

**GOVERNMENT OF ASSAM  
OFFICE OF THE CHIEF SECRETARY ASSAM  
DISPUR :: GUWAHATI-6.**

**No.CS/RTI/2011/192**

**Dated Dispur the 30<sup>th</sup> December ,2011.**

**NOTIFICATION**

In pursuance of the provisions contained under Section 4(1)(b) of the Right to Information Act, 2005, the relevant information (as on 30-12-2011) in respect of the office of the Chief Secretary, Government of Assam is published as follows for general information of all concerned.

**1. The particulars of its organization, functions and duties:-**

Information on these points is given in the Following Table-

<b>Sl. No</b>	<b>Officer/ Employee Name</b>	<b>Designation</b>	<b>Powers &amp; duties</b>	<b>Monthly Basic Pay</b>	<b>Phone No and E-mail ID</b>
1.	Shri Naba Kumar Das, IAS	Chief Secretary	He is the overall Administrative Head of the Govt. of Assam	80,000/-	nk.das@nic.in 2261120
2.	Shri Solanki Vishal Vasant, IAS	Staff Officer to Chief Secretary	He assists Chief Secretary in all official matters and administrative matters and also acts as SPIO of this Office.	28,020/-	vishalanki@yahoo.com 2261607
3.	Shri Dimbeswar Talukdar	Sr.Grade Stenographer & Ex-offcio Under Secretary	He acts as Private Secretary to the Chief Secretary	32,950/-	
4.	Shri Projoy Gupta	Stenographer Grade- I(E) and Private Secretary to Chief Secretary	He acts as Private Secretary to the Chief Secretary	21,510/-	cs-assam@ nic.in 94350-19697
5.	Shri Manoranjan Deb	Stenographer Grade-III (E)	He assists Private Secretary in all matters	16130/-	
6.	Shri Prabir Bhattacharjee	Stenographer Grade-III (E)	He acts as Private Secretary to the Staff Officer to Chief Secretary.	13890/-	94353-09751

7.	Shri Pancham Pawe	Sr. A.A.	Same as above	16920/-	97065-41593
8.	Shri Sumit Patranabish	Sr. A.A.	He supervises the functioning of Dak Section and ensures proper movement of Files/ Dak	14,860/-	98640-17912
9.	Shri Haren Gohain	Sr. A.A.	Same as above	16870/-	99540-90972
10.	Smti Seema Kumari	Jr.A.A.	Same as above	10,020/-	98642-61109
11.	i.Shri Mohan Kanti Sen ii.Shri Dinesh Kalita iii.Md. Mofiz Ali iv.Shri Sarat Rahang v.Shri Manoj Kalita vi.Shri Tapan Ch. Das vii. Shri Pranab Das viii.Shri Pranab Kr. Sharma ix. Smti Khukumani Sen x. shri Naba Pathak xi.Shri Sankar Ch. Nath xii. Shri Ajit Daimary  xiii. Shri Atul Barman	Grade-IV	They ensure smooth movement of files, letters, folders etc. from the Chief Secretary's office and deliver them to all concerned Departments and also assist in office management.		87248-09674 98593-29525 97065-56089 99540-37341 98542-65767  97061-22521 88760-61790 97065-12695 97065-12695  95086-30375  98648-07056 98643-15543  98594-81699  84864-99485

	xiv. Shri Munindra Nath.				96781-50968
	xv. Shri Hiren Mali				

## **2. The powers and duties of its officers and employees:-**

As mentioned in Point 1 above. The duties of Staff like Sr/Jr. Assistant, Stenographer, Typist, Peons etc. is given in detail in Assam Secretariat Manual, 1981

## **3. Procedure followed for decision making process including channels of supervision & Accountability:-**

(a) The Chief Secretary is Secretary to the Cabinet ;

(b) The Chief Secretary shall be kept apprised of all important decisions by various Department.

(c) The Chief Secretary is the Head of the Administrative machinery in the State and is responsible to ensure efficiency of functioning of the entire State Administration. His mediation shall be sought as far as practicable in all the cases where there is a difference of opinion between the Secretaries.

(d) All memorials presented by Government servants to the Governor shall be sent, with the comments of the Administrative Departments to the Chief Secretary who will submit them for orders to the Chief Minister and the Governor.

