

GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION DEPARTMENT, DISPUR
(GAZETTED CELL)

No.SAE.120/2014/37

Dated Dispur, the 16th November, 2017.

OFFICE ORDER

In supercession of all the earlier Office Orders relating to distribution of the works amongst the officers of the Secretariat Administration Department mentioned below, the following arrangement is hereby made with immediate effect and until further orders:

<u>Names of officers</u>	<u>List of allotted works</u>
1. Smti. Purabi Sonowal, IAS Secretary	1. Matter relating to GPF, Medical Reimbursement, leave, fixation of Pay & Pension matters of Gazetted Staff, Non-Gazetted Staff and Stenographers. 2. Matter relating to Secretariat Administration (Accounts) Deptt.
2. Shri Ranjan Chakravartty, IAS Secretary	1. Matter relating to e-Office, FMS/SLPO. 2. Matter relating to HRMS. 3. Matter relating to SA(Record & Library) 4. Matter relating to Director of Archives. 5. Training and capacity building of officials in the Secretariat. 6. Any other matter allotted from time to time.
3. Shri Dhiraj Choudhury, ACS Addl. Secretary.	1. Matter relating to Budget speech implementation. 2. Assembly matter. 3. Assembly Committee matter. 4. Compassionate family pension. 5. Population policy. 6. PRANAM Act. 7. Any other works allotted from time to time.
4. Sri Hem Kanti Nath, ACS Joint Secretary	(1) Office accommodation of Ministers, Parliamentary Secretaries and officers. (2) Audits matters. (3) Matters relating to S.A (Accounts). (4) Employees Association matters. (5) Electrical safety audit (6) Energy efficiency in the Secretariat. (7) Nodal Officer for E-governance Projects – Secretariat E-Pass and Asset Management. (8) Nodal Officer for Disaster Management and Fire Safety Audit. (9) Assembly matters. (10) High Court Cases / Other Court Cases / Tribunal Cases (11) Nodal Officer for persons with Disability(PWD). (12) Any other matter allotted from time to time.
5. Smti. Bandana Choudhury, ACS, Joint Secretary	(1) Creation and retention of Posts of SA(E) Department (Grade. IV Staff), (2) All establishment Matters of Grade. IV staff of Peons / Chowkidars / Malis / Sweepers including transfer, posting and recruitment. (3) All court cases & D.Ps relating to Grade IV staff, (4) Procurement matters and ASIDC matters. (5) Sanction of GPF, Pension / Medical reimbursement / Fixation of pay / conveyance allowance etc. of Grade IV Staff. (6) Audit Matters. (7) SPIO. (8) Issue of I-Cards. (9) Waste management. (10) Workspace management and comprehensive database on room-wise equipments, furniture etc.

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6. Sri Mukul Kumar Saikia,
ACS, Joint Secretary

- (1) Establishment matter of Jr.A.A/Sr.A.A & Computer Operators (Recruitment, Promotion, Transfer etc.)
- (2) Vehicle Cell. Preparation of comprehensive database on vehicles.
- (3) Matters related to proper functioning of the electrical systems in the Secretariat building and electrical safety audit.
- (4) Proper and efficient furnishing and functionality of all the Conference Halls in the Secretariat.
- (5) Training and Capacity building of officials in the Secretariat
- (6) Matter relating to SA(Record & Library)
- (7) Matter relating to Director of Archives.
- (8) Matter relating to HRMS.
- (9) Matter relating to e-Office, FMS/SLPO.
- (10) Any other matter allotted from time to time.

