

GOVERNMENT OF ASSAM
DECENTRALISED PLANNING DIVISION
TRANSFORMATION AND DEVELOPMENT DEPARTMENT

OFFICE ORDER

No. PD/DCP/45/89/Pt.-I/256

Dated Dispur the 12th September, 2018

Sl. No.	Name of Officer	Work allotment
1	2	3
1	Smti. Pallabi Rabha, Joint Director Ph. 7086014355 T&D EPBX No. 333 Sectt. EPBX 213	<ol style="list-style-type: none"> 1. All establishment matters including maintenance of attendance register 2. Follow up action of minutes of DDC meetings 3. Matter relating to Gyanjyoti, Dharmajyoti & Kalpataru Scheme 4. Nodal officer for RTI matter 5. Matter relating to Assam Darpan 6. All reporting matter after collecting information from concerned officers etc. 7. All types of public memorandum 8. All correspondence with CMO & office of C.S. 9. Any other matter allotted from time to time.
2	Smti. Bhanumati Singha, SRO Ph. 9864079972 T&D EPBX No. 375 Sectt. EPBX 217	<ol style="list-style-type: none"> 1. All matters relating to guidelines, sanction and issue of ceiling and collection of UC of MLAAD scheme 2. Matter relating to Budget speech, Review meeting etc. 3. Matter relating to preparation of reply to the Assembly Questions, MIS, PAC etc. 4. Matter related to expenditure report 5. Any other matter allotted from time to time.
3	Smti. Nilakshi Mahanta, SRO T&D EPBX No. 373 Sectt. EPBX 214	<ol style="list-style-type: none"> 1. Preparation of Governor speech and C.M. speech, Finance Minister's speech etc. through Joint Director 2. Matter relating to U/C related to A.G. etc. & expenditure report 3. Annual Administrative Report through Joint Director 4. Matter relating to MLAAD scheme for the district of all BTAD districts, Nalbari, Bongaigaon Dhubri, Barpeta, Kamrup and Darrang district through Joint Director 5. Matter relating to Adarsha Gram Yojana 6. Any other matter allotted from time to time.
4	Shri B. Barua, SRO Ph. 9435014171 T&D EPBX No. 370 Sectt. EPBX 220	<ol style="list-style-type: none"> 1. All matters relating to guidelines, sanction and issue of ceiling and collection of Untied Fund schemes 2. Release of Untied fund under Civil/Revenue deposit 3. Collection of UC of Untied fund 4. All matters relating to MPLAD scheme review meetings 5. Preparation of reply to Assembly/Parliament Question 6. Any other matter allotted from time to time. 7. All matters not attended by the other officers

5	Smti. Panchami Duarah, SRO Ph. 8486034410 T&D EPBX No. 374 Sectt. EPBX 215	<ol style="list-style-type: none"> 1. Matter relating to RTI through Joint Director 2. Matter relating to Gyanjyoti, Dharmajyoti scheme, sanction of fund, issue of ceiling and collection of UC etc. through Joint Director 3. Matter relating to guidelines and sanction of SUHRID fund for all the Districts through Joint Director 4. Any other matter allotted from time to time.
6	Shri Dilip Buragohain, ARO Ph. 9864053937 T&D EPBX No. 372	<ol style="list-style-type: none"> 1. To assist Shri B. Barua, SRO in all matters to guidelines, sanction of issue of Untied fund scheme & Tinsukia, Dibrugarh, Sibasagar, Golaghat, Jorhat, Hojai, Morigaon, Dhemaaji, Lakhimpur, Sonitpur, Biswanath Chariali, Cachar, Karimganj, Hailakandi, Nagaon, Kamrup(M) districts 2. Release of Untied fund under Civil/Revenue deposit 3. Matters relating to Administrative Expenses of MPLAD scheme 4. Any other matter allotted from time to time.
7	Shri Nabajit Sutradhar, ARO Ph. 9435025632 T&D EPBX	<ol style="list-style-type: none"> 1. To assist Shri B. Barua, SRO in collection of UC of Untied fund and sanction of all BTAD districts, Dhubri, Bongaigaon, South Salmara, Goalpara, Nalbari, Barpeta, Darrang, Dima Hasao, Karbi Anglong districts, Status of Untied fund 2. To assist Smti. Nilakshi Mahanta, SRO (and files should be put upto Smti. Nilakshi Mahanta, SRO) 3. Any other matter allotted from time to time.
8	Shri Munindra Sharma, RA Ph. 9864502514 T&D EPBX 371	<ol style="list-style-type: none"> 1. To assist Joint Director 2. To assist preparation of Governor's report 3. To assist Smti B. Singha, SRO, Smti N. Mahanta, SRO 4. Any other matter allotted from time to time.
9	Shri Hemanta Sharma, RA Ph. 9613948297 T&D EPBX 371	<ol style="list-style-type: none"> 1. To assist Smti. Bhanumati Singha, SRO in all matters relating to guidelines, sanction and issue of ceiling and collection of UC of MLAAD scheme 2. Matter relating to Budget speech, Review meetings etc. 3. Matter relating to preparation of reply to the Assembly Questions, MIS etc. 4. Any other matter allotted from time to time.
10	Smti. Tribeni Kachari, RA Ph. 8638769750 T&D EPBX 371	<ol style="list-style-type: none"> 1. To assist Shri B. Barua, SRO in all matters 2. Preparation of reply to the Assembly/Parliament Question 3. To assist Joint Director 4. Any other matter allotted from time to time.
11	Smti. Chandamita Bharali RA	<ol style="list-style-type: none"> 1. Matter relating to MPLAD scheme 2. All types of public memorandum 3. Salary Budget 4. To assist Joint Director and Shri B. Barua, SRO in all matters 5. Any other matter allotted from time to time.

