

GOVERNMENT OF ASSAM
URBAN DEVELOPMENT DEPARTMENT
JANATA BHWAN, 1ST FLOOR, D-BLOCK
DISPUR, GUWAHATI-6.

OFFICE ORDER

22nd May, 2017.

NO.UDD.(M)23/2009/Pt./1: Consequent upon joining of Shri Naresh Ghosh, IAS, Secretary, Urban Development Department, Smti. Salma Ahmed Hussain, ACS, Secretary, Urban Development Department and Shri K.G. Bhuyan, ACS, Addl. Secretary, Urban Development Department and in suppression of all earlier orders, the following work allotment has been made among the officers and Dealing Assistants for efficient and smooth disposal of works under Urban Development Department.

Name & Designation of the Officer	Sl.	Subjects	Concerned Dealing Assistant
Shri Sanjib Kumar Gohain Baruah, IAS, Secretary	1	All matters relating to ASHB	Smti. Convention, Sr.AA
	2	All matters relating to NULM	P. Baruah, Sr.AA
	3	All matters relating to PMAY	Smti. Convention, Sr.AA
	4	EODB and CPGRAMS	S. Phukkan, Sr.AA
	5	Real Estate Regulatory Authority	Smti. Convention, Sr.AA
	6	Appellate Authority, RTI	S. Phukkan, Sr.AA
	7	Any other matter allotted from time to time	
Shri Naresh Ghosh, IAS, Secretary	1	Annual Plan & Budget	M.R. Rajbongshi, Sr.AA/H.R.Choudhury, Sr.AA
	2	All matters relating to DMA	M.R. Rajbongshi, Sr.AA
	3	All matters relating to T&CP	H.R.Choudhury, Sr.AA
	4	All matters relating to AUWS & SB	P. Baruah, Sr.AA
	5	All assembly Committees and Assembly & Parliament Questions.	H.B. Singh, Sr. AA
	6	Matters related to A.G. Audit & Financial inspection	H.B. Singh, Sr. AA
	7	State & Central Finance Commissions	M.R. Rajbongshi, Sr.AA
	8	Any other matter allotted from time to time	
Smti Salma Ahmed Hussain, ACS, Secretary	1	All matters relating to AMRUT	P. Baruah, Sr.AA
	2	NLCPR & 10% Pool Fund	P. Baruah, Sr.AA/ H.R.Choudhury, Sr.AA
	3	Matters relating to NEC	H.R.Choudhury, Sr.AA
	4	Matters relating to ASDMA	H.B. Singh, Sr. AA
	5	Matters relating to Standardization of Govt. website.	S.Phukan, Jr.AA
	6	CM's Independence Day Speech, Finance Minister's Budget Speech, Governor's Budget Speech	M.R. Rajbongshi, Sr.AA/ Raju Ram, Jr.AA
	7	Court Cases & Legal matters	M.R. Rajbongshi, Sr.AA/ P. Baruah Sr.AA /G.Goswami, Sr.AA/ H.R.Choudhury, Sr.AA
	8	Any other matter allotted from time to time	

