

GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER :: DARRANG :: MANGALDAI  
(ADMINISTRATION BRANCH)

NO. DAN - 27/2012/150

Dated Mangaldai, the 15<sup>th</sup> May, 2018.

NOTIFICATION

INFORMATION MANUAL OF THE OFFICE OF THE DEPUTY COMMISSIONER, DARRANG FOR 2018  
(UNDER SECTION 4 (1) (B) OF THE RIGHT TO INFORMATION ACT, 2005).

In pursuance of the provisions contained under section 4 (1) (b) of the Right To Information Act, 2005, the required information is published for general information in the Information Manual of the office of the Deputy Commissioner, Darrang and given herein below :-

CHAPTER - I

PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES:

Works of the office of the Deputy Commissioner, Darrang functioning with different branches which are recognized as below:

1. Confidential (MCD)
2. Magistracy (DMG)
3. Administration (DAN)
4. Transformation & Development (DDP)
5. Planning including SDPL & DUDA (DPL)
6. Election (DEL)
7. Excise (DEX)
8. Nazarat & Stationery (DNZ / DFS)
9. Bakijai (DNB)
10. Census (DCN)
11. NRC
12. Personnel including Accounts (DPN / DPF)
13. Registration (DRD)
14. Land Records (DRKG)
15. Land Reforms (DRC)
16. Land Acquisition (DRAQ)
17. Land Revenue (DRTN)
18. Land Settlement (DRS), Encroachment (DRS/EC)
19. Disaster Management (DDM)
20. Fishery (DRF)
21. Food, Civil Supplies & Consumers Affairs (DMS)
22. District Treasury (DTM)
23. Zila Sainik Board (ZSW)
24. Home Guards & Civil Defence (MHG)
25. E- District Project & Public Facilitation Centre
26. E-Governance & I T Branch
27. Issue and Receipt Branch

**(1) Confidential Branch:**

1. Matters of emergency nature, etc.
2. Confidential matters relating to various branches / departments.

**(2) Magistracy Branch:**

1. Matters relating to maintenance of security, law and order in the district.
2. Matters under Cr.P.C. and amended provisions and promulgation of prohibitory orders.
3. Prosecutions sanction.
4. Conduct of Government cases in various courts.
5. Administration of the Code of Criminal Procedure, 1973 and subsequent amendments.
6. Reports and returns to High Courts.
7. Matters relating to MACT cases.
8. Verification of Character and Antecedents.
9. Complaints against police inaction / non-cooperation.
10. Matters relating to Police Stations / Thana Level Committees
11. Matters relating to Communal Harmony.

12. Matters relating to Government Pleaders, Public Prosecutors and Assistant Public Prosecutors, Assistant Government Pleaders and matters relating to them, etc.
13. Jail Matters.

**(3) Administration Branch**

1. Right To Information Act, 2005.
2. Passport, Citizenship,
3. Matters relating to Arms - Ammunition / Weapons and Explosives, etc.
4. Matters relating to Stamp Vendors / SAS Agency / MPKBY.
5. Matters relating to nomination of Awards.
6. Matters relating to Pension / Family pension to Freedom Fighters.
7. Matters relating to Solatium Fund scheme.
8. Matters under Birth & Death Registration.
9. Workmen Compensation cases / cases under Minimum Wages Act.
10. Matters relating to Legal Heirs.
11. Issue of Permanent Resident Certificates / Countersignature of caste certificates, etc.
12. Haj pilgrimage and other pilgrimage out side India.
13. Matters relating to Cinema and video.
14. Matters relating to Hotels and Sarai Act.
15. Matters relating to Fire Service Organization.
16. Matter relating to Home Guards & Civil Defence
17. Implementation of Acts, Rules with amended provisions and guidelines entrusted by the government from time to time relating to the branch.

