

**Minutes of the Review Meeting held on 8th October 2020 at 3:00 PM in the
Conference Hall of General Administration Department, Block-A, 2nd Floor,
Janata Bhawan, Dispur.**

Member Present : Annexure-A.

The Chair welcomed the members. At the outset, Shri BB Dev Choudhury, ACS, Secretary, GAD gave a Presentation on the scope of work of General Administration Department and the ongoing activities. Also, Officials of PWD(Building) placed important issues for discussion regarding repair of Government quarters, office chambers at Janata Bhawan etc.

After detailed discussions, the following decisions were taken:

- 1) The Order of Precedence in the Protocol Manual shall be modified in line with that of Government of India, Meghalaya, Tamilnadu, Karnataka, Gujrat, Odisha, J&K.
(Action by: GAD)
- 2) The matter related to consultation with Astrologers for framing of the Govt. Holiday List for 2021 shall be continued as per precedence.
(Action by: GAD)
- 3) The Joint Resident Commissioner, Chennai shall be requested to expedite the process of completion of Assam Bhawan, Bangalore.
(Action by :GAD)
- 4) A model estimate for setting up of Day Care Centre in all districts shall be prepared. Based on the model estimate action will be taken to set up such centres in the districts.
(Action by: GAD & PWD)
- 5) The feasibility of holding common examinations for recruitment of posts under GAD in all districts shall be explored. Alternatively, the districts can be given the responsibility of conducting examinations through Government Institutions. A Meeting shall be held separately to finalise the matter.
(Action by :GAD)
- 6) The process of setting up of Mini Secretariat at Barak Valley shall be expedited.
(Action by: GAD & PWD)
- 7) A list of Government Quarters which are not in good condition shall be made and repairing activities shall be taken up as per existing Govt. Rules.
(Action by: GAD & PWD)
- 8) A list of standardized items permissible in Government Quarters and office chambers of Officers shall be prepared and placed before Commissioner & Secretary for approval.
(Action by: PWD)
- 9) A meeting shall be held separately to discuss the status of Aadhaar enrolment in the State.
(Action by :GAD)

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

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

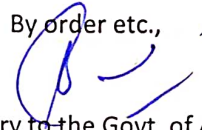
Memo No.GAG(B)377/2016/78

Dated Dispur the 30th October, 2020

Copy to:-

- 1) The Addl. Secretary to the Govt. of Assam, General Administration Department, Dispur.
- 2) The Joint Secretaries to the Govt. of Assam, General Administration Department, Dispur.
- 3) The Deputy Secretaries to the Govt. of Assam, General Administration Department, Dispur.
- 4) The Chief Engineer, PWD (B), Assam, Chandmari, Ghy-3 for necessary action.
- 5) The Addl. Chief Engineer, PWD (Elect.), Assam, Chandmari, Ghy-3.
- 6) The Under Secretary to the Govt. of Assam, General Administration Department, Dispur.
- 7) The Executive Engineer, PWD, PCC Division, Dispur, Guwahati-6.
- 8) The Content Manager, GAD for uploading.

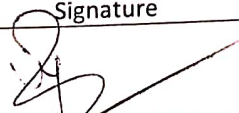


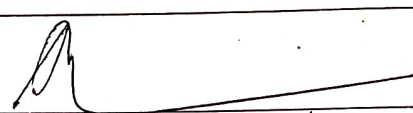
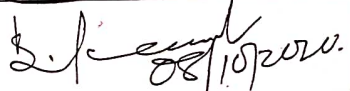
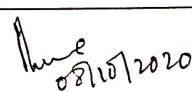
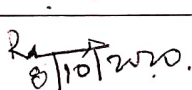
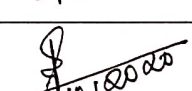

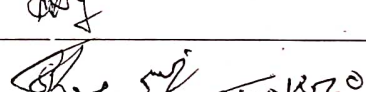
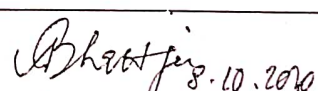
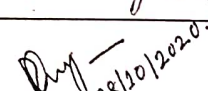
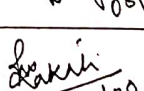
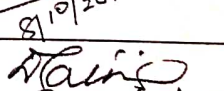
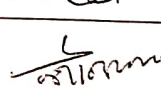
By order etc.,



Secretary to the Govt. of Assam
General Administration Department

Review Meeting held on 08/10/2020 in the Conference Hall of Block-A, 2nd Floor, Janata Bhawan,
Dispur, Guwahati-06.

Member Present

Sl. No.	Name of Officer	Signature
1	Shri M.S. Manivannan, IAS, Commissioner & Secretary, GAD	
2	Shri Bharat Bhushan Dev Choudhury, ACS, Secretary, GAD	
3	Shri Jadav Saikia, ACS, Addl. Secretary, GAD	
4	Chief Engineer, PWD(B), Assam	
5	Shri Bhupesh Ch. Das, ACS, Joint Secretary, GAD	
6	Shri Bubul Lekharu, ACS, Joint Secretary, GAD	 08/10/2020
7	Shri Bimal Deka, ACS, Joint Secretary, GAD	 08/10/2020
8	Addl. Chief Engineer, PWD(Elect.), Assam	 08/10/2020
9	Smti. Miranda Das, ACS, Deputy Secretary, GAD	 08/10/2020
10	Smti. Anindita Kashyap, ACS, Deputy Secretary, GAD	
11	Shri Satyajit Bhagowati, AFS, Sr. Financial Adviser, GAD	 08/10/2020
12	Shri Ranjan Baruah, Under Secretary, GAD	Ranjan Baruah.
13	Shri Arunangshu Bhattacharjya, Superintendent, GAD	 8.10.2020
14	Smti Pratima Dey Purkayastha, Superintendent, GAD	 08/10/2020
15	Smti. Ritamoni Barkakoti, Superintendent, GAD	 8/10/20.
16	Shri Dipen Ch. Saikia Deputy Secy, GAD	 8/10/20
17	Sarat Kalita, AEE, PWD(CE)	Sarat
18	Anil Sarma EE, PCC DIV PWD, Dispur, G3 - 6	 08/10/2020
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