(e) The Chief Secretary advises the Chief Minister on all important policy decisions, and important matters concerned with Government of India or with other States.

(f) Other Officers and Staff of this office are directly accountable to the Chief Secretary.

## **4. Norms set by Department for discharge of its functions:-**

Following norms are adhered to for smooth functioning of this office :-

- I) Time bound movement of Dak / files
- II) Courteous behavior towards visitors.
- III) Punctuality in meetings, office attendance etc.
- IV) Smooth & efficient office management.

**5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-**

This office supervises all other Departments which are in custody of files, rules, manuals, records and other related documents. This office does not keep separate records of documents relating to other Departments.

**6. A statement of the categories of documents that are held by it or under its control:-**

As mentioned in Point 5 above.

**7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy of implementation thereof:-**

Regular interaction with members of public takes place in this Office. Submission of Memorandum, letters etc. coupled with personal hearing facilitates grievance redressal.

**8. A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of it's advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :-**

The Chief Secretary is Ex- officio Chairman of number of Committees of which meetings are held on regular basis and its minutes are placed in public domain. An illustrative list of Committees of various Departments of which the Chief Secretary, Assam is Ex-officio Chairman or member is given below:-

Sl.No.	Name of Department	Chairman/Member	Remarks
1.	S.A.(Estt.)(Gazett ed Cell ) Deptt.	1. Selection Committee for recruitment by Promotion - Superintendent/Under Secy./ Deputy Secy./ Joint Secy./ Addl. Secy.  2. Board for Selection of Stenographers	

		<p>Grade-III and Grade-II.</p> <p>3. Board for promotion to the cadre of Spl. Officer &amp; Ex-Officio Deputy Secy. and Sr. Grade Stenographer &amp; Ex-officio Under Secy.</p> <p>4. Selection Committee for recruitment by promotion to the post of Administrative Officer in the Directorate / Heads of Department (Ministerial Service).</p>	
2.	Judicial Deptt.	1. Chairperson to monitor the infrastructural development of the subordinate judiciary of the State.	
3.	SA( Estt.) Deptt.	1. Chairman of the S.L.C. for selection of candidate for appointment on Compassionate Ground as per order of the Hon'ble Gauhati High Court.	
4.	Passport Deptt.	-	
5.	Printing & Stationary Deptt.	-	
6.	Food, Civil Supplies & C.A. Deptt.	<p>1. Committee for Selection Board for Promotion to the post of Controller of Legal Metrology under the Assam Weights &amp; Measures Service.,</p> <p>2. High Power Committee for Implementation of Mukhya Mantrir Anna Surakshya Yojana.</p>	
7.	Information Technology Deptt.	-	
8.	Health & Family Welfare (A) Deptt.	1. Chairperson of State Health Society.	
9.	Education (Secondary) Deptt.	<p>1. State Level Committee for Compassionate Ground.</p> <p>2. Promotion of AES Officers under AES Cadre.</p> <p>3. High Level Committee for TFC.</p> <p>4. State Literacy Mission Authority, Assam,</p> <p>5. Rastriya Madhyamik Siksha Abhiyan, Assam.</p>	

10.	Planning & Development Deptt.	<ol style="list-style-type: none"> <li>1. Chairman of State Level Committee for appointment on Compassionate Ground.</li> <li>2. Chairman of High Power Central Sector Projects Coordination Committee of PC Division of P &amp; D Deptt.</li> <li>3. Chairman of Empowered Committee.</li> <li>4. Member of Apex Authority of PPP Cell of P&amp;D Deptt.</li> <li>5. Chairman of State Geo. Spatial Data Committee.</li> <li>6. Member of State Level Advisory Committee on TPP.</li> <li>7. Chairman of State Evaluation Committee.</li> <li>8. Chairman of State Level Monitoring Committee.</li> </ol>	
11.	Welfare of Minorities and Development Deptt.	<ol style="list-style-type: none"> <li>1. Chairman of State Level Committee for implementation of PM's New 15 point Programme.</li> </ol>	
12.	Revenue & D.M. Deptt (Relief & Rehabilitation Branch)	-	
13.	I. & P.R. Deptt.	<ol style="list-style-type: none"> <li>1. Chairman of Press Accreditation Committee.</li> <li>2. Chairman of Selection Board for promotion to Cadre of Addl. Director.</li> </ol>	

