

**GOVERNMENT OF ASSAM  
URBAN DEVELOPMENT DEPARTMENT  
DISPUR::GUWAHATI-6.**

No. UDD(M)23/2009/68

Dated Dispur, the 26<sup>th</sup> June, 2019

**OFFICE ORDER**

Consequent upon the joining of Smti. Chitralekha Das as Under Secretary to the Govt. of Assam, Urban Development Department and subsequent transfer of Shri Paul Barua, ACS as Joint Secretary to the Govt. of Assam, Elementary Education Department to be posted as Executive Director, SSA, the revised work allotment amongst the Officers of Urban Development Department, Assam is hereby made in cancellation to all earlier orders as shown below which shall have immediate effect.

Name & Designation of the Officer	Sl. No.	Subject
<b>Shri Hitesh Dev. Sarma, ACS Secretary, UDD (He will put up the file directly to Principal Secretary, UDD)</b>	1	All matters relating to DMA and T&CP.
	2	Matter relating to CAG, PAC, DRSC.
	3	Matter related to A. G. Audit & Financial inspection.
	4	State & Central Finance Commissions.
	5	Development Authority.
	6	Establishment matters/ training etc. officers & 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	All schematic matters relating to Town & Country Planning including NLCPR and 10% Pool Fund.
	12	North Eastern Council (NEC)/PPP/ EAP etc.
	13	Swachh Bharat Mission.
	14	Audit Para. Reply of A.G. Audit, Local Fund Audit etc. relating to ULBs.
	15	Compilation of periodic budget expenditure of the Departments.
	16	All pending schemes pertaining to Govt. of India.
	17	Matters relating to Ease of Doing Business.
	18	Creation of Municipal Service Cadre.
	19	Pradhan Mantri Awas Yojana (PMAY) (U).
	20	All matters relating to AUWS & SB.
	21	Matter relating to AMRUT.
	22	Matter relating to Assam State Disaster Management.
	23	Matter relating to Manual Scavengers.
	24	All matters relating to Assam State Housing Board.
	25	NULM.
	26	Cabinet Memorandum.
	27	Real Estate Regulatory Authority.
	28	NITI Aayog matter.
	29	Matters relating to Public Grievances (PMO / CMO letters & CPGRAMS)
	30	Matters relating to Standardization of Govt. Website.
	31	High Court, Supreme Court, legal matters.
	32	CM's Independence Day Speech, Finance Minister's Budget Speech, Governor's Budget Speech for Republic Day, Governor's Address.
	33	Matter relating to SDG.
	34	All Assembly Committees and Assembly & Parliament Questions.
	35	Matters relating to workshop, training and seminar etc..
	36	CIDE.
	37	All matters relating to DCSS.
	38	Matters relating to Solid / Plastic Waste Management Rules, 2016.
	39	Matter relating to Appeal Case as Appellate Authority.
	40	1 <sup>st</sup> Appellate Authority for RTI
	41	Matters relating to MOU of Advantage Assam summit, 2018.
	42	Any matters as entrusted from time to time
	1.	All Establishment matters relating to Urban Development Department.
	2.	All matters relating to T & CP / AMRUT / PMAY-HFA.
	3.	All matters relating to Assam State Housing Board (ASHB).
	4.	Chief Ministers Independence Day Speech, Finance Minister's