12	Smti. Tapati Roy, RA T&D EPBX 371	1. Matter relating to DDC 2. Attached to Joint Director 3. Establishment matters including docketing and receipt 4. To assist Smti. Panchami Duara, R.O. 5. Any other matter allotted from time to time.
13	Shri Bani Borgohain, Computer Ph. 9864274343 T&D EPBX 366	1. Matter relating to Untied Fund, MLAAD, SUHRID 2. Computer works 3. Any other matter allotted from time to time.
14	Smti. Ila Devi, Computer Ph. 9854008482	1. To assist Smti. B. Singha, SRO, Smti. N. Mahanta, SRO in all matters 2. Any other matter allotted from time to time.
15	Sri Partha Pratim Sarmah, Computer Operator	1. All matters related to computer 2. To assist Smti. B. Singha, SRO & Smti. Nilakshi Mahanta, SRO, Joint Director 3. All matters related to mail 4. Any other matter allotted from time to time.
16	Sri Suren Lagachu, SAA Ph. 9854046955 T&D EPBX 365, 371	1. Matter relating to establishment 2. File movement, docketing etc. 3. Stock maintenance of all materials 4. Any other matter allotted from time to time.
17	Smti. Manisha Kutum, SAA T&D EPBX 365	1. Matter relating to docketing of receipts & dispatch 2. Index of filing 3. Any other matter allotted from time to time.



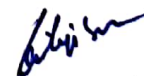
Director (DCP)
Transformation & Development Department
Dispur

Memo No. PD/DCP/45/89/Pt.-I/256-A

Dated Dispur the 12th September, 2018

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Director (DCP)
Transformation & Development Department
Dispur

GOVERNMENT OF ASSAM
DECENTRALIZED PLANNING DIVISION
TRANSFORMATION & DEVELOPMENT DEPTT.

NO.PD/DCP/45/1989/Pt-I/258

Dated Dispur the 16th, May/2019.

OFFICE ORDER

In partial modification of the earlier order No.PD/DCP/45/1989/Pt-I/256 dtd. 12-9-18 Smti Panchami Duarah,S.R.O. of DCP Division,Transformation and Development Deptt. is assigned to look after the Scheme "Assam Dharshan" in addition to her earlier works Sri Nabajit Sutradhar, A.R.O.and Sri Dhiraj Das,R.A. will assist Smti Duarah for the scheme, Sri Dhiraj Das,R.A. will assist her in the matter relating to SUHRID scheme also.



Director (DCP)Division,
Transformation & Development Deptt.

Memo No.PD/DCP/45/1989/Pt-I/258,-A

Dated Dispur, the 16th, May/2019.

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- 1.P.S.to the Principal Secy. to the Govt.of Assam, T & D Department for information of the Principal Secretary T & D.
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Director (DCP)Division,
Transformation & Development Deptt.