

**Whom to contact for**

**General Administration**

Name : Shri Ajay Tewari, IAS  
Designation : Principal Secretary to the Govt. of Assam  
Address : Urban Development Department,  
Janata Bhawan, 1<sup>st</sup> Floor, Block – ‘C’  
Dispur, Guwahati-6, Assam.

**Other Officers information for contact us :**

<b>Name &amp; Designation of the Officer</b>	<b>Sl. No.</b>	<b>Subject</b>
<b>Shri Sanjib Kr. Gohain Baruah, IAS, Secretary Block – ‘D’, 3<sup>rd</sup> Floor</b>	1	All matters relating to Assam State Housing Board.
	2	Matters relating to PMAY (U), NULM, Ease of Doing Business.
	3	1 <sup>st</sup> Appellate Authority, RTI.
	4	Appellate Authority under Town & Country Planning Act, 1959.
	5	Real Estate Regulatory Authority.
	6	NITI Aayog matter.
	7	Matters relating to Public Grievances (PMO / CMO letters & CPGRAMS).
	8	Matters relating to Swachh Bharat Mission (U).
	9	Matter relating to SDG.
	10	All Assembly Committees and Assembly & Parliament Questions.
	11	Matters relating to workshop, training and seminar etc.
	12	Any matters as entrusted from time to time.
<b>Shri Naresh Ghosh, IAS Secretary Block – ‘D’, 2<sup>nd</sup> Floor</b>	1	All matters relating to DMA and T&CP.
	2	Matters relating to CAG, PAC, DRSC.
	3	Matters related to A. G. Audit & Financial inspection.
	4	State & Central Finance Commissions.
	5	Development Authority.
	6	Establishment matters of staff of UDD.
	7	Persons with disabilities.
	8	Matters relating to Annual Budget.
	9	Master Plan of Town & Country Planning.
	10	Prime Minister's 15 point programme.
	11	Any other matter allotted from time to time.
<b>Smti Salma Ahmed Hussain, ACS Secretary Block – ‘D’, 2<sup>nd</sup> Floor</b>	1	All matters relating to AUWS & SB
	2	NLCPR & 10% Pool Fund
	3	Matters relating to AMRUT
	4	Matters relating to NEC / PPP / EAP

	5	Matters relating to ASDMA
	6	Matters relating to Standardization of Govt. website
	7	High Court / Supreme Court / legal matters relating to Point No.1
	8	CM's Independence Day Speech, Finance Minister's Budget Speech, Governor's Budget Speech, Governor's Speech for Republic Day, Governor's Address.
	9	Matters relating to Manual Scavengers
	10	Any other matter allotted from time to time.
<b>Smti Kabyashree Mahanta,</b> <b>ACS</b> <b>Joint Secretary</b> <b>Block – 'D', 2<sup>nd</sup> Floor</b>	1	All schematic matters relating to Town & Country Planning excluding NLCPR and 10% Pool Fund.
	2	North Eastern Council (NEC) / PPP / EAP etc.
	3	CM's Independence Day Speech, Finance Minister's Budget Speech, Governor's Budget Speech, Governor's Speech for Republic Day, Governor's Address.
	4	Swachh Bharat Mission (U).
	5	Audit Para, Reply of A.G. Audit, Local Fund Audit etc. relating to ULBs.
	6	Compilation of periodic budget expenditure of the Department.
	7	Matter relating to Manual Scavengers.
	8	Any matters as entrusted from time to time.
<b>Shri Narsing Pawar, IAS</b> <b>Deputy Secretary</b> <b>Block – 'D', 1<sup>st</sup> Floor</b>	1	All pending schemes pertaining to Govt. of India.
	2	Cabinet Memorandum.
	3	Matters relating to Ease of Doing Business.
	4	Establishment matters of staff of UDD.
	5	Creation of Municipal Service Cadre.
	6	Transfer and posting of E.Os.
	7	Matter relating to Assam State Housing Board.
	8	Pradhan Mantrir AwasYojana (PMAY) (U).
	9	Any matters as entrusted from time to time.
<b>Shri Hemendra Kr. Saikia</b> <b>Deputy Secretary</b> <b>Block – 'D', 1<sup>st</sup> Floor</b>	1	All matters relating to DMA and T&CP.
	2	High Court, Supreme Court, legal matters relating to Point No.1.
	3	Ceiling Signing Officer.
	4	Matters relating to NLCPR and 10% Pool Fund.
	5	State Public Information Officer.
	6	Matters relating to Public Grievances (PMO / CMO letters & CPGRAMS).
	7	Any matters as entrusted from time to time.
<b>Smti Moromi Payeng</b> <b>Under Secretary</b> <b>Block – 'D', 1<sup>st</sup> Floor</b>	1	Matters relating to Assam State Disaster Management
	2	Matters relating to Assam Urban Water Supply & Sewerage Board
	3	High Court, Supreme Court, legal matters relating to Point No.2.

	4	CM's Independence Day Speech, Finance Minister's Budget Speech, Governor's Budget Speech / Republic Day Speech / Governor's Address.							
	5	Compilation of periodic budget expenditure of the Department.							
	6	All matters relating to training of Officers and Staff of Urban Development Department.							
	7	Matters relating to Manual Scavengers.							
	8	<table border="1"> <tr> <td rowspan="5">DCSS</td> <td>Pension of Sweepers/Monitor of POL etc.</td> </tr> <tr> <td>Purchase of Articles</td> </tr> <tr> <td>Establishment matter</td> </tr> <tr> <td>All matter of Leave Accounts</td> </tr> <tr> <td>Preparation of Salary of Fixed Pay Sweepers</td> </tr> <tr> <td>Misc. matter</td> </tr> </table>	DCSS	Pension of Sweepers/Monitor of POL etc.	Purchase of Articles	Establishment matter	All matter of Leave Accounts	Preparation of Salary of Fixed Pay Sweepers	Misc. matter
DCSS	Pension of Sweepers/Monitor of POL etc.								
	Purchase of Articles								
	Establishment matter								
	All matter of Leave Accounts								
	Preparation of Salary of Fixed Pay Sweepers								
Misc. matter									
	9	Any matters as entrusted from time to time.							