Smti Atika Sultana, ACS, Addl. Secretary	1	Annual Plan & Budget	M.R. Rajbongshi, Sr.AA / H.R.Choudhury, Sr.AA
	2	All matters relating to DMA	M.R. Rajbongshi, Sr.AA
	3	All matters relating to T&CP	H.R.Choudhury, Sr.AA/ G.Goswami, Sr.AA
	4	All matters relating to AUWS & SB	P. Baruah, Sr.AA
	5	All assembly Committees and Assembly & Parliament Questions.	H.B. Singh, Sr. AA
	6	Matters related to A.G. Audit & Financial inspection	H.B. Singh, Sr. AA
	7	State & Central Finance Commissions	M.R. Rajbongshi, Sr.AA
	8	Any other matter allotted from time to time	
Smti Neera Gogoi Sonowal, ACS, Addl. Secretary	1	All matters relating to AMRUT	P. Baruah, Sr.AA
	2	NLCPR & 10% Pool Fund	P. Baruah, Sr.AA/ H.R.Choudhury, Sr.AA
	3	Matters relating to NEC	
	4	Matters relating to ASDMA	H.B. Singh, Sr. AA
	5	Matters relating to Standardization of Govt. website.	S.Phukan, Jr.AA
	6	Any other matter allotted from time to time	
Shri K.G. Bhuyan, ACS, Addl. Secretary	1	All matters relating to ASHB	Smti. Convention, Sr.AA
	2	All matters relating to NULM	P. Baruah, Sr.AA
	3	All matters relating to PMAY	Smti. Convention, Sr.AA
	4	EODB and CPGRAMS	S.Phukan, Jr.AA
	5	Real Estate Regulatory Authority	Smti. Convention, Sr.AA
	6	Any other matter allotted from time to time	
Shri Pawar Narsing, IAS, Deputy Secretary	1	All pending schemes pertaining to Govt. of India	
	2	Cabinet Memorandum	P. Baruah, Sr.AA/ Smti. Convention, Sr.AA
	3	Any other matter allotted from time to time	
Shri Hemendra Kumar Saikia, Deputy Secretary	1	All establishment matters of all Directorates	M.R. Rajbongshi, Sr.AA / G.Goswami, Sr.AA
	2	Annual Plan & Budget	
	3	Matters related to Swachh Bharat Mission (SBM)	S.Phukan, Jr.AA
	4	Matters related to NLCPR	P. Baruah, Sr.AA / H.R.Choudhury, Sr.AA
	5	State Public Information Officer	S.Phukan, Jr.AA
	6	Court Cases & Legal matters	M.R. Rajbongshi, Sr.AA/ P. Baruah, Sr.AA / G.Goswami, Sr.AA/ H.R.Choudhury, Sr.AA
	7	All matters related to training of Officers and Staff of Urban Development Department	M.H. Saikia, Sr.AA
	8	Establishment matters of Urban Development Department	M.H. Saikia, Sr.AA
	9	Audit Para, Reply of A.G. Audit/Local Fund Audit etc. relating to ULBs.	H.B. Singh, Sr.AA
	10	CM's Independence Day Speech, Finance Minister's Budget Speech, Governor's Budget Speech	M.R. Rajbongshi, Sr.AA / Raju Ram, Jr.AA
	11	Any other matter allotted from time to time.	
Smti Moromi Payeng,	1	Matters related to ASDMA	H.B. Singh, Sr.AA
	2	Pension of Sweepers	Smti Meera Begum, Sr.AA
		Monitor of POL etc.	

		Establishment matter	D.C. Kalita, Sr.AA
		All matter of Leave Accounts	N. Barman, Jr.AA
		Preparation of Salary of Fixed Pay Sweepers	Smti Meera Begum, Sr.AA
		Misc. matter	D.C. Kalita, Sr.AA
	3	Any other matter allotted from time to time	

Additional Secretaries/ Deputy Secretary/ Under Secretary shall put up files to Addl. Chief Secretary/Principal Secretary through concerned Secretaries for disposal accordingly. All the Secretaries shall put up all files directly to Additional Chief Secretary for disposal. Only in absence of Additional Chief Secretary, Secretaries shall put up files to Principal Secretary for disposal.

The order comes into force with immediate effect.

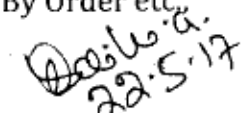
Sd/
(Shri M.G.V.K. Bhanu, IAS)
 Addl. Chief Secretary to the Govt. of Assam,
 Urban Development Department.

Memo No. UDD.(M)23/2009/Pt./1 -A

Dated Dispur, the 22nd May, 2017.

Copy for information & necessary action to:-

1. All officers concerned.
2. P.A. to Hon'ble Minister, UDD
3. P.S. to Addl. Chief Secretary, UDD for kind appraisal of the Addl. Chief Secretary.
4. P.S. to Principal Secretary, UDD for kind appraisal of the Principal Secretary.
5. All Assistants Concerned.

By Order etc.

 22.5.17
 Deputy Secretary to the Govt. of Assam,
 Urban Development Department.
