

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

No. UDD(T)22/2009/29

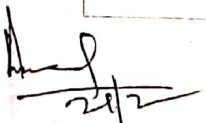
Dated, Dispur the 21st February, 2019.

OFFICE ORDER

In supersession to all earlier office order, the following allocation of works in respect of staff of Urban Development Department (T&CP Wing) is made which comes into force with immediate effect

(A) TOWN & COUNTRY PLANNING WING

Name of the Assistant	Sl. No.	Subjects
Sri H.R.Choudhury, Sr. A.A	1	Schemes under 10% Pool Fund.
	2	Schemes under Non lapsable Central Pool of Resources (NLCPR)
	3.	Schemes under North Eastern Council (NEC)
	4.	Special Plan Assistance/ Additional Central Assistance (SPA/ACA) Projects.
	5	Schemes under City Infra Development Fund (CIDF) in respect of Jorhat, Dibrugarh, Tinsukia, Silchar, Tezpur, Nagaon, Barpeta, Bongaigaon, Sivasagar and North Lakhimpur Districts.
	6	Amendments relating to Town & Country Planning Act, 1959, Rules etc.
	7	Real Estate Regulatory Authority (RERA) matters to be assisted by Raju Ram.
	8	Matters relating to Building Rules, Bye-Laws etc.
	9.	Matters relating to Supreme Court, High Court, Tribunal and any Other Court relating to Sl. 1 to 8
	10.	Assembly matters.
	11.	Any other matter allotted by the authority from time to time.
Smti C. Neingaite, Sr. A.A	1.	Matters relating to Budget of Assam State Housing Board.
	2.	All schematic works under Assam State Housing Board except Schemes under CM's special package for Barak Valley Ph.II.
	3.	Matters relating to Pradhan Mantri Awas Yajona (PMAY)
	4.	All others Misc. Matters relating to Assam State Housing Board.
	5.	Appointment of Chairman and Vice-Chairman of Assam State Housing Board.
	6.	Amendments of Acts, Rules and Bye-Laws relating to Assam State Housing Board.
	7.	Matters relating to Supreme Court, High Court, Tribunal and any Other Court relating to Sl. 1 to 7.
	8	Assembly matters.
	9.	Central Public Grievances Redressal Ams.
	10.	Any other matter allotted by the authority from time to time.
Sri G. Goswami, Sr. A.A	1.	Medical Reimbursement of staff of Directorate of Town & Country Planning.
	2.	Promotional matters of staff of Directorate of Town & Country Planning.
	3.	All establishment matter of T&CP Wing.
	4.	Study Leave, CCL, CL, EL of officials under Directorate of Town & Country Planning.
	5.	Matters relating to Service Rules and Service Order of Directorate of Town & Country Planning.
	6	Compassionate appointment under Directorate of Town & Country Planning.
	7.	Arrear Salary for the staff of Directorate of Town & Country Planning.
	8.	Matters relating to Pension of employees of Directorate of Town & Country Planning.


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	9.	Suspension, Departmental Proceedings etc of employees of Directorate of Town & Country Planning.
	10	Amendment of Acts, Rules and Bye-Laws of T&CP relating to above
	11	Matters relating to Supreme Court, High Court, Tribunal and any Other Court relating to Sl. 1 to 10 above.
	12	Assembly matters.
	13	Any other matter allotted by the authority from time to time.
Sri Raju Ram, Jr. A.A	1.	Annual Budget of T&CP.
	2	CM's Special Package for Barak Valley, Ph.II of T &CP and ASHB.
	3	Schemes relating to Night Shelter under SOPD.
	4	Schemes relating to Solid Waste Management under SOPD.
	5	Governor speech for Republic Day/ Governor Address, matters of Persons with disabilities, Space Technology in governance etc.
	6	Matters relating to Supreme Court, High Court, Tribunal and any Other Court relating to Sl. 1 to 7.
	7	Assembly matters./ (NEC) SUV of meeting.
	8	Matters relating to Draft Final Master Plan/Advisory Council.
	9	Any other matter allotted by the authority from time to time.
Sri Bireswar Boro, Jr.A.A	1.	Schemes relating to Infrastructure Development in Other Towns under State Own Priority Development (SOPD).
	2	Schemes relating to Basti Sudhar under SOPD/PM's 15th Point Programme.
	3	Audit matters of Town & Country Planning and Assam State Housing Board.
	4.	Matters relating to Supreme Court, High Court, Tribunal and any Other Court relating to Sl. 1 to 5.
	5.	Assembly matters.
	6.	Matters relating to 10% Pool Fund.
	7.	Scheme under City Infra Development Scheme (CIDF) in respect of 4 (four) Districts namely, Karimganj/Dhubri/Goalpara/Golaghat Districts.
	8.	Any other matter allotted by the authority from time to time.
Sri Tilak Talukdar, Junior Admn. Asstt.	1	To look after the Diarist Table and issue and dispatch letters etc..
	2.	Schemes under Integrated Housing and Slum Development Programme (IHSDP) & Rajiv Awas Yojona (RAY)
	3	Matters relating to Development Authority (Except Barak Valley)
	4.	Matters relating to Meeting, Workshop and Training.
	5	Matters relating to Supreme Court, High Court, Tribunal and any Other Court relating to Sl. 1 to 4
	6	Assembly matters.
	7	Schemes under Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT)
	8	Any other matter allotted by the authority from time to time.
Smti Suwala Borgohain, C.O.	1.	All Typing Works relating to Town & Country Planning Wing of Urban Development Department.
	2.	She will check the e-mail and download the content of T&CP and ASHB.
	3.	Any other matter allotted by the authority from time to time.
Sri Gurucharan Das Superintendent	1.	He will make necessary supervision of the works allotted to the Assistant, Maintenance of CL Register. Casual leave register of staff will be put up Joint Secretary (Estt, R.A) weekly which is to be complied with forthwith.
	2.	Matters relating to all Appeal Cases.
	3.	Any other matter allotted by the authority from time to time.