14.	Parliamentary Affairs Deptt.	-	
15.	G.A. Department	-	
16.	Cultural Affairs Deptt.	1. Chairperson of Majuli Cultural Landscape Management Authority	
17.	P.W.(Roads) Deptt.	1. Chairman of State Level Standing Committee. 2. Member of General Body of Assam State Road Board. 3. Chairman of State Level Standing Committee NESRIP. 4. Chairman of State Level Committee.	
18.	Panchayat & R.D. Deptt.	1. Chairman of Backward Region Grant Fund (BRGF) High Power Committee.  2. Chairman of Co-ordination Committee on Panchayati Raj Institutions (PRIs).  3. Chairman of Technical and Monitoring Committee on Twelfth Finance Commission (TFC)/ Backward Region Grants Fund (BRGF)/ Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA).  4. Chairman of State Level Ombudsman Selection Committee.  5. Chairman of High Level co-ordination Committee on Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA).	
19.	Irrigation Deptt.	1. Board for promotion to the post of Chief Engineer and Addl. Chief Engineer.  2. State Level Committee for appointment on compassionate ground.	
20.	P.W. (B & NH) Deptt.	1. Selection Board for post of Addl. Chief Engineer, PWD (Electrical).  2. Selection Committee for finalization of Design (Plan & Models).	

		3. State Level Monitoring Committee on SARDP-NE.	
21.	Soil Conservation Deptt.	–	
22.	G.A.(B) Deptt.	–	
23.	Revenue & D.M. Deptt. ( General)	1. Chairman of State Executive Committee wherein the Chief Secretary, Assam is the Ex-Officio Chairman.	
24.	Handloom Textiles & Sericulture Deptt.	–	
25.	Industries & Commerce	1. Chairman of Board of Director, Assam Trade Promotion Organisation (ATPO). 2. Chairman Regional Advisory Committee (RAC) of CIPET. 3. Chairman Prime Minister's Task Force on MSME. 4. Chairman Tea Auction Committee.	
26.	Water Resources Department.	1. Chairman Assam State Water Resources Board. 2. Chairman Governing Body, Assam Integrated Flood and River Erosion Risk Management Agency ( AIFRERMA) 3. Chairman State Executive Committee of Assam State Disaster Management Authority. 4. Chairman State Level Committee for appointment on Compassionate ground. 5. Chairman Departmental Selection Board for Additional Chief Engineer and above.	
27.	Home (A) Deptt.	1. The Apex Committee for the CCTNS Project, Assam.	



		<p>2. The State Level committee for consideration of appointment on compassionate ground.</p> <p>3. The Departmental Promotion Committees of Indian Police Service.</p> <p>4. Departmental Promotion Committee of Assam Police Service.</p> <p>5. The State Level Empowered Committee for the modernization of Police Force Scheme.</p> <p>6. Unified Command Meeting.</p> <p>7. Strategy Group Meeting.</p> <p>8. Departmental Promotion Committee of the Assam Police Radio Organization</p> <p>9. Departmental Promotion Selection Board of Forensic Science Laboratory.</p> <p>10. Member of State Security Commission.</p>	
28.	A.H. & Veterinary Deptt.	<p>1. Chief Secretary is the Chairman of the Selection Board for considering the cases of promotion to the post of Director in Class-I (Sr. Gr.I) under Rule 14 (1) of the Assam Animal Husbandry &amp; Veterinary and Dairying Service Rule, 1988</p> <p>2. Chief Secretary is a member of the State Animal Welfare Board.</p> <p>3. Chief Secretary is the Chairman of the State Level Committee for consideration appointment under compassionate ground.</p>	
29.	Personnel (B)Deptt	<p>1. Chief Secretary is the Chairman of Trust Committee constituted under State Govt. Employees' Social Security Fund Rules, 1997.</p> <p>2. Chief Secretary is the Chairman of State Level Committee regarding the appointment on compassionate ground.</p>	
30.	Science & Technology	<p>1. Chief Secretary is the member of the Governing Body of Guwahati Biotech Park.</p> <p>2. Chief Secretary is the Chairman of</p>	

		the Council of Management of Guwahati Biotech Park.	
31.	Border Areas Department	<p>1. Chairman of State Level Screening Committee for Border Areas Development Programme (SCA).</p> <p>2. Member of Empowered Committee of Border Areas Development Programme.</p> <p>3. Member of Empowered Steering Committee for Integrated Check Post.</p> <p>4. Member of Land port Authority of India.</p>	

