

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

**ORDERS BY THE GOVERNOR OF ASSAM
OFFICE MEMORANDUM**

No.ECF-No.458412/104

Dated, Dispur the th October, 2024.

SUBJECT: Revised delegation of power to the newly created Co-Districts.

In partial modification to this department's earlier OM issued vide **No.ECF-No.458412/15 Dated 15-03-2024 and No.ECF-No.458412/103 Dated 01-10-2024**, the Governor of Assam is pleased to delegate the following powers to the Co-District Commissioner of newly created Co-Districts in respect of different functional branches shown as under against the subjects as indicated herein, so as to ensure smooth functioning of the Co-Districts: -

1. Revenue and Disaster Management: -

A. RKG Branch: -

- i. Cases pertaining to Record Correction and map correction.
- ii. Appeal against the order of the Circle Officer for cases regarding mutation and cancellation of mutation involving more than 3 years.

B. Disaster Management: -

- i. Formulate Co-district Disaster plan.
- ii. Approve SDRF proposals of the Sub District and place in the DDMA.
- iii. Disaster related procurements.

C. Revenue Collection: -

- i. Appointment of Gaon Pradhan.
- ii. Approval of Doul and revenue collection.
- iii. Re-classification of Agricultural Land up to 1 Bigha.
- iv. Convene Land Advisory Committee.
- v. Convene Co-District Level committee meeting for reclassification of Agricultural Land above 1 Bigha.
- vi. Conversion AC to PP and AP to PP for rural areas.
- vii. Issue of NOC for land sale permission except for Kamrup(M) and Kamrup .
- viii. Appointment of Mouzadar.
- ix. Transfer of Land Record Assistant within Co-district.

D. Land Reform Branch: -

- i. Matters related to Tenancy Act, Urban Land Ceiling Act etc.

2. Magistracy and General Administration: -

- i. Issue Permanent Resident Certificate, Non-Creamy Layer, Next-of-Kin, Caste Certificate, Permission for Delayed Birth Certificate and Permission for Delayed Death Certificate.
- ii. Permission for Fairs, Events etc.
- iii. Approval for Registration of Society.
- iv. Executive Magistrate Powers as per Criminal Procedure Code, 1973 and Bharatiya Nagarik Suraksha Sanhita (when applicable).
- v. The Co-Districts shall take care of VIP movements and Government events within their own jurisdiction. (VVIP movements of Hon'ble President of India, Hon'ble Vice-President of India, Hon'ble Union Home Minister, Hon'ble Governor of Assam and Hon'ble Chief Minister of Assam shall be coordinated from District Headquarter).
- vi. Administrative Control over all staff functioning in all line departments of the Co-district.

3. Bakijai: -

- (i) CDC to have powers of certificate officer as defined under section 3(3) of Bengal Public Demands Recovery Act, 1913.

4. Transformation and Development: -

- (i) All matters relating to Axom Darshan, AAGY, MPLADS and MLALADS.
- (ii) Implementation of projects under Untied funds without upper limit instead of up to Rs. 2 Crore as notified earlier.
- (iii) Orunodoi.
- (iv) Matters pertaining to ITDP and Development boards for Schedule Caste, Schedule Tribes and OBC.
- (v) Co-District Development Committee for monitoring & implementation of schemes pertaining to all line Department.

5. Personnel Branch: -

- (i) Matters relating to preparation of Salary Bill, Taxation, salary statements, Form-16, DDO matters, loan, acquittance roll, medical re-imburement, TE/TA, budget, audit objection and compliance, MMLSAY, Subsistence allowance, approval of all kinds of leave and Service Books relating to the employees/staff working under the establishment of the Co-District.

6. Food, PD & CA Branch: -

- (i) Entry, addition, deletion, transfer and modification etc., of ration cards including district transfer through RCMS.
- (ii) FP shop transfer through RCMS.
- (iii) License to FP Shops under APDO.
- (iv) Suspension/cancellation of license of Shops and GPSS.
- (v) Kerosene allotment.
- (vi) Lifting order for Mid-Day Meal.

