

**GOVT OF ASSAM  
GENERAL ADMINISTRATION(B) DEPARTMENT  
DISPUR, GUWAHATI 6**

No GAG(B)311/2011/88

Date Dispur the 3rd April, 2017

**OFFICE ORDER**

In supersession of earlier Office issued by No GAG(B)311/2011/80, dt 5<sup>th</sup> September, 2016 and consequent upon joining of Mrs Kimee Changsan, 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 terms of the Rule of Executive Business 1960 as indicate below -

| Sl. No | Name of Officer                                       | Works / Subject allotted   |
|--------|---|--|
| 1      | Shri Guru Dutta Laskar,<br>ACS, Addl. Secretary, GAD  | <ol style="list-style-type: none"> <li>1 Protocol Matters</li> <li>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 POL 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 H/A "2053" &amp; "2070" for payment of Salary, Wages, TE, OE 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 RTI matters</li> </ol> |
| 2      | Shri Brojen Chandra Das,<br>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 DC/SP Conference</li> <li>10 Accots Management system</li> </ol>   |

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|   |   | 15 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  |
|   |   | 16 Establishment matters of Officers and Staff of GAD, VIP(Pool) Drivers   |
|   |   | 17 Medical Re-imburement   |
|   |   | 18 <u>Matters relating to appointment on compassionate ground</u>  |
| 3 | <b>Shri Tej Prasad Bhushal, ACS, Joint Secretary, GAD</b> | 1 Chief Minister's Best Community Action Award for Development Selection of Awardees as per the recommendation of the District level Committees<br>2 Matters relating to permission of Puja Divas at Capital Complex<br>3 Permission for use of open space in the Secretariat Complex<br>4 Construction / repair of Office Building and residential buildings of Divisional Commissioners / DCs / SD(Civil) / Circuit Houses and Assam Bhawans through PWD<br>5 Matters relating to PABX installation<br>6 All establishment matters of the O/o the Divisional Commissioners / Deputy Commissioners and Sub-Divisional Officer (Civil)<br>7 Pension / Leave encashment and Gratuity, Medical re-imburement of the employees of Divisional Commissioner / Deputy Commissioner / Sub Divisional Officer (Civil) Office<br>8 Purchasing of furniture of the Offices of the Divisional Commissioner, Deputy Commissioners & Sub-Divisional Officer (Civil) and Assam Secretariat<br>9 Matter relating Circuit House Esst / Electricity Charges<br>10 Matters relating to the Creation of new District & Sub Divisions<br>11 Land compensation & land allotment matters for construction of District administration buildings<br>12 MACT Cases<br>13 High Court matters<br>14 Audit / Reconciliation of Appropriate Accounts and submission of pending UC and DCC Bill to Accountant General<br>15 PAC / DRSC matters |
| 4 | <b>Smti Kinnei Changsan, ACS, Joint Secretary, GAD</b>    | 1 Matters relating to issuance of Licence of Cinema Halls, Video Hall, Cable TV etc<br>2 Matters of Rajya Sank Board and Directorate of Sank Welfare   |

Shri Guru Dutta Askar, ACS, Additional Secretary to the Govt of Assam, will put up files to Ahmed Hussain, IAS, Commissioner & Secretary, GAD

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

Shri Tej Prasad Bhushal, ACS, Joint Secretary to the Govt of Assam, will put up files to Ahmed Hussain, IAS, Commissioner & Secretary, GAD

Smti Kinnei Changsan, ACS, Joint Secretary to the Govt of Assam will put up the files to Shri A Baruah 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 DFP Rules or some other Government orders or if they deem it necessary to bring a particular matter to the notice of Department

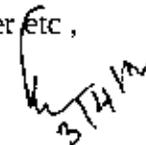
Mem o No GAG(B)311/2011/88-A

Dated Dispur the, 3<sup>rd</sup> April,2017

Copy to -

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

By order etc ,



Joint Secretary to the Govt of Assam,  
General Administration Department

3/4/17