy Secy.
Smti Antaripa Daimari,ACS, Deputy Secy.	Shri Manzoor E. Barbhuyan, ACS, Deputy Secretary,
Sri Chandan Kakati,Under Secretary,	Sri Ahindra Changkakati,Under Secretary,
Sri Ahindra Changkakati,Under Secretary,	Sri Chandan Kakati,Under Secretary,
Sri Mukul Chandra Buragohain,Under Secretary,	Smti Banashree Deka, ACS, AO, GAD
Smti Juliet Tete, Under Secretary.	Shri Anil Kr.Das,Deputy Secretary and
Sri Dimbeswar Bora, Under Secretary	Smti Banashree Deka, ACS, AO, GAD
Smti Banashree Deka, ACS, AO, GAD	Sri Dimbeswar Bora, Under Secretary
Shri Pranjal Boruah, ACS, Protocol Officer	Shri Biswajit Dutta, ACS, Protocol Officer
Shri Biswajit Dutta, ACS, Protocol Officer	Shri Pranjal Barua, ACS, Protocol Officer



Signed by Avinash Joshi
 (Avinash Joshi) **Date: 08/11/2022 12:02:23**
 Principal Secretary to the Govt. of Assam,
 General Administration Department.

