

Minutes of the Review Meeting held in the Office Chamber of the Secretary to the Govt. of Assam, General Administration Department at 04:00 PM on 08-12-2020.

Members Present:-

At Annexure-I.

Address Note:-

At the outset, The Secretary to the Govt. of Assam, General Administration Department welcomed all present and initiated the discussion.

Discussions and Decisions:-

A thorough discussion was held with the members present regarding the work progress of General Administration Department and the following decisions were arrived upon:-

- 1) The Department to take action for creation of token fund through Contingency Fund/Supplimentary Demand to facilitate re-appropriation for payment of arrear salary of the Directorate of Sainik Welfare.
- 2) The Department to take necessary action for regularization of all Contingency Fund by way of Supplimentary Demand in the ensuing Assembly Session.
- 3) The Department to take necessary action for creation of fund by way of re-appropriation for payment of arrear salary in the District/Circuit House Establishment of the GA/SSA against which token provision is already available.
- 4) The Department to take necessary action for re-appropriation of fund from the GA to SSA (non-entrusted) for creation of budget under SOPD-G/ODS for payment of pending demands. Budget to be re-appropriated from H/A's under which no utilization has been made till date/no AA has been issued till date. Supplimentary Demand option to be taken only if re-appropriation is not possible.
- 5) The Department to take necessary action for purchase of vehicle for the Divisional Commissioners/ Deputy Commissioners/ Sub Divisional Officers & Protocol and arrange for submission of proposal to FD thereof.
- 6) The Department to examine the necessity of continuing the hiring of ATDC Tourist Lodge, Panbazar which was started when the Circuit House, Panbazar was demolished.
- 7) The Department to take necessary action for retrofitting in the Mini Secretariat Office which is proposed to be set up temporarily in a rented accommodation.
- 8) The Department to take necessary action for purchase of furniture for the proposed Mini Secretariat on receipt of proposal.
- 9) The Department to take necessary action to issue letters/reminder to all Deputy Commissioners/Sub Divisional Officers(C) Establishment who have Circuit Houses under their jurisdiction to take steps for registration of Circuit House Management Committee and submission of proposal for release of fund thereof.
- 10) The Department to examine the matter of pending bills of the Science Congress meeting held in Majuli.
- 11) The Department to take necessary action to install EPABX/CCTV in Assam House, Mumbai.

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

Sd/-


(Shri Bharat Bhushan Dev Choudhury, ACS)
Secretary to the Govt. of Assam
General Administration Department
Dated Dispur, the 15th December, 2020

Memo. No.GAG(B)589/2020/1-A

Copy to:-

- 1) All Officers of General Administration Department, Dispur for kind information and necessary action.
- 2) All members present in the meeting for information and necessary action.
- 3) P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur for kind perusal of Commissioner & Secretary.
- 4) P.A. to the Secretary to the Secretary to the Govt of Assam, General Administration Department, Dispur for kind perusal of Secretary.
- 5) All Assistants, Computer Operators of General Administration Department, Dispur for information and necessary action.
- 6) Website of General Administration Department, Assam. (<https://gad.assam.gov.in>).

By order etc.,


Joint Secretary to the Govt. of Assam
General Administration Department

15/12/2020