

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

No. GAG(B)311/2011/80-

Dated Dispur the 5<sup>th</sup> September, 2016.

**OFFICE ORDER**

In supersession of earlier Office Order issued by No. GAG(B)311/2011/39 dated 06/07/2016 and consequent upon joining of Shri Tej Prasad Bhushal, ACS and Shri Brojen Chandra Das, ACS as Joint Secretary, General Administration Department, the works of the General Administration Department are hereby allotted among the Officers, General Administration Department and the in terms of the Rule of Executive Business 1960 as indicate below:-

Sl. No.	Name of Officer	Works/ Subject allotted
1	Shri Guni Dutta Laskar, ACS, Addl. Secretary, GAD	<ol style="list-style-type: none"> <li>1. Protocol Matters: Declaration of State Guest, reception, accommodation, transportation etc. of State Guests. Swearing in Ceremony of Governor, Council of Ministers etc.</li> <li>2. Warrant of precedence.</li> <li>3. Observation of Various Divas including National Days.</li> <li>4. Condolence meeting on death of High Dignitaries.</li> <li>5. Preparation of Holiday List including National/Office Holidays.</li> <li>6. Payment of Helicopter/Airlift/Air Taxi Bills.</li> <li>7. Preparation of State Guest Rules and Protocol Manual.</li> <li>8. All matters relating of State Guest House other than accommodation.</li> <li>9. Payment of POI bills of VIP Cars.</li> <li>10. Purchase and maintenance of VIP Cars.</li> <li>11. Re-imbusement of current and outstanding Telephone bills.</li> <li>12. Allocation &amp; preparation of Non Plan Budget and Ceiling to all DDOs under LPA "2053" &amp; "2070" for payment of Salary, wages, T.E, O.E etc., for Divisional Commissioners, Deputy Commissioners, Sub-Divisional Office (Civil) establishment.</li> <li>13. Repairing of Govt. quarters including Hon'ble Chief Minister, other Minister, Sr. Officer' quarter at IAS Colony, Khanapara and Officers and Staff quarters of Assam Secretariat.</li> <li>14. Payment of Hospitality bills of State Guest etc.</li> <li>15. Installation and disconnection of telephone.</li> <li>16. Allotment of Govt. quarters to Officers &amp; Staff including at IAS Colony.</li> <li>17. Assembly matters.</li> <li>18. Preparation of Governor's Speech for republic Day and Chief Minister's Speech for Independence Day.</li> <li>19. ICI matters.</li> </ol>
	Shri Brojen Chandra Das, ACS, Joint Secretary, GAD	<ol style="list-style-type: none"> <li>1. Matter relating to online booking of accommodation in Assam Bhawans, Assam Houses and Circuit Houses.</li> <li>2. Matter relating to Circuit House Management Society (CHMC)</li> <li>3. Institutional mechanism for the inspection of Offices.</li> <li>4. Online system for tours and inspection.</li> <li>5. Management Information system for DC/SDO office.</li> <li>6. Integrated workspace Management.</li> <li>7. Training and capacity building of employees.</li> <li>8. Establishment matters of Assam Houses/Bhawans of New Delhi, Mumbai, Kolkata and Shillong and other Bhawans.</li> <li>9. Convening of DGSP Conference.</li> <li>10. Assets Management system.</li> <li>11. Human Resource Management System.</li> <li>12. High Courts matters.</li> <li>13. MACT Cases.</li> </ol>
	Shri Tej Prasad Bhushal, ACS, Joint Secretary, GAD	<ol style="list-style-type: none"> <li>1. Chief Minister's Best Community Action Award for Developments- Selection of Awardees as per the</li> </ol>

	<p>recommendation of the District level Committees.</p> <ol style="list-style-type: none"> <li>2. Matters relating to permission of Puja, Divas at Capital Complex.</li> <li>3. Permission for use of open space in the Sectt. Complex.</li> <li>4. Construction/repair of Office Building and residential buildings of Divisional Commissioners/D.Cs/ SDO(Civil)/ Circuit Houses and Assam Bhawans through PWD.</li> <li>5. Matters relating to EPABX installation</li> <li>6. All establishment matters of the O/O the Divisional Commissioners/Deputy Commissioners and Sub-Divisional Officer (Civil)</li> <li>7. Pension/Leave encasement and Gratuity, medical reimbursement of the employees of Divisional Commissioner/ Deputy Commissioner/ Sub-Divisional Officer (Civil) office.</li> <li>8. Purchasing of furniture of the Offices of the Divisional Commissioner, Deputy Commissioners &amp; Sub-Divisional Officer (Civil) and Assam Secretariat.</li> <li>9. Matters relating Circuit House Estt/ Electricity Charges.</li> <li>10. Matters relating to the Creation of new District &amp; Sub-Divisions.</li> <li>11. Land compensation &amp; land allotment matters for construction of District administration buildings.</li> <li>12. MACT Cases.</li> <li>13. High Court matters.</li> <li>14. Audit/Reconciliation of Appropriate Accounts and submission of pending UC and DCC Bill to Accountant General.</li> <li>15. PAC/DRSC matters.</li> </ol>
<p>Shri Kanthi Samah, Deputy Secretary, GAD</p>	<ol style="list-style-type: none"> <li>1. Settlement of Land dispute at Helipad at Maldamgaon.</li> <li>2. Matters relating to Issuance of Licence of Cinema Halls, Video-Hall, Cable TV etc.</li> <li>3. Matters of Rajya Sainik Board and Directorate of Sainik Welfare.</li> <li>4. Matters relating to Census of India/Directorate of Census: Issuance of Notification for conduct of Census, NPR etc., Release of fund for Census works as per the proposal receipt from the Director Census Operations.</li> <li>5. Establishment matters of Officers and Staff of GAD, VIP(Pool) Drivers.</li> <li>6. Medical Reimbursement.</li> <li>7. Matters relating to appointment on compassionate ground.</li> </ol>

Shri Guru Datta Laskar, ACS, Additional Secretary to the Govt. of Assam, will put up files to Shri Sanat Kalita, Commissioner & Secretary, GAD.

Shri Profen Ch. Das, ACS, Joint Secretary to the Govt. of Assam, will put up files to Principal Secretary, GAD.

Shri Tej Prasad Bhattachal, ACS, Joint Secretary to the Govt. of Assam, will put up files to Shri H. R. Saund, Commissioner & Secretary, GAD.

Shri Kanthi Samah, Deputy Secretary to the Govt. of Assam, will put up the files to Shri A. Samah, Secretary, GAD.

Commissioner & Secretaries and Secretary need not put up files to Principal Secretary in respect of works allotted to them except if it is required to do so under DEP Rules or some other Government orders or if they deem it necessary to bring a particular matter to the notice of Principal Secretary.

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


Lab No: GAC(B)311/2011/80-20 - A

Dated Dispor the 5<sup>th</sup> September, 2016.

Copy to:

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

By order:

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