**(4) Transformation & Development Branch :**

1. Subjects relating to Transformation & Development Department including MP & MLA LAD schemes, Untied fund, Kalpataru, Buniyad, etc. programmes.
2. Matter relating to Aspirational District
3. All the Flagship Programmes of the Government of India.
4. 20 Point / 15 point programmes.
5. Matters relating to Health & NHM.
6. District Level Monitoring Committee.
7. Women empowerment.
8. Matters relating to Forest, ASEB.
9. Matters relating to development departments and in coordination with department concerned in connection with government programmes.
10. Implementation of schemes under MSDP.
11. Matters relating to Education department.
12. Implementation of Acts, Rules and Guidelines entrusted by the government from time to time relating to the branch.

**(5) Planning Branch :**

1. Matters regarding functioning of Local Bodies.
2. Municipal Administration and Urban Development matters including DUDA, Panchayat matters and Elections to PRIs and Municipal Board / Town committee, DRDA & Zilla Parishad matters.
3. Matters relating to District Level Vigilance & Monitoring Committee to monitor Rural Development programme (through DRDA).
3. Preparation of budget / pay bills.
4. Implementation of Acts, Rules and Guidelines entrusted by the government / State Election Commission from time to time.

**(6) Election Branch :**

- i. Administration & Implementation under Acts, Rules and Guidelines entrusted by the Election Department, Government of Assam / Election Commission of India from time to time.
- ii. Preparation of electoral rolls.
- iii. This branch is responsible for implementation of provisions relating to conduct of election for Parliament, Legislature of the State as per provisions of Act (s) and Rules contained in the Constitution of India.
- iv. To issue directives to all officers to be deployed for conduct of revision of electoral rolls and conduct of elections as per ECI's guidelines.
- v. Updating of electoral rolls by preparation / publication of draft / disposal of claims for deletion, addition, correction of voters names & particulars / final publication of electoral rolls.

- vi. Approval of printing works / construction works under ECI's guidelines / order communicated by the Government from time to time.
- vii. Logistic support to ERO, AERO and other election related functionary to facilitate them to perform duties smoothly.
- viii. Disposal of appeal to be submitted by the appellate on being aggrieved by the decision taken by the ERO regarding rejecting his claims.
- ix. This branch is also responsible for proper maintenance of storage of ballot boxes, furniture, electoral rolls, EVMs, etc.
- x. Matters relating to pay and allowances of staff, contingency funds relating to elections including preparation of budget, submission of requirement of funds for pay and allowances and other expanses to conduct elections, etc.

**(7) Excise Branch :**

Administration under the provision of :

- i. The Assam Excise Act, 1910.
- ii. The Assam Excise Rules, 1945.
- iii. The Assam Bonded Ware House Rules, 1965.
- iv. The Assam Services (Discipline & Appeal) Rules, 1964.
- v. The Fundamental Rules and Subsidiary Rules, 1969.
- vi. The Assam Services (Pension) Rules, 1969.
- vii. The Delegation of Financial Power Rules, 1960.
- viii. The Assam Revised Leave Rules, 1934
- ix. The Narcotic Drugs and Psychotropic Substances Act and Rules.

**It consists of the following sections:-**

- (a) Licensing and prosecution sanction.
- (b) Personnel section.
- (c) Accounts section.
- (a) **Licensing and prosecution sanction** under the provisions of Acts and Rules and executive instruction in this regard.  
Action against persons involved in illicit liquor, drugs, etc. and to earn revenue.
- (b) **Personnel Section:-**  
It deals with all the matters indicated under personnel Section so far as Excise staff is concerned. It also deals with the Personnel matters of Inspecting Excise Staff under rules, e.g. the Assam Excise Service Rules, 1961, The Assam Subordinate Rules, 1961 and the Departmental Examination Rules for Excise Officers.
- (c) **Accounts Section:-**  
It deals with all the matters being dealt with by the Accounts Section under personnel Branch in so far as excise matters are concerned.
- (d) Implementation of Acts, Rules, Manuals and guidelines entrusted by the government from time to time.

