



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.22/2017/42

Dated Dispur, the 19th October, 2019.

From : Shri N. Boro
Deputy Secretary to the Govt. of Assam,
Secretariat Administration Department.
(Gazetted Cell)

✓ To : All Under Secretaries,
Assam Secretariat, Dispur.


Sub : Implementation of online ACR module.

Sir,

With reference to the subject cited above, I am directed to inform you that a training on "Online ACR" module and other related modules is schedule to be held at Room No.A-226, Block-A, 2nd Floor, Conference Hall as per the date and time mentioned at Annexures which can be downloaded in SAD's official website at <https://sad.assam.gov.in/documents/office-orders>.

You are therefore requested to attend the training (as enclosed in the Annexures) without fail.

Yours faithfully


19/10/19

✓ Deputy Secretary to the Govt. of Assam,
Secretariat Administration Department.
(Gazetted Cell)


Dated Dispur, the 19th October, 2019.

Memo No.SAE.22/2017/ 42-A

Copy to:-

1. P.S. to Commissioner & Secretary, Secretariat Administration Department for kind appraisal of Commissioner & Secretary.
2. P.S. to Secretary, Secretariat Administration Department for kind appraisal of Secretary.
3. Smti. Anindita Kashyap, ACS, Protocol Officer, GAD.
4. Shri Bhaswati Duara, Technical Director, NIC, Dispur, Assam. She is requested to present the training accordingly.

By Order etc.,


Deputy Secretary to the Govt. of Assam,
Secretariat Administration Department.
(Gazetted Cell)

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ANNEXURE - I		
Department-wise Under Secretary for ACR training		
A.R. & T Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary		
A.R & T (Secretariat Training School)		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Ramendra Kr. Das	23/10/2019 2:30pm to 4:30pm
Animal Husbandry & Veterinery Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Anil Kr. Das	23/10/2019 2:30pm to 4:30pm
Agriculture Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Prabin Kr Choudhury	23/10/2019 2:30pm to 4:30pm
Border Areas Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Ananta Ram Das	23/10/2019 2:30pm to 4:30pm
C.M. Secretariat		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Pradip Dutta 2. Sri Siddeswar Das	23/10/2019 2:30pm to 4:30pm
Co-operation Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Dulal Sarkar	23/10/2019 2:30pm to 4:30pm
Cultural Affairs Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Smti. Banti Mahanta 2. Sri Susen Doley	23/10/2019 2:30pm to 4:30pm
Education Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Rabindra Ch. Talukdar 2. Sri Padma Kt. Sarma 3. Sri Paresh Ch. Phukan (H) 4. Sri Bhuban Ch. Roy (S) 5. Sri Jwngsar Uzir (Ele)	23/10/2019 2:30pm to 4:30pm
Election Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Sachindra Das	23/10/2019 2:30pm to 4:30pm
Excise Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Munindra Nath Katoky	23/10/2019 2:30pm to 4:30pm
Finance Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Basab Kalita 2. Smti. Dipali Das 3. Sri Utpal Tamuly 4. Sri Nabajit Baruah 5. Smti. Sewali Saikia Baruah 6. Smti. Purnima Hazarika Deori 7. Sri Tankeswar Barik 8. Durga Pd. Sarma	23/10/2019 2:30pm to 4:30pm
Food & Civil Supplies Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Smti. Himani Devi	23/10/2019 2:30pm to 4:30pm

Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Trailkya Dewri	23/10/2019 2:30pm to 4:30pm
General Administration Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Ranjan Baruah	23/10/2019 2:30pm to 4:30pm
Handloom, Textiles & Sericulture Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Kanta Lahkar Hazarika	23/10/2019 2:30pm to 4:30pm
Health & Family Welfare Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Durga Dhar Gogoi (B) Sri Pradip Kr. Sarma (I) (B) Suresh Ch. Bhagawati (A)	23/10/2019 2:30pm to 4:30pm
Hills Areas Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Achitra Sonowal 2. Sri Puneswar Hira	23/10/2019 2:30pm to 4:30pm
Home Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Ramesh Medhi (A) 2. Smti. Rita Baruah Saikia (A) 3. Sri Bhaba Kt. Saikia 4. Sri Phani Bhusan Misra	23/10/2019 2:30pm to 4:30pm
Implementation of Assam Accord Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Karnel Ch. Das	23/10/2019 2:30pm to 4:30pm
Industries & Commerce Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Tuphel Ahmed	23/10/2019 2:30pm to 4:30pm
Irrigation Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Smti. Arpana Deka Barman	23/10/2019 2:30pm to 4:30pm
Judicial Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Prabin Kr. Das	23/10/2019 2:30pm to 4:30pm

ANNEXURE - II

Department-wise Under Secretary for ACR training		
Labour Welfare Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Utpal Borah	24/10/2019 11am to 1pm
Power, Mines & Minerals Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Rabindra Ch. Kalita	24/10/2019 11am to 1pm
Panchayat & Rural Development Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Dilip Kr. Das 2. Smti. Rina Sarma	24/10/2019 11am to 1pm
Parliamentary Affairs Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Prabin Ch. Sarma	24/10/2019 11am to 1pm
Passport Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Swadesh Ranjan Chakravorty	24/10/2019 11am to 1pm
Pension & Public Grievances Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Lakhi Kanta Das	24/10/2019 11am to 1pm
Personnel Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Shri Dharani Dhar Das (A)	24/10/2019 11am to 1pm
Political Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Biju Pd. Baruah (VC) 2. Sri Santi Ram Roy (A) 3. Smti. Nivedita Goswami	24/10/2019 11am to 1pm
Printing and Stationery Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Munindra Pathak	24/10/2019 11am to 1pm
Public Enterprises Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Dinesh Goswami	24/10/2019 11am to 1pm
Public Works Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Sukleswar Sangma 2. Sri Sukleswar Dewri 3. Lakhyajyoti Hazarika 4. Siddheswar Das	24/10/2019 11am to 1pm
Revenue & D.M. Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Sri Phazal Haque (LR) 2. Sri Jyoti Borah 3. Tikendra M. Basumatry (R&R)	24/10/2019 11am to 1pm
Science & Technology Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Smti Anamika Medhi	24/10/2019 11am to 1pm
Secretariat Administration Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Smt. Saraswati Pathak (GC/PF) 2. Smti. Manjuri Borgohain (Estt) 3. Sri Prabin Kr. Saikia (Nazarat) 4. Sri Pradip Das (Accounts)	24/10/2019 11am to 1pm

Skill Development Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Dinesh Ch. Talukdar	24/10/2019 11am to 1pm
Social Welfare Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Ratan Kr. Das	24/10/2019 11am to 1pm
Soil Conservation Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Smti. Lakhimi Borah Sri Dipak Kr. Bora	24/10/2019 11am to 1pm
Sports & Youth Welfare Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Tuphel Ahmed	24/10/2019 11am to 1pm
State Human Rights Commission		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Dipak Sarma	24/10/2019 11am to 1pm
Tea Tribes Welfare Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Martha Dahanga	24/10/2019 11am to 1pm
Tourism Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	1. Smt. Geeta Kundu Chakraborty 2. Sri Dipak Kr. Bhuyan	24/10/2019 11am to 1pm
Transformation & Development Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Rajib Ch. Dev Goswami	24/10/2019 11am to 1pm
Transport Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Shyam Sundar Mazumdar	24/10/2019 11am to 1pm
Urban Development Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Smti Chitra Lekha Das	24/10/2019 11am to 1pm
Water Resources Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Suraiya Begum	24/10/2019 11am to 1pm
W.P.T & BC Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Anil Kr. Barman	24/10/2019 11am to 1pm
Welfare of Minority Department		
Name of cadre	Officers of Secretariat Cadre	Date & Time
Under Secretary	Sri Parag Bharali	24/10/2019 11am to 1pm