

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (SECTT ESTT.) DEPARTMENT
DISPUR ::: GUWAHATI-6

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

File No.S(E)113/2021/3

Dated Dispur, the 11th Oct, 2021

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

In pursuance of Administrative Reforms and Training Department's Notification No.AR.44/2018/Pt.26/13 dated 20th July,2021 and as per the approval of Administrative Reforms, Training, Pension & Public Grievances Department, the coding of various Branches of Secretariat Administration Department under General Administration Department has been changed as follows :

Sl No.	Old Name of the Department/Branches	Old initial for file Numbers and letters	New name of the Department/Branches	New Initial for file Numbers and Letters
1	Secretariat Administration(Establishment) Department	S(E)	General Administration(Secretariat Establishment) Department	G.A.(SE).
2	Secretariat Administration(Account) Department	S(A)	General Administration(Secretariat Accounts) Department	G.A.(SA).
3	Secretariat Administration(Gazetted Cell/Pay Fixation Cell) Department	SAE	General Administration(Secretariat Gazetted Cell/Pay Fixation Cell) Department	G.A.(SAE).
4	Secretariat Administration(Nazarat) Department	S(N)	General Administration(Secretariat Nazarat) Department	G.A.(SN).
5	Secretariat Administration(Issue Branch) Department	S(IB)	General Administration(Secretariat Issue Branch) Department	G.A (SIB).
6	Secretariat Administration(Vehicle Cell) Department	S(E)	General Administration(Secretariat Vehicle Cell) Department	G.A.(SVC)
7	Secretariat Administration (Record & Library) Department	R.	General Administration (Secretariat Record & Library) Department	G.A.(SRL)
8	Secretariat Administration(Duplicating Section) Department	S(E)	General Administration(Secretariat Duplicating Section) Department	G.A.(SDS)
9	Secretariat Administration(Gana Sewa Bhawan) Department	S(E)	General Administration(Secretariat Gana Sewa Bhawan) Department	G.A.(SGB)

All future correspondences will be made in the new coding as stated above for respective Branches of General Administration Department.

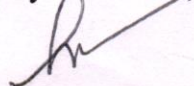
This will come into force with immediate effect.

Sd/- M.S. Manivannan,IAS
Commissioner & Secretary to the Govt. of Assam,
General Administration Department.

Copy to :-

1. Accountant General, Assam, Maidamgaon, Beltola, Ghy-29
2. The Commissioner to the Governor of Assam.
3. PPS to Hon'ble Chief Minister, Assam for kind appraisal of Chief Minister, Assam.
4. SO to the Chief Secretary, Assam for kind appraisal of Chief Secretary, Assam.
5. All Divisional Commissioner, Assam.
6. All Deputy Commissioners & Sub-Divisional Officers.
7. P.S. to Commissioner & Secretary to the Govt. of Assam, Secretariat Administration Deptt., Dispur for kind appraisal of Commissioner & Secretary.
8. P.A. to Secretary to the Govt. of Assam, Secretariat Administration Deptt., Dispur for kind appraisal of Secretary.
9. All the Departments/Establishments of Assam Secretariat
10. All the Branches under General Administration Department.
11. Administrative Reforms, Training, Pension & Public Grievances Department in reference to U/O No. AR/75/2021 dtd 15-09-2021.
12. The Superintendent of Assam Govt. Press for favour of publication in the next issue of the Assam Gazette and submit 20 set of the said Gazette
13. Office Copy/Guard File

By order etc.,



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