**(8) Nazarat & Stationery Branch :**

**This branch deals with -**

- (i) Maintenance of buildings under the Deputy Commissioner.
- (ii) Office Accommodation.
- (iii) Purchase of Stationery and miscellaneous articles including furniture, liveries etc. and their proper distribution.
- (iv) Logistic support to Army & Paramilitary forces in connection with C I Ops.
- (v) Arrangement of meetings, conference etc. and arrangements for refreshments.
- (vi) Maintenance of Circuit House.
- (vii) VVIP / Protocol etc. matters.
- (viii) Matters relating to printing of documents.
- (ix) Requisition / hire of Vehicles.
- (x) Requisition / printing of forms including allotment of scheduled forms.
- (xi) Procurement of paper and Stationery articles and matters relating to their supply to various branches.
- (xii) Matters relating to maintenance of accessories i.e. computers, typewriters, duplicators etc.
- (xiii) Instruction regarding use of stationery and forms including lying down the yardstick of consumption.
- (xiv) Library including supply of Books / publication and purchase of leaflets / news papers.
- (xv) Preparation of budget / contingency bills.
- (xvi) Maintenance of Cash Books, records in connection with expenditure of the office.
- (xvii) Audit Matters.
- (xviii) Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

**(9) Bakijai Branch :**

- i. This branch deals regarding Recovery of Government dues under:
  - a) The Bengal Public Demand Recovery Act, 1913.
  - b) Rules under Chapter V of the Assam Land and Revenue Regulation 1886, relating to arrears and mode of recovery of them.
- ii. Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

**(10) Census :**

Administration / implementation of the Census Act and instructions / guidelines relating to Census matters received from Government / Higher Authorities.

**(11) NRC :**

Administration / implementation of the Act and instructions / guidelines relating to NRC matters received from Government / Higher Authorities.

**(12) Personnel Branch:**

The branch consists of the following sections:

- |                      |     |
|----------------------|-----|
| a) Personnel Section | DPN |
| b) Accounts section  | DPF |

**(a) Personnel Section:**

1. Establishment matters of officers and staff.
2. Conduct and Discipline and other general condition of Government servants.
3. Administration of
  - i. Implementation of Assam Right to Public Services Act, 2012.
  - ii. The Assam Ministerial District Establishment Rules, 1967 and subsequent amendments.
  - iii. The Assam Financial Rules.
  - iv. The Assam Services (Discipline & Appeal) Rules, 1964.
  - v. The Fundamental Rules and Subsidiary Rules, 1969.
  - vi. The Assam Services (Pension) Rules, 1969.
  - vii. Delegation of Financial Power Rules, 1960.
  - viii. The Assam Revised Leave Rules, 1934.
4. Assets and liabilities.
5. Service Books.

**(b) Accounts Section:**

- (1) Matters relating to pay and allowances including dearness allowance, traveling allowance, GIS, GPF etc.
  - (2) Matters relating to audit and special audit etc.
  - (3) Matters relating to Pay Committee.
  - (4) Payment of Income Tax.
  - (5) Preparation of budget, submission of requirement of funds for pay and allowances under head of account 2053, 2070, etc.
- (c) Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

**13 Registration matters through Sub-Registrar, Mangaldai :**

- i. Administration of
  - (1) the Registration Act, 1908.
  - (2) the Indian Stamps Act, 1899
  - (3) Special Marriage Act, 1954
- ii. Matters relating to pay and allowances, etc. of staff.
- iii. Implementation of Acts, Rules including amended provisions and guidelines entrusted by the government from time to time relating to the branch.

**14 Land Records Branch :**

Administration under the provision of-

- i. The Assam Land Records Manual.
- ii. The Assam Land and Revenue Manual, 1886.
- iii. The Assam Financial Rules.
- iv. The Assam Services (Pension) Rules, 1969.
- v. The Delegation of Financial Power Rules, 1960.
- vi. The Assam Services (Discipline & Appeal) Rules, 1964.
- vii. The Fundamental Rules and Subsidiary Rules, 1969.
- viii. The Assam Revised Leave Rules, 1934.
- ix. The Assam Contingency Manual.