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(B) MUNICIPAL ADMINISTRATION WING

Name of the Assistant	Sl. No.	Subject
Shri Hari Bhawan Singh, Sr. A.A	1	Misc. matter relating to Water Bodies/ Water Mission / Animal Welfare matter.
	2	Matter relating to ASDMA
	3	Matter relating to views on Policy / Cabinet Memorandum received from other Department.
	4	Matter relating to Assembly Question / Parliamentary Question.
	5	Any other matter as entrusted from time to time by the Authority.
Shri M.H. Saikia, Sr.A.A	1	All Matter relating to meetings / workshop/ training of Officers & Staff of UDD(M).
	2	Establishment matters of UDD(M) /Accountability Transparent Matrix.
	3	Misc. matters of Town Committees
	4	Annual Administrative Report of UDD.
	5	Matter relating to Slaughter Houses/ National Health Mission.
	6	Matter relating to Assembly Question/ Parliamentary Questions .
	7	Implementation of State Litigation Policy.
	8	Any other matter as entrusted from time to time by the Authority.
Sri Manju Rani Rajbongshi, Sr. A.A	1	Establishment matters relating to DMA.
	2	State & Central Finance Commission.
	3	Matter relating to Chief Minister's Independence Day Speech, Finance Minister's budget Speech.
	4	All matter relating to Municipal Boards.
	5	All Courts Case/ Legal matters relating to Municipal Boards.
	6	Submission of periodical report to Chief Minister/ Chief Secretary, Assam.
	7	Matter relating to Assembly Questions / Parliamentary Questions
	8	Placement of Executive Officers.
	9	Matter relating to Human Right Commission / Safai Karmacharies / Manual Scavengers.
	10	Amendment of Assam Municipal Act, 1956.
	11	Any other matter as entrusted from time to time by the Authority.
Shri Pabitra Baruah, Sr, A.A	1	All matters relating to AUWS & SB
	2	Creation of Municipal Cadre
	3	Matter relating to AMRUT/ NULM
	4	Matter relating to creation of Town Committees / Municipal Election.
	5	Matters relating amendment of Acts / Cabinet Memorandum.
	6	Matter relating to Assembly Questions / Parliamentary Questions
	7.	Any other matter as entrusted from time to time by the Authority.
Sri Sanjib Phukon, Jr. A.A.	1	Swachh Bharat Mission(U)
	2	Annual Budget of DMA
	3	Standardization of Govt. website
	4	Report of CAG/PAC.
	5	Matter relating to Assembly Questions / Parliamentary Questions
	6	Matter relating to Entry Tax Grant.
	7	All matters relating to A.G.(Audit) and Financial Inspection/ NGT matters.
	8	Departmental Related Standing Committees(DRSC).
	9	Any other matter as entrusted from time to time by the Authority.

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Shri Tapan Baishya, Jr. Admn. Asstt.	1	All Court Case/ Legal matters relating to Town Committees.
	2	RTI
	3	Ease of doing Business,
	4	E-prastuti/ E-Governance
	5	Externally Aided Projects / Assam Municipal Development Projects.
	6	Assam Rights to Public Service Acr, 2012
	7	Sustainable Development Goals. (SDG).
	8	Any other matter as entrusted from time to time by the Authority.
Smti Smita Saikia, Sr. Computer Operator	1	All typing works to MA Wing.
	2	Any other matter as entrusted from time to time by the Authority.
Sri Amlandeep Nath, Computer Operator	1	All typing works to MA Wing.
	2	Monitor E-mail of UDD and download mail contents for processing matter in file whichever necessary.
	3	Any other matter as entrusted from time to time by the Authority.
Sri Guru Charan Das, Superintendent.	1	He will make necessary supervision of the works allotted to the Assistant. Maintain register of Casual Leave monitor attendance of the staff. Casual Leave of staff will be put up Joint Secretary(Esstt, RA) weekly.

Sd/-(H.D. Sarma, ACS)
Secretary to the Govt. of Assam,
Urban Development Department

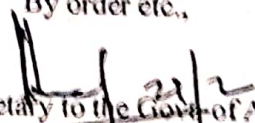
Memo No. UDD(T)22/2009/29-A

Dated, Dispur the 21st February, 2019

Copy to :-

- 1 The Joint Secretaries to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6.
2. The Deputy Secretaries to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6
3. The Under Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6.
4. The Director, Municipal Administration/ The Director, Town & Country Planning/ The Managing Director, Assam Urban Water Supply & Sewerage Board/ Commissioner, Assam State Housing Board. P.
5. P. S. to Principal Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati- 6
6. P.S. to Commissioner & Secretary, Urban Development Department, Dispur, Guwahati-6.
7. P.S. to Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6.
- 8 The Superintendent / all Senior & Junior Administrative Assistants/ Computer Operator Urban Development Department, Dispur, Guwahati-6.

By order etc.,


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