

Department wise Work Allotment In D.C's Office, Hailakandi

SL NO	Name of the Programme / Project/ Scheme.	Name of the Department/Office
1	2	3
1.	1. District Water and Sanitation Committee of Total Sanitation Campaign .	Member – Secretary, DWSC cum Executive Engineer (PHE)
2.	1. Project Package Scheme. 2. Deen Dayal Hathkargha Protshahan Yojona. 3. Chief Minister Assam Vikash Yojona.	Astt. Director Handloom & Textile
3.	1. I.W.M..P(D.W.D.U) District Watershed Committee.	Divisional Office, Soil Conservation
4.	1. AACP Tractor & Power Tiller at 20:30:50 basis 20%down payment 30% Government subsidy 50% Bank Loan & STW/LLP at 50% subsidy . 2. Assam Bikash Yojona 2008-09 Tractor at 50% subsidy.	Executive Engineer, Agriculture Mechanization Division
5.	1. District Level Committee for S.N.P. 2. District Level Claim Disposal Committee for Mukhya Mantrir Jiban Bima Achoni. 3.District Level Monitoring Committee for Construction of WWC building. 4. Mukhya Mantrir Mahila Sammridhhi Achoni.	District Social Welfare Office
6.	1. Implementation and Monitoring Committee for implementation of National Green Corps. 2. District Development Committee Meeting. 3. MSDP District Level Committee 4. RGMSY (Rajiv Gandhi Memorial Sansthapana Yojona).	Deputy Commissioner Office
7.	1. DACC (Assam Agriculture Competitiveness Project) 2. Agriculture Technology Management Agency (Governing body). 3. National Food Security Mission- Rice 4. Assam Bikash Yojona. 5. Technology Mission for Integrated Development of Horticulture. 6. National Mission for Medicinal Plant. 7. Assam Agricultural Competitiveness Project (STW/LLP).	District Agriculture Office
8.	1. Task Force Committee (PMEGP) 2. District Level Committee under Kalpataru (Component –III). 3. Vocational Training under ASOM BIKASH YOJONA. 4.District Level Committee for Udyog Jyoti Achoni. 5.District Level Committee under State Industrial Policy 2003. 6.District Level Committee for Micro Enterprises for issuance of Eligible Certificate under State Industrial Policy 2008.	General Manager, District Industries and Commerce Centre.
9.	1. 20 point programme JHW-EWS Scheme.	District Housing Officer, Assam State Housing Board.
10.	1. Swarna Jayanti Shahari Rozgar Yojona (SJSRY). 2. Integrated Development for small & Medium town	Deputy Director, Town & Country Planning

	(IDSMT).	
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11.	1. District Level Monitoring and Evaluation Committee (DLMEC) for implementation of Civil works under Dairy Development, Assam.	Deputy Director, Dairy Development
12.	1. R.K. V.Y (Construction).	District Animal Husbandry & Veterinary Officer
13.	1. District Advisory Committee on Youth Programme	District Youth Co-ordinator Nehru Yuva Kendra
14.	1. Bamboo Cluster Dev Project at Janigog.	Cane and Bamboo Technology (Guwahati Centre)
15.	1. PMGSY	Executive Engineer, PWD Road Division
16.	1. Assam Venture Educational Institute (DSC). 2. Pre-Matric Scholarship for Minority Student (DLSC). 3. Chief Minister Scholarship Examination (DLC). 4. State Award for Teacher (DLSC). 5. Smart School Selection (SSSC). 6. CM's Scholarship (DLC).	Education
17.	1. Assam Vikash Yojona 2008-2009. 2. District Sport Complex	District Sports Office
18.	1. Total Literacy Campaign/ Zilla Saksharata Samity	District Adult Education Officer cum Member Secretary , Zilla Saksharata Samity
19.	1. District Level Selection Committee under NSFDC for selection of beneficiaries. 2. District Level Selection Committee for selection of beneficiaries for skill development training for rehabilitation of Manual Scavengers (SRMS)	Development Officer, Assam State Development Corporation for Scheduled Caste Ltd.
20.	Any other work which may be allotted from time to time	