- x. Administration of the Registration Act.
- xii. Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.
- 1. Establishment matters relating to Land Record staff including pension matters, Service Books of LR staff, conduct and Discipline and other general condition of employees concerned.
- 2. Maintenance of Land Records of the district including computerization of Land Records, Project - Dharitree.
- 3. Matter relating to RCC training.
- 4. Matters relating to appointment, appeal and dismissal of Gaonburhas, preparation of monthly remuneration bills of Gaonburhas.
- 5. Creation of Circles / Mandal Lots / Mouzas and Gaonburha Lots.
- 6. Construction of Circle Offices, etc.
- 7. Matters relating to Director of Land Records Surveys.
- 8. Correction of Records and maintenance of Jamabandi and issue of certified copies through Public Facilitation Centre.
- 9. Survey and demarcation of Inter-district boundaries.
- 10. Matters relating to Settlement operation.
- 11. Revenue appeal including partition / mutation appeals.
- 12. Assets and liabilities of LR staff.
- 13. Accounts Section:
  - (1) Preparation of budget under head of account 2029 LR.
  - (2) Matters relating to pay and allowances, traveling allowances, GPF, GIS etc. of staff under the head of account 2029 LR
  - (3) Matters relating to audit and special audit etc.
  - (4) Payment of Income Tax.
  - (5) Preparation of pay bills / Remuneration claim of Land Records staff / Gaonburhas, etc.
  - (6) Matter relating to Circle Officers tour diaries.

**15. Land Reforms Branch :**

- i. Management of land & properties belonging to religious institutions / Sattras.
- ii. Administration of-
  - a. The Assam Fixation of Ceiling on land Holding Act, and Rules made thereunder.
  - b. The Assam Temporarily Settled Areas Tenancy Act, 1971 and Rules made thereunder.
  - c. The Assam State Acquisition of Lands belonging to Charitable Institutions of Public Nature Act, 1976 and Rules made thereunder.
  - d. The Assam Gramdan Act, 1961 and Rules made thereunder.
  - e. The Assam Bhudan Act, 1965 and Rules made thereunder.
  - f. Implementation of schemes under Minimum Needs Programme.
  - g. Implementation of Acts, Rules and guidelines entrusted by the government from time to time.
  - h. Examination of various reform measures relating to the branch suggested by the Government and their implementation.

**16. Land Requisition and Acquisition Branch :**

- i. Exercise of powers and functions of collector under the provision of different Acts and Rules concerning requisition and acquisition E.G.
- ii. Matters relating to 4-laning of National Highway.
- iii. Administration of Acts and Rules, Government Guidelines on the subjects from time to time relating to the branch.

**17. Land Revenue Branch:**

- i. Maintenance of records relating to Touzi Navis.
- ii. Affairs of Mouzadars including appointment, commission to mouzadars, disciplinary action against delinquent mouzadars, etc.
- iii. Matters relating to collection of the land revenue and local rate including their remission.
- iv. Administration of the Assam Land and Revenue Regulations, 1886 (Matters relating to recovery of arrears, current Revenue and Local rates).
- v. Matters relating to the Assam Land Revenue Re-assessment made thereunder.
- vi. Administration of Acts and Rules, Government Guidelines on the subject from time to time relating to the branch.

**18. Land Settlement Branch:**

- i. Administration of Land Policy 1989 and ALRR Act, 1886 and instructions received from Government from time to time.
- ii. Matters relating to Land Settlement Policy.
- iii. Matters relating to Land Settlement Advisory Committee etc.
- iv. Conversion of annual patta / short lease land into periodic patta.

- v. Transfer of government land under land transfer rules.
- vi. Reclamation of cultivable waste land.
- vii. Matters relating to Forest Right Act.
- viii. Matters relating to Ecological Site, etc.
- ix. Administration of Acts and Rules, Government Guidelines on the subject from time to time relating to the branch.

**19. Encroachment Branch:**

- i. Removal of encroachment on Government Lands.
- ii. Matters relating to chapter X / Assam Accord.
- iii. Implementation of guidelines / instructions from higher authorities from time to time relating to the branch.

**20. Disaster Management Branch:**

- i. Maintenance of Refugee camps including grant of financial and medical relief to the displaced persons.
- ii. Rehabilitation of schemes to settled displaced persons.
- iii. Matter relating to project Ashwas.
- iv. Matters relating to rehabilitation of refugees including persons affected by natural calamities.
- v. Rehabilitation of acquisition affected people.
- vi. Matter relating to Sub-Divisional Relief Committee.
- vii. Administration of the Assam Relief Manual, 1976.
- viii. Action on Crisis Management Plan, 2009 for man-made disaster.
- ix. Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

**21. Fishery Branch:**

- i. Affairs of Fisheries.
- ii. Settlement of Revenue Fisheries including administration of the Assam Fisheries Settlement Rules, 1953.
- iii. Administration of the Assam land and Revenue Regulation (Rules under section 155 and 156 of the Regulation and section and section 6 of the Indian Fisheries Act).
- iv. Execution of Acts and Rules, government guidelines from time to time relating to the branch.

