



GOVERNMENT OF ASSAM,
SECRETARIAT ADMINISTRATION DEPARTMENT
(GAZETTED CELL)
DISPUR:::GUWAHATI-6

Block-A, 2nd Floor, Janata Bhawabn, sad.assam@gov.in, sad.assam.gov.in

No.SAE.120/2014/82

Dated Dispur, the 17th December, 2019.

Office Order

Consequent upon joining of Sri Deba Prasad Misra, ACS, Additional Secretary to the Govt. of Assam, Secretariat Administration Department, the following works have been allotted with immediate effect until further order.

- 1) Matter relating to procurement of Computer(s), Printer(s), Photostate machine(s) etc.
- 2) Matter relating to e-prastuti, Office Automation.
- 3) All matter relating to Departmental proceedings.
- 4) All matter relating to Court Cases.
- 5) Any other matter as may be entrusted by the higher authority.

All the above matter will be routed through the Secretary to the undersigned for disposals.

Sd/- Dr. M. Angamuthu, IAS
Commissioner & Secretary to the Govt. of Assam
Secretariat Administration Department
Dated Dispur, the 17th December, 2019.

Memo No.SAE.120/2014/82-A

Copy for information and necessary action to :-

1. P.S to Commissioner & Secretary, Secretariat Administration Department for kind appraisal of Commissioner & Secretary.
2. P.S to Secretary, Secretariat Administration Department, Dispur for kind appraisal to the Secretary.
3. Additional Secretary / Deputy Secretary / Under Secretary, SAD.
4. All Superintendents of SA Department.
- ✓ Smti. Chandana Moral, Sr.A.A cum Content Manager. She is requested to upload the Office Order in Official website.
6. Office copy.

By Order etc.

M. Misra
17/12/19
Deputy Secretary to the Govt of Assam.
Secretariat Administration Department.
(Gazetted Cell)