District Administration Work Allotment

S L N O	Name Of Officer and Designation	Main Branch/Office	Subjects allotted
1	2	3	4
1.	Sri Amalendu Roy, ACS, Addl. Deputy Commissioner Hailakandi (9435178884)	1. Administration	Administrative Reforms/Passport/ Cinema/ Hotel & Sarai/ Child labour & Work men compensation / Issue of various types of Certificate / Haj Matter/ Sainik Welfare / Jail / Issue of PRC / Counter Signature of SC Certificate / Delayed Death & Birth. Home Guards.
		2. Personnel	Appointment/Transfer/Disciplinary matters/SSC/UPSC/APSC Examination /Pension matters/ Compassionate Ground appointments/ GPF withdrawal & others/ Service Books
		3. Magistracy	DLCC/ Coordination with Armed Forces. Police/ Paramilitary Forces/Distribution of cases among EMs
		4. Food, Civil Supplies & Consumer Affairs	All matters related to:- Food Civil Supplies & Consumer Affairs such as Procurement/ Proper distribution/Inspection/Monitoring/ Consumer Forum / enforcement of EC Act and other Acts/ Directives etc. All matters related to NFSA(Food Safety Act) . Matters related to MDM.
		5. Bakijai Branch	All matters related to Bakijai Branch .
		6. Namami Barak	Namami Barak Festival matters.
		7. Social welfare	In-charge DSWO and matters related to Social Welfare Department.
		8. RTI Cell	First Appellate Authority, RTI
		9. Adhar	Implementation of Adhar
		10. Audit Cell	Branch Officer Audit Cell.
		11. Border Matters	Matter related to Border.
		12. Others	Child Protection officer Disposal of CRPC /Bakijai Cases and work assigned time to time. Census matters. Any other work allotted time to time.
3	Sri E.L Faihriem, ACS Addl. Deputy Commissioner, Hailakandi(9435168532)	1. Health	In-charge A.D.C Health.
		2. NRC	In-Charge Addl. Deputy Commissioner , NRC. All matters related to NRC.
		3. Disaster Management	All matters related to relief & rehabilitation / RG/GR/Ex-gratia. Coordination with State Disaster Management Authority as CEO, DDMA.
		4. Development Branch	As A.D.C Development- All flagship programmes
		5. Decentralised Planning	Untied funds, MPLADS & MLAADS, SUHRID, DISHA etc
		6. Election	Addl. Deputy Commissioner, Election., Panchayat Election & ECI/SEC matters Any other work allotted time to time.
4.	Smti. Ruth Lienthang, ACS, Addl. Deputy Commissioner, Hailakandi (9401777079).	1. Revenue	Land Allotment & Settlement / land valuation/ land transfer/Land Sale/ Revenue Appeal/ Reclassification of Circle & classification of land/Circle, Inspection matters/ Registration matters/ Brick Kilns matter/ Stamp Vendor license/Gaon Burha Matters. All Court case matter of Revenue Branch/LA/LC/R.Kgo Branch. All charitable Trust matter/ Fishery matters
		2. RKGO	Encroachment matters/ All matter related to Circle transfer-posting /disciplinary matters of L.R Staff/ Record updating /

			Land records & computerization of LR Projects.
		3. Ceiling Branch	Land reforms matters and implementation of LC Act as well as implementation of Assam (Temporary Settled Areas) Tenancy Act.1971 .
		4.Land Acquisition	All matters related to Land Acquisition / Requisition of Hailakandi district.
		5. Education	*All matters related to Education department including chairman of different level of the Provincialization Committee LP/UP/ Higher Education . *Matter related MDM/SSA/RMSA/ JNV/ Eklabya School, Madrassa Education etc. * Rationalization of Teacher's . Assam Venture Education Institute (DSC).
		6. Registration	All Registration matters and also to act as District Registrar as A.D.C i/c Registration Branch
		7. E-Governance	As A.D.C E-Governance
		8.Others	Any other work allotted time to time.
5	Sri Pradip Timung, ACS SDO(S),Hailakandi (7002372852)	1. Nazarat	Nazarat Branch as Nazarat Officer/Signing of all Pay Bill and all matters related to Nazarat Branch. CrPC Cases.
		2.Sr. ASO	In-charge Sr. ASO, Hailakandi .
		3.Protocol	Protocol officer /All Protocol matters.
		4.ULBs	As Executive Officer Hailakandi Municipal Board & Lala Town Committee/All matters related to ULBs
		5. Excise Branch	Branch Officer, Excise Branch
		6.Others	Member/ Member Secretary of all Committees where SDO(S) is a Member or Member Secretary. Arms Licence. Forest Rights Act. Issue & Docket Branch Any other work /responsibility allotted time to time
6.	Smti R.L Changsan, ACS Asstt.Commissioner, Hailakandi (739905023)	1.Bakijai	Bakijai Certificate Officer under BPDR Act.
		2.Women Cell	All matter relating to Women Cell.
		3.PFC	All matter related to PFC
		4.E-Governance & ARTPS Act	All matters related to E-Governance & ARTPS Act
		5.Bakijai	Bakijai as Branch Officer
		6. RTI	SPIO, RTI, D.C Office, Hailakandi.
		7. Sub -Divisional welfare Officer	In-charge Sub Divisional welfare Officer .Hailakandi
		8.Election Branch	In-charge Election Officer, Hailakandi .
		9.Sub-Registrar	In-charge Sr. Sub-Registrar, Hailakandi .
		10.Others	Mahila Shakti kendra Any other work allotted time to time .
7.	Sri Pariskhit Phukan , ACS Asstt. Commissioner, Hailakandi (8638855858)	1Personnel Branch/ Confidential Branch/P.G Cell/ E-District / PFC	Branch Officer D.C's Personnel Branch / Confidential Branch/ P.G Cell/ E-district , E-Governance /PFC . He will assist the Deputy Commissioner in day to day works.
		2. Education	Branch Officer Development matter/Education .
		3. D.P Cell	Branch Officer D.P Cell.
		4. Bakijai	Certificate Officer Bakijai Branch
		5. Others	CrPC Cases. Counter Signature of ST/ OBC Certificate . i/c CDPO, Katlicherra. Any other works allotted time to time.
8.	SriNandit Kumar DAS, AFS FAO,D.C'sOffice, Hailakandi(9435179909)	1. Audit Cell	Audit Cell/ All Sanctioned FOC/ Finance matters of D.C's Office./ Pension Cell.