**22. Food, Civil Supplies and Consumers Affairs :**

It consists of following works-

- a. Administration and implementation of Consumer Affairs & Coordination with FCI / Chambers of Commerce & IOCL officials.
- b. Licensing and prosecution sanction.
- c. Matters relating to District Consumer Protection Council,
- d. District level Vigilance & Monitoring Committee on PDS at FP. Shop / GPSS
- e. Administration of Acts and Rules and executive instruction relating to Food, Civil Supplies and Consumers Affairs and government guidelines from time to time:

**f. Personnel Section:-**

It deals with all the matters indicated under personnel Section of Personnel Branch so far as FCS & CA staff is concerned. It also deals with the Personnel matters of Inspecting FCS & CA Staff, e.g. the Departmental Rules. It also deals with the personnel matters of the inspecting supply staff.

**g. Accounts Section:-**

Preparation of budget and salary bills of employees under Food, Civil Supplies and Consumers Affairs, Maintenance of accounts relating to various schemes, Audit matters, etc.

- i. **Matters relating to:** administration of schemes launched by government from time to time relating to the branch. Procurement of Rice and Paddy, construction of Godowns, etc.
- j. Matters relating to District / FPS / GPSS Level Vigilance and Monitoring Committee on PDS.
- k. Implementation of Acts, Rules, etc.
  - i. The Essential Commodities Act, 1955,
  - ii. The PDS Control Order, 2001,
  - iii. The Assam Trade Articles (Licensing & control) Order, 1982
  - iv. The Assam Public Distribution of Articles Order, 1982.
  - v. Removal of (Licensing requirements / Stock limits & movement restriction) specified Foodstuffs Order, 2002.
  - vi. The Prevention of Black Marketing & Maintenance of Supply Essential Commodities Act, 1980.
  - vii. The Moto Spirit & High speed Diesel (Regulation of Supply & Distribution & Prevention of malpractice) Order; 2005.
  - viii. The National Food Security Act, 2013.

- ix. The Assam Paddy & Rice Procurement (Levy & Licensing) Order, 1995.
- x. The Edible Oils Packaging (Regulation) Order, 1998.
- xi. Norms / Guidelines for selecting nominees for allotment of Salt rakes, 2001.
- xii. The Consumer Protection Act, 1986,
- xiii. The Standard of Weight and Measures Act, 1976 (Central Act No. 60 of 1975),
- xiv. The Standard of Weight & Measures (enforcement) Act, 1985.
- xv. The Assam Standard of Weight and measures (enforcement) Rules, 2003 as amended.
- xvi. The Standard of Weight and Measures (Packaged Commodities) Rules, 1977

**23. Treasury Branch:**

Administration of :

- i. The Treasury Rules and the Subsidiary Orders.
- ii. Personnel matters of staff belonging to the Assam Financial Service and Other Treasury Staff.
- iii. Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

**24. Zila Sainik Board:**

- i. Welfare, interests, resettlement, rehabilitation and all other matters concerning the ex-servicemen, families of servicing and deceased soldiers.
- ii. Assistance in representing their cases to the local administration or the Defence Authority concerned as the case may be.
- iii. Circulation of all sorts of information concerning the welfare of such categories of personnel, i.e. benefit / concessions, reemployment, resettlement, rehabilitation, training facilities and all other assistance may be announced by the Central and the State Government from time to time.
- iv. Help to such personnel in matters of securing medals / stars, pension, gratuity, settlement of areas etc.
- v. Assistance to disabled soldiers and widows and orphans of deceased soldiers.
- vi. Investigation of application for financial assistance and all other matters affecting the interest of such personnel.
- vii. Promotion of feelings of good-will between civil and military classes.
- viii. Liaison with Civil Authorities on matters of peculiar interests of Military classes.
- ix. Control of local funds, if any, for helping the needy and deserving personnel.
- x. Advice on all matters, civil and military, concerning their welfare, interests, resettlement, rehabilitation and all other matters.
- xi. Coordination of all activities with the Armed Forces Personnel and Civil side.
- xii. Cooperation of defence personnel with implementation of government schemes.
- xiii. Maintenance of Sainik Bhawan, Mangaldai,
- xiv. Implementation of Acts, Rules and Guidelines entrusted by the government from time to time relating to the branch.

