

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

No. GAG(B) 484/2016/1,

Dated Dispur the 11th November, 2016.

OFFICE ORDER

in partial modification of earlier Office Order No. GAG(B) 484/2016/1 dated 12/10/2016, for smooth and efficient functioning of the GAD, it is decided to arrange the tasks performed/to be performed by it, under various divisions as shown below:-
This order comes into force with immediate effect.

1. E-Governance Division		
Name of Supdt.	Name of Assistant	Tasks assigned
Sri R. Baruah	1. Sri Dhruvajyoti Barkakoti, Sr.A.A.	1. Matters relating to Management Information System. 2. Online system of Tour & Inspection (E-Safar)
	2. Sri Anoj Pegu, Jr.A.A.	1. Matter relating to Departmental Web site/IT Lab. 2. Matters relating to SDG.
	3. Sri Pankaj Sharma, DEO	1. Matters related to E-Prastuti.
	4. Sri Jyotikon Sutradhar, Sr.A.A.	1. Matters related to Public grievances Redressal System

2. Process Re-Engineering Division		
Name of Supdt.	Name of Assistant	Tasks assigned
Sri R. Baruah	1. Md. Ashrif Ullah, Sr.A.A.	1. Central Acts & Rules on Cinema, Arms & Explosive.
	2. Sri Sanjib Sharma, Sr.A.A.	2. Service Rules of Assam Bhawan/Houses employees and rules related to them.
	3. Sri Anoj Pegu, Jr.A.A.	Service Rules of District amalgamated establishment.

3. Protocol Division		
Name of Supdt.	Name of Assistant	Tasks assigned
Sri Lakhi Kant Das	1. Sri S. Changsan, Sr.A.A.	1. Annual Administrative Report. 2. State Protocol Matters, Preparation of Protocol Manual. 3. Matters relating to Census of India/Directorate of Census, Cinema, Video & Cable T.V.
	2. Sri Sanjib Sharma, Sr.A.A.	1. State Protocol Matters, Preparation of Protocol Manual.
	3. Sri Dhruvajyoti Barkakoti, Sr.A.A.	1. State Protocol Matters, Preparation of Protocol Manual.
	4. Ashrif Ullah, Sr.A.A.	1. State Protocol matters
	5. Jyotikon Sutradhar, Sr.A.A.	1. State Protocol matters
	6. Anoj Pegu, Jr.A.A.	1. State Protocol matters

4. Event Management Division		
Name of Supdt.	Name of Assistant	Tasks assigned
Sri R. Baruah	1. Sri Sanjib Sharma, Sr.A.A.	1. Chief Minister/Governor Speech/Finance Ministers Speech/Budget Speech. 2. Celebration of National Days.
	2. Dulal Medhi, Sr.A.A.	1. Chief Minister's Best Community Action

		Award for development. 2. Misc Assembly Matters.
	2. Smti Babyma Gogoi, Sr.A.A.	1. Matters relating to different Divas/ death of dignitaries, Condolence meetings etc. 2. Misc Court Case matters. 3. Matters relating to permission of Puja etc., 4. Preparation of Holiday List. 5. Implementation of Official Language.
	3. Shri Dilip Saikia, Sr.A.A.	
	4. Shri Jyotikon Sutradhar, Sr.A.A.	
	5. Shri Pratima Dey Purkayastha, Sr.A.A.	D.C./S.P Conference.

5. Guest House /Circuit House/Assam House Management Division		
Smti R. Baruah	1. Shri Dulal Medhi, Sr.A.A.	1. Establishment matter of Assam House/Bhawan, Shillong/New Delhi. 2. Establishment matters of State Guest House. 3. Booking of Assam Houses. 4. Misc RTI matters.
	2. Md. Ashrif Ullah Sr.A.A.	1. Matter relating to Circuit House Management Committee.
	3. Shri Pankaj Sharma, DEO	1. Online Booking of Circuit Houses.

6. Establishment Division		
(A) Divisional Commissioner/DC/SDO(C)/GAD/EPABX		
(B) Assam House/Bhawan		
(C) Directorate		
Name of Suplt.	Name of Assistant	Tasks assigned
Smti Himani Devi.	1. Shri Pratima Dey Purkayastha, Sr.A.A.	1. All establishment matter of the Divisional Commissioners/Deputy Commissioners/ SDO(C) Offices of NAD/UAD/CAD. 2. Appointment on Compassionate Ground.
Shri R. Baruah	2. Smti Jumi Bora, Sr.A.A.	1. Establishment matter of GAD/EPABX/ Drivers of GAD including health checkup of Drivers. 2. MISC matters. 3. Different communications from C.M. Sectt.
	3. Smti Sabita Phukan, Sr.A.A.	1. Establishment matters of Assam House, Kolkata/Vellore/Chennai 2. MACT Cases. 3. Misc Assembly Matters.
Shri Lakhi Kanta Das	4. Shri Jyotikon Sutradhar, Sr.A.A.	1. All establishment matter of the Divisional Commissioners/Deputy Commissioners/ SDO(C) Offices LAD/BVD.
	5. Shri Sanjib Sharma, Sr.A.A.	1. Establishment matters of Assam Bhawan, Mumbai.
Shri R. Baruah	6. Shri Prasanta Mena, Jr.A.A.	1. Matter relating to Rajya Sainik Board and Directorate of Sainik Welfare. 2. Assam Right to Public Service Act, 2012.
	7. Shri Mohan Baruah, Jr.A.A.	1. Different communications from Govt. of India. 2. Creation of Districts/Divisions/ Sub-Division.