7. Excise: -

- (i) Enforcement drive, Raid, Patrolling duties, Naka Checking, Search, Seizure.
- (ii) Issuance of temporary bar license and extension of timing permission.
- (iii) Issuance of Retail Permit for MCT (Military Canteen Tenant), Receipt of

Offline Revenue for Military Canteen Tenant only.

- (iv) Issue of Retail Pass for IMFL Off, IMFL On, Club on and Country Spirit Retail Shops.
- (v) Physical Verification of sites after applying for new IMFL Off/On and Country Spirit Retail Shops and Wholesale Warehouse.
- (vi) Submission of monthly revenue (offline), detection, consumption of Retail shops within Co-district.

8. Panchayat and Rural Development: -

- i. Approval of annual action plan for GPs and Aps.
- ii. Selection and recommendation of schemes under MGNREGA.
- iii. Monitoring of implementation of all departmental schemes like MGNREGA, PMAY(G), NSAP, ASRLM etc.

9. Supervisory role of District Commissioner over the Co-district:

- (i) The District Commissioner will have the overall power for supervision/monitor of the Govt. programmes/projects/schemes within the Co-districts under respective jurisdiction.
- (ii) To chair the monthly review meeting.
- (iii) To chair all meeting wherein, District Commissioner is the Chairman of such Committee.
- (iv) Maintenance of law & order.
- (v) The CDC of the Co-district, shall report to the District Commissioner in regards to the all-Govt. programmes/projects/schemes etc. However, District Commissioner shall not interfere the day-to-day functioning and works of Co-districts.

10. Any other powers delegated by the Government of Assam from time to time.

The respective Administrative Departments will issue necessary notification/orders from their end in accordance with this OM.

This OM has been issued with the approval of Competent Authority.

Signed by

M S Manivannan

Date: 11-10-2024 08:29:20

(M.S. Manivannan, IAS)

**Commissioner & Secretary to the Government of Assam
General Administration Department.**

Memo ECF-No.458412/104-A

Dated: th October, 2024.

Copy forwarded for information & necessary action to:-

- 1. The P.P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of the Hon'ble Chief Minister.

2. The Secretary, Co-ordination, office of the Chief Secretary, Assam for favor of kind appraisal of the Chief Secretary.
3. All Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam, All Administrative Department.
4. The Principal Secretary, BTC/Karbi - Anglong Autonomous Council / N.C. Hills.
5. All District Commissioners.
6. The Co- District Commissioner, i/c.....Co-District.
7. The P.S. to the Hon'ble Minister, G.A Department for kind appraisal of the Minister.
8. The Director, Assam Government Press, Bamunimaidam, Guwahati-21 for publication of this Office Memorandum in the next issue of the Assam Gazette with request to supply 300 copies to the Department immediately.

By order etc.,

Signed by

Pranjit Gogoi

Secretary to the Government of Assam
General Administration Department.

Date: 14-10-2024 10:43:17

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

Addendum

No.ECF-No.458412/117

Dated, Dispur the 9th January, 2025.

SUBJECT: **Revised delegation of power to the newly created Co-Districts.**

In continuation to this department's OM issued vide **No. No.ECF-No.458412/104 Dated 11-10-2024**, the Governor of Assam is pleased to delegate the following power to the Co-District Commissioner of newly created Co-Districts in addition to the earlier allotted subjects in respect of Panchayat and Rural Development Branch for smooth functioning of the Co-Districts:

1. Conduct of Panchayat Election.

This OM has been issued with the approval of Competent Authority.