**25. Home Guard Branch:**

- (a) Administration under the Assam Home Guard Act, 1947.
- (b) All other matters relating to the Home Guards, i.e. selection of volunteers for training, deployment and discharge of the trained Home Guard volunteers.
- (c) Matters relating to preparation of budget, pay-bills, etc. of employees and staff, remuneration to Home Guards personnel.
- (d) Implementation of Acts, Rules and guidelines entrusted by the government from time to time relating to the branch.

**26. E-District Project & Public Facilitation Centre:**

- i. Implementation of National e-Governance Plan.
- ii. Providing services under Right to Public Service Act
- iii. Monitoring of Village Level Enterprisers for implementation of NeGP, digitization of functioning of Common Services Centers, delivery of Government to Citizens (G2C) services and other items of works allotted from time to time.
- iv. Implementation of Acts, Rules and Guidelines entrusted by the government from time to time relating to the centre.

**27. Civil Defence Cell.** Matters relating to Civil Defence.

**28. E-Governance & Information Technology :** matters relating to NeGP & Information Technology

**29. Issue & Receipt Branch:**

- i. Dispatch / Issue of letters.
- ii. Receipt of letters from government and other authorities / applications, etc.

## CHAPTER II

### THE POWERS, DUTIES OF OFFICERS AND EMPLOYEES:

1. **Shri Ashok Kumar Barman, ACS, Deputy Commissioner, Darrang:**
  - A. Overall in-charge of the district administration and supervision of matters relating to the district.
  - B. To perform duties as Deputy Commissioner, District Collector, District Magistrate, District Election Officer, District Registrar, District Treasury Officer, Executive Director of DRDA, First Appellate Authority under RTI Act of 2005 & ARTPS Act, 2012 relating to matters of Deputy Commissioner's estt, District Programme Coordinator under MGNREGA, etc.
  - C. Statutory matters.
  - D. Administrative approval for implementation of schemes / works, issue of work orders under rules / guidelines received from government / authorities concerned.
  - E. Overall supervision of works / subjects of various branches / offices of the amalgamated establishment of the Deputy Commissioner.
  - F. Any other matter that may be assigned by the Government / higher authorities / as and when situation demands.
  
2. **Smti Sweety Gogoi Kalita, ACS, District Development Commissioner :**
  - A. All matters relating to Transformation & Development Department including implementation of MP & MLA AD schemes, Untied Fund, Kalpataru, Gyanjyoti, SCSP.
  - B. District Development Committee meetings and related correspondence.
  - C. Preparation and presentation in connection with DISHA meetings.
  - D. NYK, Cane & Bamboo Technology.
  - E. Any other matter entrusted as DDC.
  
3. **Shri Hari Prasad Bora, ACS, Addl. Deputy Commissioner, Darrang :**
  - A. All matters concerning Health Department, Sports,
  - B. Char area development,
  - C. Bakijai Branch,
  - D. Treasury matter.
  - E. Census matter.
  - F. Matter relating to PWD, APDCL, Housing,
  - G. Cr.P.C. cases
  - H. Any other works that may be assigned by Deputy Commissioner from time to time.
  
4. **Shri Narnarayan Nath, ACS, Addl. Deputy Commissioner:**
  1. Personnel & Accounts Branch,
  2. Law & Order, Cr.P.C., Magistracy
  3. MSDP
  4. SBM-PHE, Sports
  5. Agriculture, Irrigation,
  6. Education / RMSA / TLC – Zila Saksharata Samiti
  7. Matter relating to NITI Ayog (through Development Branch)
  8. Right to Public Service Act, 2012
  9. Bank matters & Tea Garden affairs
  10. Matters relating to Food, Civil Supplies & Consumer Affairs
  11. Nodal Officer for High Court / other courts,
  12. Any other works that may be assigned by Deputy Commissioner from time to time.
  