7. Financial Management Division

Name of Supdt.	Name of Assistant	Tasks assigned
Smti Himani Devi.	1. Shri Amitabh Goswami, Sr.A.A.	1. Allotment & Preparation of Non-Plan Budget and Ceiling to all DDOs under H/A 2053 & 2070. 2. Matter relating to Reconciliation to AG (Audit), Assam. 3. PAC/AOC matters/DRSC matters. 4. Monthly expenditure statement.
Sri R. Baruah	2. Shri Dilip Saikia, Sr.A.A.	1. Purchase of furniture for O/o the Divisional Commissioner/DC/SDO(C)/Assam Secretariat(C). 2. Payment of P.O. Bills/Helicopter Bill/Air Taxi Bill. 3. Utilization Certificate. 4. Helipad land of Maidamgon, land compensation & allotment of land.
	3. Shri Jyotikon Sutradhar, Sr.A.A.	1. Purchase/ maintenance of Vehicle for O/o the Divisional Commissioner/ DC/SDO(C)/Assam Secretariat(C)/ GAD VIP Pool Vehicles.
	4. Shri Dhrubajyoti Barakoti, Sr.A.A.	1. Payment of Hospitality Bills, Pay Commission/ Finance Commission. 2. P.L. Account.

8. Civil Works Division

Name of Supdt.	Name of Assistant	Tasks assigned
Sri Lakshmi Kanta Das	1. Shri Sanjib Sharma, Sr.A.A.	1. Repairing /Renovation of Govt. Quarters of Staff of Assam Secretariat including IAS Colony. 2. Construction of Circuit Houses.
Smti J. Bismita Devi.	2. Md. Ashrif Ullah, Sr.A.A. 3. Shri Anoj Pagar, Jr.A.A.	1. Preparation & Allotment of Plan, Non-Plan Budget, Administrative Approval of schemes etc., in connection with construction/repairing etc. Building under GAD. Utilization Certificate.

9. Human Resource Management Division

Name of Supdt.	Name of Assistant	Tasks assigned
Sri R. Baruah	1. Shri Amitabh Goswami, Sr.A.A. 2. Shri Sanjib Sharma, T.O.	Preparation of Training Plan & Monitoring on the go Training strategies.

10. Govt. Accommodation & Assets Management Division

Name of Supdt.	Name of Assistant	Tasks assigned
Sri Lakshmi Kanta Das	1. Shri Mahesh Baruah, Jr.A.A. 2. Shri Anoj Pagar, Jr.A.A.	1. Allotment of Govt. Quarter of Staff of Assam Secretariat and other related matter of Govt. Quarter including Electricity Bill. 1. Allotment of Govt. Quarter at IAS Colony, Khanapara. 2. Matter relating to District Administration Employees Associations.
Smti Devi	2. Shri Pankaj Sarma, DEO	1. Matter relating EPABX installation. 2. Installation & Disconnection of Telephone and Payment of Telephone Bills.

Shri Arjun Ch. Haloi, Jr.AA.	1. Diarising & dispatching of all Letters & Files etc., of GA(A) Department.
Shri Pranoy Deori, Jr. A.A.	1. Diarising of letters & Movements of Files etc., of GA(B) Department. 2. Misc Matters as and when allotted.
Shri Dipjyoti Sarma, T.O.	1. Dispatching of all Letters of GA(B) Department. 2. Misc Matters as and when allotted.

Shri Raju Bhattacharjya, Sr. Computer Operator	To Assist (1) Pratima Purkayastha, Sr.A.A (2) Junu Bora, Sr.A.A (3) Sabita Phukan, Sr.A.A. (4) Shri Jyotikon Sutradhar, Sr.A.A. (5) Smti Anrita Barua, Sr.A.A. (6) S. Changsan, Jr.A.A
Smti Niru Borah Baruah, Sr. Computer Operator	To Assist (1) Dulal Medhi, Sr.A.A (2) Babyna Gogoi, Sr.A.A. (3) Dilip Saikia, Sr.A.A. (4) Shri Sanjib Sarma, Sr.A.A (5) Prasanta Mena, Jr.A.A. (6) Shri Mohan Barua, Jr.A.A.
Shri Hemen Medhi, Computer Operator	To Assist. (1) Pratima Purkayastha, Sr.A.A (2) Amitabh Goswami, Sr.A.A (3) Md. Ashrif Ullah, Sr.A.A (4) Shri Dhruvajyoti Barkakoti, Sr.A.A. (5) Shri Anoj Pegu, Jr.A.A.

N.B.: Note: 1. RTI Court Cases, Parliamentary Assembly and VIP correspondence/AC & DCC are allotted to the concerned Assistants relating to their own subjects and any other matter as and when allotted.

2. Superintendent will be responsible for the supervision of the functioning of Assistants. However, they will take bearing responsibility for Court Cases, Assembly, V.L.P. references.
3. Until FMS is implemented weekly a/c list will be monitored by superintendents.
4. Superintendent will also be responsible for monitoring their performances on the basis of the Accountability/ Transparency (ATM).
5. Superintendent will ensure that records of monthly staff meetings are maintained and ATR prepared for every meeting.
6. Superintendent will also be the Main Responsibility Officer for maintaining cleanliness in the office.

Sd/ P.K. Tiwari, IAS,
Principal Secretary to the Govt. of Assam,
General Administration Department.

Dated Dispur the 11th November, 2016.

Memo No. GA(A&B) 484/2016/1-A,

1. PS to Principal Secretary, General Administration Department.
2. PS to Commissioner & Secretary, General Administration Department.
3. PS to Secretary, General Administration Department.
4. The Joint Secretaries, General Administration Department
5. The Deputy Secretaries, General Administration Department
6. All Superintendents of General Administration (A&B) Department.
7. All Sr. Assistants of General Administration (A&B) Department.

By order etc.,

Joint Secretary to the Govt. of Assam,
General Administration Department.