



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

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No. 418458/01

Dated Dispur, the ↓

OFFICE MEMORANDUM

Sub : Guidelines for Duties and Protocol Engagements of District Commissioner, Kamrup (Metro).

The office of the District Commissioner, Kamrup (Metro) is situated in the capital of the State and District Commissioner Kamrup (Metro) plays an important role in overseeing various matters relating to civil administration, land revenue, and the execution of various Government schemes which are time bound. Additionally, as the capital of the State, Guwahati hosts various State functions that are attended by VVIP/VIPs. It is important for the smooth running of the administration, District Commissioner, Kamrup (Metro) may function only as a District Commissioner and attend offices and regular duties of District Commissioner. He is not expected to attend any State level meeting unless it is approved the Hon'ble Chief Minister.

In view of the above and in the interest of public service, the Governor of Assam is pleased to issue the following orders in connection with discharging the duties of District Commissioner, Kamrup(M) so as to enable him in performing the administrative duties in a more focused manner and implementation of various flagship Schemes in a time bound manner:-

1. So far as receiving guest at Guwahati airport is concerned, District Commissioner, Kamrup (Metro) will only receive the Hon'ble President of India and Vice President of India, Hon'ble Prime Minister of India, Hon'ble Union Home Minister, Hon'ble Speaker of the Lok Sabha and Hon'ble Chief Justice of India and any other visiting dignitaries where his presence is specifically required by instruction of the State Govt. One ADC protocol will be appointed to receive all other guests at the airport.
2. If the Hon'ble Chief Minister goes out of the State for a period of more than 3 (three) days, then the District Commissioner, Kamrup (Metro) will meet him at the airport to receive instructions and also on return he will again receive the Hon'ble Chief Minister at the airport. However, for any short visit of 3 (three) or less than 3 (three) days, the presence of District Commissioner is not required at airport. ADC protocol will be there otherwise to receive and see off the Hon'ble Chief Minister.
3. In all the State level meeting where the presence of district administration of Kamrup (Metro) is required, District Commissioner will depute one ADC dealing with the concerned subject to attend the meeting. However, the concerned ADC must report back the instruction he has received from such meeting to the District Commissioner and District Commissioner must attend to all such instruction immediately. Moreover, where the presence of the District Commissioner is requested through video conference by the senior officer and the Hon'ble Cabinet Minister, he will attend such meeting through video conference. District Commissioner, Kamrup (Metro) will attend important state level functions where it is considered to be very significant. In case of dealing with any urgent situation where the presence of District Commissioner, Kamrup (Metro) is specifically required by the Chief Secretary, he may attend such meeting. District Commissioner, Kamrup (Metro) will attend all such meetings which is being called by

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the Urban Development Department for subject which is important for citizen of Guwahati like dealing with artificial flood etc.

4. The District Commissioner, Kamrup (Metro) is required to convene meeting of all line departments under its jurisdiction regularly in his office and he must remain in close contact with all district level officers. District Commissioner, Kamrup (Metro) will so far as possible, avoid attending functions where he is invited as chief guest or guest of honour unless it is cleared by the office of the Hon'ble Chief Minister. Presence of District Commissioner, Kamrup (Metro) in various social functions such as dinner, lunch unless it is close family friends or relative, should be avoided.
5. The District Commissioner, Kamrup (Metro) should meet all the visitors either by himself or with the help of his subordinate officers regularly. Inspection of the branches, revenue circles, district level line department offices and ongoing development projects is of utmost importance. The District Commissioner, Kamrup (Metro) will make all endeavour to convert office of the District Commissioner, Kamrup (Metro) as one of the model offices of the State, right from the office environment, work culture, routine attendance of subordinate employees etc. The entry of middle-men in District Commissioner, Kamrup (Metro) office should be completely prohibited. When District Commissioner, Kamrup (Metro) is required to meet any senior officer for discharge of official duties he may seek a convenient time in a manner so that the work in his own office is not disturbed and general people do not go back with frustration.

This will come into force with immediate effect superseding all previous Office Orders, Office Memorandums and Notifications issued in this regard by the Government of Assam to the extent required.

Signed by

M S Manivannan

Commissioner & Secretary to the Govt. of Assam,
General Administration Department.

Date: 22-12-2023 16:07:38

Memo e-File No. 418458/01-A

Dated Dispur, the ↓

Copy to:-

1. All Addl. Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Commissioner & Special Secretaries / Secretaries to the Govt. of Assam.
2. The Director General of Police, Assam.
3. The Addl. Chief Secretary to Chief Minister, Assam, Dispur Guwahati-6.
4. The Commissioner & Secretary to the Governor of Assam, Raj Bhawan, Guwahati-1.
5. The Secretary, Coordination to Chief Secretary, Assam, Dispur, Guwahati-6.
6. The District Commissioner, Kamrup Metro, Guwahati-36.
7. P.S to Hon'ble Ministers, Assam.
8. The Director, Assam Govt. Press, Bamunimaidam, Guwahati-21 for publication of the Office Memorandum in the extraordinary Assam Gazette.
9. Website Content Manager, G.A. Department for information and to upload this OM in the General Administration Department's website.

By order etc.,

Joint Secretary to the Govt. of Assam,
General Administration Department
& State Protocol Officer.