5. **Shri Bidyut Bikash Bhagawati, ACS, Addl. Deputy Commissioner:**
  1. Revenue Administration
  2. NRC, through Smti Manali Jain, ACS, CO & EM, Sipajhar as Branch Officer
  3. Nazarat & Stationery Branch, Circuit House, function as DDO, Audit matters, Protocol matters.
  4. Logistic Support to Army / CPMF.
  5. Functions as Appellate Authority of Revenue Circles (under RTI Act)
  6. Revenue appeal / Cr.P.C.
  7. CEO for Disaster Management including Relief & Rehabilitation
  8. Any other works that may be assigned by Deputy Commissioner from time to time.
  
6. **Smti Kalpana Deka, ACS, Addl. Deputy Commissioner:**
  1. Sub-Divisional Planning Branch, DUDA, Panchayat matters / Election to Local Bodies
  2. Election
  3. PRC / Caste certificate / Non-creamy layer certificate, Issue of NoK certificates, Senior Citizen Certificate
  4. Zila Sainik Board matters (through Zilla Sainik Welfare Organizer)
  5. Function as DMC SSA
  6. Function as Project Director, ITDP, Darrang



7. Matters relating to Social Welfare department,
8. Women Empowerment & Child Labour
9. Cr.P.C.
10. Issue & Receipt Branch
11. Permission for holding social function, events,
12. Nodal Officer for coordination with District Legal Services Authority & District Administration,
13. Any other works that may be assigned by Deputy Commissioner from time to time.

**7. Shri Pankaj Chakravarty, ACS, Addl. Deputy Commissioner:**

1. Administration (including Arms & Ammunition & Explosive matters)
2. Home Guards (through District HG Commandant)
3. Disposal of cases under Workmen Compensation / Labour Act / Minimum Wages Act
4. Transport / Road safety matters, implementation of Sarai Act.
5. Industries Department, T&CP, Dairy Dev & Veterinary matters, Handloom & Teztils, Soil Conservation, Fishery.
6. Excise
7. Nodal Officer for E-Governance, Public Grievances, Information Technology.
8. Nodal Officer for Mangaldai Municipal Board & Kharupetia Town Committee.
9. Coordinator of Aspirational District (through Development Branch),
10. Cr.P.C.
11. Any other works that may be assigned by Deputy Commissioner from time to time.

**8. Shri Antara Gogoi, ACS, Election Officer :**

1. Election matters
2. To function as Sub-Divisional Welfare Officer, Mangaldai
3. Land Records Branch
4. Land Revenue (T.N. Branch) / Fishery ,
5. Land Settlement & Encroachment, implementation of Chapter X
6. Land Reforms (Ceiling) Branch
7. Function as Public Information Officer (under RTI Act, 2005).
8. Permission for delayed Death & Birth registration.
9. Implementarion of MP ~~RTI~~
10. Planning Branch, Urban & Rural Development Signing of certified copies.
11. Issue of Caste certificate / Non-creamy layer certificate/ NoK certificate / Senior Citizen certificate
12. Cr.P.C. / Bakijai cases as entrusted by DM / ADM
13. Any other works that may be assigned by Deputy Commissioner from time to time.

**9. Smti Hemashrie Khanikar, ACS, Assistant Commissioner**

1. Personnel & Accounts Branch / I. T. Branch
2. Administration & Magistracy (including Arms & Explosives)
3. Bakijai Branch including Bakijai clearance certificates,
4. Matter relating to Right to Public Services Act, 2012
5. Land Acquisition and Requisition Branch
6. Nodal Officer for implementation of official language
7. Facilitation Centre / Issue & Receipt / E-Governance & I. T. Branch,
8. Issue of Pensioners' Identify Cards, Signing of certified copies
9. Brick Kiln & mining matters.
10. Census.
11. Cr.P.C. / Bakijai cases as entrusted by DM / ADM
12. Any other works that may be assigned by Deputy Commissioner from time to time.

