



**GOVERNMENT OF ASSAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**DISPUR:: GUWAHATI-6**

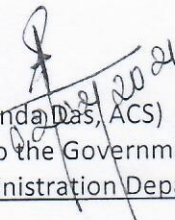
**Block-A, Second Floor, Janata Bhawan, email ID :- gad.assam@gov.in, website :- gad.assam.gov.in**

**OFFICE ORDER**

In pursuance of U.O. letter no. C&S/GAD/Misc/2021/1/0001 dated 01/01/2021 from the Office of the Commissioner and Secretary to the Government of Assam, General Administration Department (GAD), the next fortnightly Departmental Review Meeting, to be chaired by the Commissioner and Secretary, GAD, has been scheduled for 03/02/2021 (Wednesday) at 04:00 PM in the Conference Room, Block-A, Second Floor, Janata Bhawan, Dispur, Guwahati.

Accordingly, all Officers, Superintendents and Assistants of GAD are requested to attend the above mentioned Review Meeting as per the schedule and venue mentioned above along with the relevant status reports with reference to the Minutes of the last Departmental Review Meeting held on 06/01/2021 and issued vide Memo No. GAG(B).06/2021/3 dated 11/01/2021.

This has the approval of the Commissioner and Secretary to the Government of Assam, General Administration Department.

  
(Miranda Das, ACS)  
Deputy Secretary to the Government of Assam,  
General Administration Department

Memo No. GAG(B).06/2021/4

Dated Dispur, the 02<sup>nd</sup> February/2021

Copy to :-

1. All Officers of GAD .....
2. All Superintendents of GAD .....
3. P.S./P.A. to the Commissioner and Secretary to the Government of Assam, General Administration Department, Janata Bhawan, Dispur for kind attention of the Commissioner and Secretary.
4. P.S./P.A. to the Secretary to the Government of Assam, General Administration Department, Janata Bhawan, Dispur for kind attention of the Secretary.
5. Nazir, Secretariat Administration (Nazarat) Department, Janata Bhawan, Dispur, for information and necessary action with a request to arrange for tea and snacks for 35 (thirty five) officials as per the schedule and venue mentioned above.
6. All Assistants of GAD .....
7. Office Copy.
8. Copy for uploading in GAD's website.

By orders etc.,

  
Deputy Secretary to the Government of Assam,  
General Administration Department