<b>Shri Richard Ahmed, ACS, Joint Secretary, UDD(He will put up files directly to the Secretary)</b>		Budget Speech, Governor's Budget Speech, Speech for Republic Day, Governor's Address.	
	5.	Audit Para, Reply of A.G. Audit, Local Fund Audit etc. relating to T & CP.	
	6.	Legal matters relating to T & CP.	
	7.	All matters relating to DMA.	
	8.	All matters relating to AUWS&SB.	
	9.	All matters relating to Swachh Bharat Mission (U).	
	10.	All matters relating to DAY-NULM.	
	11.	All matters relating to Solid / Plastic Waste Management, 2016.	
	12.	Audit Para, Reply of A.G. Audit, Local Fund Audit etc. relating to ULBs.	
	13.	Designated Officer for FOC.	
	14.	Compilation of periodic budget expenditure of the Department.	
	15.	Matters relating to Manual Scavengers.	
	16.	Supreme Court, High Court Legal Matters relating to DMA.	
	17.	Matters relating to AMRUT / PMAY(U)-HFA.	
	18.	RERA / City Infra Development Fund (CIDF).	
	19.	Matters relating to NEC / PPP / EAP etc.	
	20.	Matters relating to Assam Legislative Assembly including Nodal Officer for Assembly Session.	
	21.	Matters relating to all schemes of Govt. of India.	
	22.	Nodal Officer for ASDMA.	
	23.	Matters relating to Assam Right to Public Service Act, 2012.	
	24.	Any matters as entrusted from time to time.	
	<b>Smti Moromi Payeng, Deputy Secretary (She will put up all files through the Joint Secretary)</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.		All matters relating to training of Officers and Staff of Urban Development Department.	
6.		Matters relating to Manual Scavengers.	
7.		Matters relating to DCSS / Matters relating to ALA.	
8.		SPIO of the Department.	
9.		Nodal Officer for NITI Aayog.	
10.		Nodal Officer for Assam Citizen Centric Service Delivery System.	
11.		Matters relating to Assam Legislative Assembly.	
12.		Matters relating to Standardization of Govt. Website.	
13.		Cabinet Memorandum.	
14.		Matters relating to Public Grievances (PMO / CMO letters and CPGRAMS)	
15.		Any matters as entrusted time to time	
<b>Smti. Chitrlekha Das, Under Secretary (She will put up all files through the Joint Secretary)</b>	1.	Matters relating to Assam State Disaster Management.	
	2.	Matters relating to Assam Urban Water Supply & Sewerage Board.	
	3.	All matters relating to the Budget of the the Department.	
	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.	Matters relating to Manual Scavengers.	
	7.	Matters relating to Public Grievances (PMO / CMO letters and CPGRAMS)	
	8.	Matters relating to State and Central Finance Commission.	
	9.	Audit Para, Reply of A.G. Audit, Local Fund Audit etc. relating to ULBs.	
	10.	All files relating to Finance Department.	
	11.	Any other matters entrusted from time to time.	

The Secretary shall put up all files directly to Principal Secretary for disposal. In the absence of Principal Secretary, the files will be disposed as per instruction of the Principal Secretary, Urban Development Department.

The order comes into force with immediate effect.

Sd/-  
(Shri Niraj Verma, IAS)  
Principal Secretary to the Govt. of Assam,  
Urban Development Department

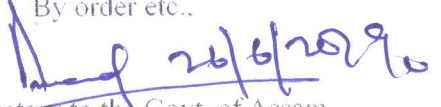
Memo No,UDD(M)23/2009/68-A

Dated, Dispur the 26<sup>th</sup> June, 2019

Copy to :

1. Officers concerned,
2. The Managing Director, Assam Urban Water Supply & Sewerage Board, Guwahati-5
3. The Director, Municipal Administration, Assam, Dispur, Guwahati-6.
4. The Director, Town & Country Planning, Assam, Dispur, Guwahati-6.
5. The Commissioner, Assam State Housing Board, Guwahati-5.
6. All Mission Director(s), SBM(U) / PMAY(U)-HFA / NULM / AMRUT.
7. P. S. to the Hon'ble Minister, Urban Development Department /Town & Country Planning Department, Dispur, Guwahati-6 for kind appraisal of Hon'ble Ministers.
8. P. S. / P.A to the Principal Secretary / Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6 for kind appraisal of Principal Secretary / Secretary, Urban Development Department.
9. Superintendent(s) / all Sr. & Jr. Administrative Assistant(s), Urban Development Department.

By order etc.,

  
Joint Secretary to the Govt. of Assam,  
Urban Development Department

  
26/6/19