

Members Present:-

- 1) Shri G.D. Laskar, ACS, Secretary to the Govt. of Assam, General Administration Department.
- 2) Shri B. Lekharu, ACS, Joint Secretary to the Govt. of Assam, GAD.
- 3) Shri N. Pathak, ACS, Deputy Secretary to the Govt. of Assam, GAD.
- 4) Shri R. Baruah, Under Secretary to the Govt. of Assam, GAD.
- 5) Smti A. Kashyap, ACS, Protocol Officer, GAD.
- 6) Smti P.D. Purkayastha, Superintendent, GAD.
- 7) Shri A. Bhattacharjee, Superintendent, GAD.
- 8) Shri Ajit Ch. Nath, Superintendent, GAD.

Address Note:-

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

Discussions and Decisions:-

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

- 1) The Approval letter of filling of Grade III and Grade IV post for Assam House, New Delhi to be uploaded. Action to be taken by **Shri S. Changsan, Sr. AA.**
- 2) The Existing Protocol Manual of State of Assam to be uploaded in Website of GAD. Action to be taken by **Shri S. Changsan, Sr. AA.**
- 3) Latest Flag Code of India to be uploaded. Action to be taken by **Shri S. Changsan, Sr. AA.**
- 4) Upload latest Notifications, Circulars, Office Orders, Office Memorandums etc. regarding Assam Bhawans/ Houses. Action to be taken by **Shri Pinku Sarma, Jr. AA.**
- 5) Govt. Quarter:
 - a) Latest Quarter Survey Report to be uploaded. Action to be taken by **Shri B. Das, Sr. AA.**
 - b) List of occupant of Govt. Quarters to be collected from Estate Officers for updating/uploading. Action to be taken by **Shri M. Baruah, Sr. AA.**
 - c) Minutes of Meeting regarding allotment of quarter with Association, Estate Officers and other Officials to be uploaded. Action to be taken by **Shri M. Baruah, Sr. AA.**
- 6) To write a letter to the Commissioner of Central Assam Division for providing their office Email id. Action to be taken by **Shri D. Purkayastha, Jr. AA.**
- 7) Phone numbers of all Deputy Commissioner's offices to be collected from Personnel Deptt, Dispur and upload. Action to be taken by **Shri D. Purkayastha, Jr. AA.**
- 8) To write a letter to all Deputy Commissioners to update/upload the names of Deputy Commissioner, Additional Deputy Commissioners, Assistant Commissioners and Nazir along with the Contact number and eMail-id of respective DC offices in their respective website preferably in the "Contact Us" section on a regular basis. Action to be taken by **Shri D. Purkayastha, Jr. AA.**
- 9) To Subject wise segregate the already uploaded documents as much as possible in Minutes of Meeting, Office Orders, Office Memorandums, Circulars & Notifications section of website of GAD. Action to be taken by **Website Upload Team.**
- 10) To add/modify Pages like "Census, 2021", "State Protocol Manual & Warrant of Precedence", "Budget Speech" etc. as and when required.
- 11) Status report regarding Land related matters of CAD to be updated. Action to be taken by **Shri D. Borkakoti, Sr. AA.**
- 12) Notifications regarding Aadhaar process in Assam to be uploaded/updated. List of remaining Enrolment Centers to be uploaded/updated. Action to be taken by **Smti H. Taro, Sr. AA** and **Shri K. Sharma, Jr. AA.**

- 13) Schemes under GAD for 2018-19, 2019-20 to be uploaded/ updated. Action to be taken by **Shri A. Goswami, Sr.AA, Shri S. Changsan, Sr.AA, Shri D. Borkakoti, Sr.AA, Smti R. Borkakoti, Sr.AA, Shri K.K. Talukdar, Sr.AA and Shri B. das, Sr.AA.**
- 14) To write letter to Chief Engineer, PWD regarding District wise status report of Administrative Approvals issued and demands received against Administrative Approvals. Action to be taken by **Shri A. Goswami, Sr.AA.**
- 15) Status of Major Project mentioned below to be uploaded/updated:
- Barak Valley Mini Secretariat. Action to be taken by **Shri D. Borkakoti, Sr.AA.**
 - Raha- CAD Building. Action to be taken by **Shri D. Borkakoti, Sr.AA.**
 - Demolition of Circuit House. Action to be taken by **Shri D. Borkakoti, Sr.AA.**
 - Empanelment of Hotel Novotel. Action to be taken by **Shri D. Borkakoti, Sr.AA.**
 - Multi Storied Building. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - Construction of Assam House / Bhawans at Vellore, Bengaluru, Kolkata, Chennai, Delhi etc. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - Present status of draft master plan. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - Proposal sent by GAD to PWD for preparation of DPR for construction of CM Block, 06(Six) nos. of Ministerial bungalow, CM Block, Multistoried Officers residential building, Multistoried Quarter for Grade-III and Grade-IV staff. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - Separate DPR for CM residence with clearance from ADGP security. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - Shifting of police station Dispur to new site. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - Refurbition of Koinadhora state guest house. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - CCTV installation by AMTRON to be uploaded(Latest report). Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
- 16) Republic Day Speech, 2019, Hindi Version to be uploaded. Action to be taken by **Shri B. Das, Sr.AA.**
- 17) Selective Photos of Independence Day, 2019 of the Districts to be uploaded. Action to be taken by **Shri B. Das, Sr.AA.**
- 18) Budget Speech, 2019 to be uploaded. Action to be taken by **Shri B. Das, Sr.AA.**
- 19) Census, 2021:
- To upload/update information like History Sheet, Census Notification, Pre Census Test, Gazette Notification, Minutes of Meeting etc. Action to be taken by **Smti R. Borkakoti, Sr.AA and Shri D. Patwari, Jr.AA.**
 - Up to date activities of census to be uploaded/updated. Action to be taken by **Smti R. Borkakoti, Sr.AA and Shri D. Patwari, Jr.AA.**
- 20) Notification etc. regarding Nodal officer of CPGRAM for GAD to be uploaded. Action to be taken by **Shri R. Kashyap, Jr.AA.**
- 21) Recent initiative of GAD:
- On line booking of Assam Bhawans/ Houses. Action to be taken by **Smti B. Gogoi, Jr.AA.**
 - Modernize security system in Janata Bhawan, Installation of CCTV etc. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - Purchase of 51 nos. of vehicle for DC offices, SDO(C) Offices. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - Hiring of vehicle for West Karbi anglong district. Action to be taken by **Shri K.K. Talukdar, Sr.AA.**
 - EPBX installation. Action to be taken by **Shri P. Sarma, D.E.O.**

Shri K.K. Talukdar

All dealing assistants were requested to furnish their documents mentioned above to Website Upload Team via Smti P.D. Purkayastha, Superintendent.

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

Sd/-

(Shri GD Laskar, ACS)

Secretary to the Govt. of Assam

General Administration Department

Dated Dispur, the 01st October, 2019

Memo. No.GAG(A)39/2018/111-113-A

Copy to:-

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

By order etc.,


(Shri N. Pathak, ACS)

Deputy Secretary to the Govt. of Assam

General Administration Department


01/10/19