Signed by M.s. Manivannan

Date: 09-01-2025 09:39:08

(M.S. Manivannan, IAS)
**Commissioner & Secretary to the Government of Assam
General Administration Department.**

Memo ECF-No.458412/117-A

Copy forwarded for information & necessary action to:-

1. The P.P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of the Hon'ble Chief Minister.
2. The Secretary, Co-ordination, office of the Chief Secretary, Assam for favor of kind appraisal of the Chief Secretary.
3. All Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam, All Administrative Department.
4. The Principal Secretary, BTC/Karbi - Anglong Autonomous Council / N.C. Hills.
5. All District Commissioners.
6. The Co- District Commissioner, i/c Co-District.
7. The P.S. to the Hon'ble Minister, G.A Department for kind appraisal of the Minister.
8. The Director, Assam Government Press, Bamunimaidam, Guwahati-21 for publication of this Office Memorandum in the next issue of the Assam Gazette with request to supply 300 copies to the Department immediately.

By order etc.,

Signed by

Pranjit Gogoi
Secretary to the Government of Assam
General Administration Department.
Date: 09-01-2025 10:42:12

GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL:: A)
ASSAM SECRETARIAT (CIVIL) DISPUR
GUWAHATI: 781006

No.ECF.837757/3

Dated Dispur, the 3rd Sept, 2026

EXECUTIVE ORDER

Subject: Ensuring full-fledged and effective functioning of Co-Districts.

The Hon'ble State Cabinet has recently deliberated upon the operationalization of the Co-District Commissioner (CDC) institution across the State and emphasized the imperative need for their early, full-fledged and seamless functioning in the field.

The post of Co-District Commissioner is a high-priority, full-time assignment that requires dedicated focus across the entire spectrum of local administration, including maintenance of law and order within the jurisdiction, monitoring and expedited implementation of developmental schemes and infrastructure projects, citizen-centric service delivery and grievance redressal within the respective Co-District.

In view of the above, it is hereby clarified that-

1. **The Co-District Commissioner shall function as the full-time administrative head of the respective Co-District and devote his/her entire time and attention to the administration and development of the Co-District.**
2. **Concerned District Commissioner shall not entrust the Co-District Commissioner with any duties, responsibilities or assignments outside the jurisdiction of the respective Co-District. Any exception to this arrangement shall require specific authorisation of the Government in exceptional circumstances.**
3. **All District Commissioners shall review the existing work allocations immediately and ensure strict compliance with the above directions.**

Digitally signed by
VIRENDRA MITTAL
 Date: 03-09-2026
 13:41:01

(Virendra Mittal, IAS)
 Commissioner & Secretary,
 Govt. of Assam,
 Personnel Department

Memo No.ECF. 837757/3-A

Dated Dispur, the 3rd Sept, 2026

Copy to:-

1. The Accountant General, Assam, Guwahati-29.
2. The Chairman, Assam Administrative Tribunal, Guwahati.
3. The Chairman, Assam Board of Revenue, Guwahati.
4. The Addl. Chief Secretary to the Hon'ble Chief Minister, Assam.
5. All Spl./ Addl. Chief Secretaries/ Principal Secretaries/Commissioner & Secretaries/ Secretaries to the Govt. of Assam.
6. The Chief Electoral Officer, Assam.
7. The Agriculture Production Commissioner, Assam.
8. The Secretary to the Governor of Assam.
9. The Secretary, Assam Legislative Assembly, Dispur.
10. The P.P.S. to Hon'ble Chief Minister, Assam.
11. All Principal Secretaries of the Autonomous Councils.
12. All District Commissioners/Co- District Commissioners.
13. The Secretary, State Election Commission, Assam.
14. All Heads of Department/Departments of Assam Secretariat.
15. The Deputy Director, Assam Govt. Press, Bamunimoidam, Guwahati

16. The P.S. to Chief Secretary, Assam.
17. The P.S. to State Information Commissioner, Assam.
18. The P.S. to Hon'ble Ministers/Ministers of State.
19. *personnel.assam.gov.in*

By order etc.

**Digitally signed by
SIMANTA KUMAR DAS
Date: 03-09-2026
14:51:22**

Secretary to the Govt. of Assam,
Personnel Department.