5. Shri S.N. Pathak
Joint Secretary

- (1) All Establishment matters of S.A. (Gazetted Cell & P.F Cell) Department including recruitment / D.P/Court Cases
- (2) All Establishment matters of Stenographers (recruitment, promotion, transfer etc.), including D.P / Court Cases.
- (3) All Assembly matters.
- (4) Creation of Gazetted Post.
- (5) All RTI matters.
- (6) Grant of leave in respect of Gazetted Staff and Stenographers.
- (7) All Medical Reimbursement bill of Gazetted Staff and Stenographers.
- (8) Creation and retention of posts of SA (E) Department (Gazetted Cell),
- (9) High Court Cases / Other Court Cases / Tribunal Cases (Subject-wise),
- (10) Disciplinary Proceeding cases of Gazetted & Non Gazetted Staff of S.A (E) Department.

7. Sri Nityananda Boro,
Under Secretary

- (1) Matters relating to GPF / Pension / Medical reimbursement bill / Fixation of pay/Light Refreshment bills/ Conveyance allowance etc. of Gazetted Staff / Stenographers / Non Gazetted Staff of SA (E) & Gazetted Cell Department,
- (2) All Assembly matters relating to Gazetted Cell / SA (E) Department,
- (3) Creation and retention of Gazetted Post / Non Gazetted Post,
- (4) All RTI matters relating to SAD,
- (5) Grant of leave in respect of Gazetted Staff & Stenographers / Non Gazetted Staff of S.A (Gazetted Cell) Department and S.A (E) Department
- (6) Matter relating to Roneo Section,
- (7) House building / Motor Car / Motor Cycle / Cycle Advance,
- (8) SPIO,
- (9) Issue of NOC for Indian Passport for Gazetted Officers / Non-Gazetted officers,
- (10) Any other works not specially allotted to Joint Secretary / Deputy Secretary,
- (11) Any other matters allotted for time to time. He will put up files directly to Secretary.

8. Shri Manohar Mandal,
Under Secretary

- (1) Function as DDO of Secretariat Admn. (Accounts) Department in respect of the following Head of Accounts for drawing and disbursement of Salary, T.A.,
Medical, GPF GIS, Leave:
"3451" Secretariat economics Service,
"2251" Secretariat Social Service,
"2013" Council of Minister,
- (2) Encasement, Arrear Salary, LTC, TDS deduction, Income Tax matter.
- (3) NOC against Bank loan etc., in addition to works relating to drawing and disbursement of expenditure in respect of various departments of

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9. Sri Kamal Ch. Kalita,
Under Secretary

Function as DDO of Secretariat Admn. (Accounts) Department in respect of Head of Account "2052" Secretariat General Service relating to Drawing and disbursement of Salary, T.A., Medical bills, Arrear Pay, LTC, issuance ceiling establishment matter, RTI etc.,

In the event of absence of any officer, files pertaining to his/her allotted matters shall be moved to his/her immediate senior officer to whom the subject has been allotted.

→ All files of the Department shall be routed through Commissioner & Secretary, SAD.

The files should be disposed of at the level of Commissioner & Secretary unless approval of Principal Secretary is required as Senior most Secretary in accordance with DFP Rules or other Govt. instructions.

However, all files relating to Directorate of Archives shall be put up to Principal Secretary through the Secretary and the Commissioner & Secretary, SAD.

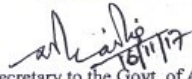
Sd/- A. Hussain, IAS
Commissioner & Secretary to the Govt. of Assam
Secretariat Administration Department

Memo No. SAE.120/2014/37-A
Copy to:

Dated Dispur, the 16th November, 2017.

1. P.S. to the Principal Secretary, Secretariat Administration Department, Dispur.
2. P.S. to the Commissioner & Secretary, Secretariat Administration Department, Dispur.
3. P.S. to Secretary, Secretariat Administration Department, Dispur.
4. The Additional Secretaries, Secretariat Administration Department, Dispur.
5. The Joint Secretary, Secretariat Administration Department, Dispur.
6. The Deputy Secretaries, Secretariat Administration Department, Dispur.
7. The Under Secretaries, Secretariat Administration Department, Dispur.
8. All Superintendents of Secretariat Administration Department, Dispur.
9. Concerned Office Files.

By order etc.


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