

**WORK ALLOTMENT OF PERSPECTIVE PLANNING DIVISION**  
**TRANSFORMATION & DEVELOPMENT DEPARTMENT**

**OFFICE ORDER**

In suppression of earlier orders and in the interest of smooth conduct of day to day duties of Perspective Planning Division, work has been allotted amongst the Officers and Staff of the Division with immediate effect as follows:-

Smt. Banti Devi, Additional Director will be the overall in charge of the Division.

Sl. No.	Name	Designation	Work allotted
1.	Shri Basistha Das	Joint Director	All files will be routed through Joint Director to Director. In times of NLCPR & other related meetings, he will be the Nodal Officer & will arrange all required works; He will look after Attendance Register of the employees of the Division. RTI matters as Public Information Officer (PIO).
2.	Dr. (Mrs.) Rumi Sarma	Sr. Research Officer	All communication to MDoNER/ Deptt. NLCPR Review meeting Matter relating to A.G., Audit Report, RTI, preparation of NLCPR Budget, projects under 10% GBS, website report, WPT & BC projects, Assembly Question /Parliamentary Question.
3.	Shri Lakshmindra Pator	Sr. Research Officer	Priority list, MP project (PWD) & BRO, BTC & Addl. BTC Package, KAATC and DHATC Packages, NESIDS, UDD & GDD, proposal of NGO, Irrigation, Sports & Y. W, PWD (Building) and Hill Areas.
4.	Shri Abhijit Chakravarty	Assistant Research Officer	PHE, Power, PWD(R) projects relating to Bongaigaon, Cachar, Karimganj and Hailakandi Dist. in addition to work of PPP and 20 Points Programme.
5.	Smti. Saraswati Devi.	Asstt. Research Officer	Cultural Affairs, Tourism, Water Resources, Industries, Fisheries, Health & F.W., PWD(R) projects relating to Nagaon, Morigaon, Jorhat, Tinsukia, Dibrugarh, Dhemaji, Lakhimpur, Sonitpur, Sibsagar, PM package.
6.	Smti. Lalita Haloi	Asstt. Research Officer	Project relating to Education Department, Agriculture Department and PWD(R) projects relating to Kamrup (M), Kamrup, Nalbari, Barpeta, Dhubri, Goalpara, Darrang Dist. and NERAMAC. She will also assist Sri L.Pator, SRO.
7.	Smt. Suchitra Das	Research Assistant	Receipt & Issue of Daks and any other works allotted from time to time.
8.	Shri. Biswajit Dhar	L.D.A.	Salary Budget, Establishment matters, Misc. Matter & any other work allotted from time to time.

Sl. No.	Name	Designation	Work allotted
9.	Smti. J.K. Barbhuiya	Typist	Typing works, File Movement and any other works allotted from time to time. She will also assist Mrs. Suchitra Das. R.A
10.	Sri Sandip Kumar Das	Primary Investigator	Compilation of NLCPR data, all kinds of Computer works and any other works allotted from time to time. He will also assist Dr.(Mrs.) Rumi Sarma, SRO.
11.	Shri. Ganesh Das	Grade-IV	Attached to all Officers at 3 <sup>rd</sup> & 4 <sup>th</sup> Floor & Delivery of Files, Daks etc.
12.	Shri Ram Prasad Sarma	Grade-IV	Attached to all Officers at 3 <sup>rd</sup> & 4 <sup>th</sup> Floor & Delivery of Files, Daks etc
13.	Smt. Nirupama Sarma	Grade-IV	Attached to Additional Director, PPP/TPP.

1. Generally documents/files to process & put up by sector officer within 3 days of receipt. In urgent cases, the matter to be put up within 1 day.
2. Each Sectoral Officers has to upload different project information immediately in the **Ministry of DoNER Project Portal**.
3. Sectoral Officer (SO) to maintain department wise register indicating the details of individual project position on approval, receipt, release of fund, submission of UC/CC etc.
4. Consolidated monthly statement to put up by Dr. (Mrs.) Rumi Sarma, S.R.O. in the 1<sup>st</sup> week of each month.

All files to the Additional Chief Secretary/Secretary are to be routed through the Additional Director as per allotment. However, in the absence of Additional Director, files will be forwarded by Joint Director. Further, all outside correspondence/endorsement will only be made under the signature of Additional Chief Secretary/Secretary/Additional Director. All officers are to handover/ take over files and documents including buff sheets immediately.

*KK*  
22.05.19  
(K.K. Nath, ISS)

Secretary to the Govt. of Assam  
Transformation & Development Department.

Memo No. PDP(PP)27/2001/pt-I/223

Dated Dispur, the 20<sup>th</sup> May, 2019

Copy to:-

1. P.S. to the Additional Chief Secretary, Transformation & Development Department for kind information of the Additional Chief Secretary.

2. All concerned officials for information & necessary action.

*To Content Manager for uploading in Govt. website*

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22/5/19

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22/5/19

Additional Director (PP/PPP)  
Transformation & Development Department