### 9. Directory of its officers and employees:-

Sl. No	Designation	No. of posts	Name of the incumbent
01	Chief Secretary	1	Shri N.K. Das, IAS
02	Staff Officer to Chief Secretary	1	Shri Solanki Vishal Vasant, IAS
03	Sr. Grade Stenographer & Ex-offi`cio Under Secretary	1	Shri Dimbeswar Talukdar
04	Stenographer Gr-I (E)	1	Shri Projoy Gupta
05	Stenographer Gr-III (E)	2	Shri Manoranjan Dev Shri Prabir Bhattacharjee
06	Sr. Administrative Asstt.	3	Shri Sumit Patranabish Shri Pancham Pawe Shri Haren Borgohain
07	Jr. Administrative Asstt.	3	Smti Seema Kumari Shri Suresh Gupta Shri Ankur Sarma
08	Typist	1	Shri Dipak Dey
09	Computer Data Entry	1	Smti Anjana Devi
10	Grade- IV	8	Md. Mofiz Ali Shri Sarat Rahang Shri Mohan Kanti Sen  Shri Tapan Ch. Das

			Shri Pranab Das Shri Manoj Kalita Shri Pranab Kr. Sharma Shri Dinesh Kalita
11	Casual Peon	2	Shri Naba Pathak Smti Khukumani Sen
12	Home Guard	5	Shri Shankar Ch. Nath Shri Ajit Daimary Shri Hiren Mali Shri Munindra Nath Shri Atul Barman
13	Rider (APRO)	1	Shri Lohit Basumatary

**10. The monthly remuneration received by each of its officers and employees:-**

As mentioned in Point 1 above.

**11. The Budget allocation indicating all plans, schemes, proposed expenditures and report on disbursement made during 2011-2012 :-**

This office neither directly implements any scheme / project nor gives any concession / permits. Hence there is no Budget provision for plan, schemes etc.

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-**

As mentioned in Point 11 above.

**13. Particulars of recipients of concessions, permits or authorizations granted by it :-**

As mentioned in Point 11 above.

**14. Details in respect of the information, available to or held by it reduced in an electronic form :-**

As mentioned in Point 5 above.

**15. Facilities available for citizens for obtaining information including working hours of library/ reading room, if maintained for public use.:-**

The normal working hours of this Office are as per State Govt. orders i.e. from 10.00 AM to 5.00 PM during 1<sup>st</sup> March to 30<sup>th</sup> September and from 10.00 AM to 4.15 PM during 1<sup>st</sup> October to 28<sup>th</sup> February. At present, there is no library or reading room facility in the Chief Secretary's office. Petitions for obtaining information are received in the office of the SPIO and documents / information is supplied to them either from this Office or from the concerned Department to which the petition is transferred under Section 6(3) of the Act.

**16.The names, designation and other particulars of the public Information Officers:-**

- (a) First Appellate Authority :- Shri N.K. Das, IAS  
Chief Secretary, Assam
- (b) State Public Information Officer :- Shri Solanki Vishal Vasant, IAS  
Staff Officer to Chief Secretary

**17. Such other information as may be prescribed and thereafter update these Publications every year:-**

The information incorporated in this Notification will be updated every year as required.

**Chief Secretary**

Memo No. CS/RTI/2011/192-A Dated Dispur the 30<sup>th</sup> December/ 2011.

Copy for kind information to:-

- 1) The Secretary, Assam Information Commission.
- 2) The Principal Secretary, to the Govt. of Assam A.R. & T Department.
- 3) SIO, NIC with a request to upload the soft copy of Notification on official website of Government of Assam.
- 4) Office Copy.

**Staff Officer to Chief Secretary**