



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



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Meeting on data of posts of all categories in the amalgamated establishments of the Deputy Commissioners with Officials / Senior –Most Senior Assistants of the Personnel Branch of the Offices of the Deputy Commissioners of all Districts held on 27/12/2019

Officials Present : At Annexure-I

At the outset, the Chair welcomed all the officials present and elaborated on the Agenda for the Meeting which encompassed matters related to the cadre strength and preparing of comprehensive database for all categories of posts in the respective establishments and examination of the data sheets of the posts submitted from the respective Deputy Commissioners' Offices.

After detailed discussions, the following observations were made / action points have been suggested :-

1. Lower Assam Division

Sl. No.	Name of DC Office	Observations / Action
1	Kokrajhar	<ul style="list-style-type: none"> Required information received. Soft Copy to be submitted in Excel format.
2	South Salmara-Mankachar	<ul style="list-style-type: none"> Correct retention number against each post creation number need to be submitted.
3	Dhubri	<ul style="list-style-type: none"> No creation number for 2 numbers of posts of sweeper and 1 number post of Jamadar.
4	Chirang	<ul style="list-style-type: none"> Proposal for retention for 2 posts A.O and Driver to be submitted. Soft Copy to be submitted in Excel format.
5	Nalbari	<ul style="list-style-type: none"> Retention numbers are required to be submitted.
6	Bongaigaon	<ul style="list-style-type: none"> Retention number are to be submitted. Soft Copy to be submitted in Excel format.
7	Kamrup (M)	<ul style="list-style-type: none"> Other Head of Accounts required to be submitted in prescribed format. Soft Copy to be submitted in Excel format.

2. Barak Valley Division

Sl. No.	Name of DC Office	Observations / Action
1	Cachar	<ul style="list-style-type: none"> Soft Copy to be submitted in Excel format.
2	Karimganj	<ul style="list-style-type: none"> Retention numbers required to be submitted. Name of the posts in Grade-IV cadre required. Eg. Peon / Chowkider
3	Hailkandi	<ul style="list-style-type: none"> Details of posts in Head of Accounts other than 2053 & 2070 required to be submitted in prescribe format..

3. Upper Assam Division

Sl. No.	Name of DC Office	Observations / Action
1	Sivsagar	<ul style="list-style-type: none"> Retention numbers required to be submitted Soft Copy to be submitted in Excel format.
2	Charaideo	<ul style="list-style-type: none"> Information not as per format. Correct data in prescribed format to be submitted in hard copy. Soft Copy to be submitted in Excel format.
3	Dibrugarh	<ul style="list-style-type: none"> Retention numbers not available, reflects in the CTMIS as permanent.

		<ul style="list-style-type: none"> Retention numbers required to be submitted.
4	Tinsukia	<ul style="list-style-type: none"> Soft Copy to be submitted in Excel format.
5	Golaghat	<ul style="list-style-type: none"> Soft Copy to be submitted in Excel format.
6	Jorhat	<ul style="list-style-type: none"> Information in correct prescribe format required Breakup of the post format in each sanction number required.

4. Central Assam Division

Sl. No.	Name of DC Office	Observations / Action
1	Dima Hasao	<ul style="list-style-type: none"> Total cadre strength required. Revised data required. Soft Copy to be submitted in Excel format.
2	Karbi Anglong	<ul style="list-style-type: none"> Retention and post creation numbers same. Revised data with CTMIS required. Soft Copy to be submitted in Excel format.
3	Morigaon	<ul style="list-style-type: none"> Revised corrected data in prescribe format to be submitted Soft Copy to be submitted in Excel format.
4	West Karbi Anglong	<ul style="list-style-type: none"> Soft Copy to be submitted in Excel format.
5	Hojai	<ul style="list-style-type: none"> Data to be submitted in prescribe format both in Hard copy / soft copy (excel)

5. North Assam Division

Sl. No.	Name of DC Office	Observations / Action
1	Sonitpur	<ul style="list-style-type: none"> Revised / updated data required Soft Copy to be submitted in Excel format.
2	Darrang	<ul style="list-style-type: none"> Head Assistant(1 post) - creation number not stated. Junior Assistant(1 post)- creation number not stated. Driver(2 post)- creation number not stated. Copyist(1 post)- creation number not stated. Peon(1 post) -creation number not stated. Sweeper(1 post) - creation number not stated. Revised/ corrected data in prescribed format required in Hard copy / Soft Copy (Excel).
3	Biswanath	<ul style="list-style-type: none"> Updated CTMIS to be submitted with original signature.
4	Lakhimpur	<ul style="list-style-type: none"> Updated report required to be submitted for posts in other Head of Accounts.
5	Dhemaji	<ul style="list-style-type: none"> Updated Report required for remaining posts in other Head of Accounts. Soft Copy to be submitted in Excel format.

The meeting ended with a vote of thanks from the Chair.

(Shri Bubul Lekharu, ACS)

Joint Secretary to the Government of Assam,
General Administration Department

Memo No. GAG(B).522/2019/7-A

Dated Dispur, the 14th January/2020

Copy to :-

- All Deputy Commissioners, for information and necessary action.
- P.S. to the Commissioner and Secretary to the Government of Assam, General Administration Department, Janata Bhawan, Dispur for kind appraisal of the Commissioner and Secretary.
- P.S. to the Secretary to the Government of Assam, General Administration Department, Janata Bhawan, Dispur for kind appraisal of the Secretary.

By orders etc.,

Joint Secretary to the Government of Assam,
General Administration Department