



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

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

No.SAE.120/2014/76

Dated Dispur, the 24th October, 2019.

OFFICE ORDER

Consequent upon joining of Shri Majnur Hussain, IAS, Secretary to the Govt. of Assam, Secretariat Administration Department, the following works are hereby entrusted to him: .

<u>Works allotted</u>	
1 Office accomodation of Ministers, Parliamentary Secretaries and Officers. 2 Audit Matters of S.A. (Accounts) Department 3 Matters relating to S.A. (Accounts) Department 4 Employees Association matters. 5 Electrical Safety Audits. 6 Energy Efficiency in the Secretariat. 7 Nodal Officer for E-Governance projects - Secretariat E-Pass and Asset Management 8 Nodal Officer for Disaster Management and Fire Safety Audit. 9 Assembly matters. 10 High court cases / Other Court cases Tribunal Cases. 11 All Training matters of Gazetted / Non Gazetted Staff of Janata Bhawan.	Put up to Commissioner & Secretary, SAD
12 All pensionary benefits of Gazetted Officers and Non Gazetted Staff of Janata Bhawan. 13 GPF and NGPF Advance of Gazetted Officers and Non Gazetted Staff of Janata Bhawan 14 Medical re-imbusement of Gazetted Officers and Non Gazetted Staff of Janata Bhawan below Rs.50000/-	Disposed at the level of Secretary

Sd/- Dr. M. Angamuthu, IAS
Commissioner & Secretary to the Govt. of Assam
Secretariat Administration Department

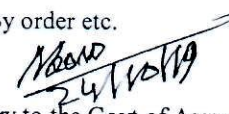
Memo No.SAE.120/2014/76-A

Dated Dispur, the 24th October, 2019.

Copy to:-

1. P.S. to Commissioner & Secretary, Secretariat Administration Department for kind appraisal of Commissioner & Secretary, SAD, Dispur.
2. P.S. to Secretary, Secretariat Administration Department for kind appraisal of Secretary, SAD, Dispur.
3. Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary.
4. Officer concerned.
5. All Superintendent of Secretariat Administration Department.
6. Smti. Chandana Moral, Sr.A.A and Content Manager. She is requested to upload the above Office Order in the official website.
7. Office Copy.

By order etc.


24/10/19
Deputy Secretary to the Govt. of Assam,
Secretariat Administration Department.