



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

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No. 418458/02

Dated Dispur, the ↓

OFFICE MEMORANDUM

Sub : Guidelines for Administrative Duties of All District Commissioners.

The nature and demand of services expected from the district level administration in the State has been fast evolving into more dynamic and time-bound multi-tasking implementation schedules in a mission-mode flagship programmes of both the State and Central Government. It is also seen that the District Commissioners (DCs) are often flooded with invitations to attend public meetings and functions that are not directly related to their core functioning as part of the State machinery. Hence, it is high time for the DCs to keep this point in mind while prioritizing the time in such a way that quality time and undivided attention invested in the core functions of the Government.

In view of the above, and in the interest of public service, the Governor of Assam is pleased to issue the following instructions to DCs so as to enable them in performing the assigned responsibilities in a more focused manner and help implementation of various flagship Schemes in a time bound manner:

1. All Meetings (in-person/virtual) taken by Hon'ble Chief Minister and their follow-up action, including meetings taken by Chief Secretary/CMO, shall be the top priority. While this work is implemented by the dedicated team, the personal attention and involvement of DCs is inevitable.
2. In all other State level meetings where the presence of District administration is required, if DC has a conflict of meetings arising out of above schedules as mentioned at para.1 above, DC may depute one Additional District Commissioner (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.
3. 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. The District Commissioner 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 the District Commissioner is specifically required by the Chief Secretary, he may attend such meeting.
4. DCs are required to convene meetings of all line departments under its jurisdiction regularly in his office and he must remain in close contact with all district level officers. He shall not delegate the meetings to his ADCs routinely, and he can do rare cases when it is only unavoidable, with a clear assessment, proper briefing and tasking to the concerned ADC.
5. DCs will so far as possible, avoid attending functions organized by public organizations, especially on working days, where he is invited as chief guest or guest of honour unless it is cleared by the office of the Hon'ble Chief Minister. This is in the interest of ensuring the availability of DCs in the office to expedite the priority works, and also to ensure his meeting with the public visiting him from nook and corner of the district.
6. DCs should meet all the visitors either by himself or with the help of his subordinate officers regularly.
7. Presence of DCs in various social functions such as dinners and lunches unless it is close family friends or relative, should be avoided.
8. Inspection of the branches, revenue circles, district level line department offices and ongoing development projects is of utmost importance. DC will make all endeavours to convert his office, as one of the model offices in the State, right from the office environment, work culture, routine attendance of subordinate employees etc.
9. Entry of middle-men/dalals/other suspicious people into the office of the DCs, including all Government offices in the field should be completely prohibited.

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10. When DC is required to meet any senior officers visiting the Districts for discharge of official duties, he may seek a convenient time from such visiting officers in a manner so that the work in his own office is not disturbed and general people are not returned unheard and disappointed.

All DCs are required to adhere to the above guidelines in the entirety of the spirit as explained above and ensure focused attention to the core government priorities, functions, and programmes. These guidelines shall be implemented with immediate effect.

Signed by

M S Manivannan

Commissioner & Secretary to the Government,
General Administration Department.

Date: 30-12-2023 19:04:04

Memo e-File No. 418458/02 -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. All District Commissioners.
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.,

Signed by

Bimal Deka

Date: 30-12-2023 19:16:33

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