**10. Shri Alok Tamuli, AFS, Treasury Officer:**

- A. Treasury matters,
- B. Any other matters allotted to him from time to time by D.C.

**11. Shri Mahesh Ch. Basumatary, AFS, Finance & Accounts Officer**

- A. Functions as Finance and Accounts Officer of DC's establishment.
- B. Timely monitoring and updating of all cash books of D.C.'s establishment.
- C. All financial matters of D.C.'s establishment.
- D. Audit Committee matters (through Nazarat Branch).
- E. Any other matters allotted to him from time to time by D.C.

**12. Shri Gakul Deka, Senior Planning Officer:**

- A. Subject under Transformation & Development Department including MP & MLA LAD schemes, Untied fund, Kalpataru, Buniyad, Flagship programmes, etc.
- B. Coordination with all development departments.

13. A. Subject under Transformation & Development Department including MP & MLA LAD schemes, Untied fund, Kalpataru, Buniyad, Flagship programmes, etc.  
B. Coordination with all development departments.
14. **Shri Gautam Sarma, Addl. District Informatics Officer, NIC:**  
A. Function of District Informatics Centre  
B. Any other matters allotted to him from time to time by D.C. / A.D.C.
15. **Shri Pritom Barua, Superintendent of Excise, (Vacant) :**  
A. Matters relating to Excise Affairs.  
B. Any other matters allotted to him from time to time by D.C.
16. **Shri Hari Chandra Sarmah, Administrative Officer**  
A. Function as Administrative Officer  
B. I/c Revenue Sheristadar  
C. Any other matters allotted to him from time to time.
17. **....., Revenue Sheristadar (Vacant)**
18. **Shri Dimbeswar Das, Superintendent of Food, Civil Supplies and Consumers Affairs:**  
A. Matters relating to Food, Civil Supplies and Consumers Affairs.  
B. Any other matters allotted to him from time to time by D.C.
19. **Smti Madhabi Kalita, Senior Sub-Registrar, Mangaldai:**  
A. Matters relating to Registration under Inspector General of Registration.  
B. Any other matters allotted to him from time to time by D.C.
20. **Shri Jagadish Bhattacharya, Project Officer, Disaster Management:**  
A. Matters relating to Disaster Management
21. **Shri Dimbeswar Das, Zila Sainik Welfare Officer:**  
A. Functions of Zila Sainik Board.
22. **Shri Janardan Barman, E-District Project Manager**  
A. Functions of e-District Project, Darrang

#### CHAPTER - III

##### PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

The files are generally, processed at Branch level and the files of each branch are submitted by Dealing Assistants through Senior Most Assistants of branches concerned to Administrative Officer / Revenue Sheristadar / Superintendent of Excise, FCS&CA / District Commandant of Home Guards / Finance & Accounts Officer / Senior Planning Officer / Sub-Divisional Officer (S) / Additional Deputy Commissioners / Deputy Commissioner as per the requirement of each file. Files requiring decision / approval except routine works and the files for correspondence with higher authorities must come to the Deputy Commissioner for final decision / approval.

#### CHAPTER - IV

##### THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :-

Efforts are made to deal with the cases as expeditiously as possible in accordance with the Rules, Regulations and other instructions issued from time to time.

#### CHAPTER - V

##### THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEE FOR DISCHARGING ITS FUNCTIONS :

The Branches discharge its functions in accordance with Rules, Regulations, Instructions, Manuals etc., issued by the Government from time to time.

There are some Office Memoranda / Notifications / circulars which are followed in disposal of the cases.

#### CHAPTER - VI

##### A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:-

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:-**

The documents held by branches including relevant files as per file index on the subject dealt with are kept in the branches concerned.

**CHAPTER - VII**

**THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF :-**

Arrangements done as per government guidelines or arranged locally in consultation with competent authorities.

**CHAPTER - VIII**

**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 ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC.**

Boards, committees formed as per government guidelines with required officials / members for each committee.

**CHAPTER - IX**

**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Lists of officers and staff are shown in chapter II & X

**CHAPTER - X**

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

The officers and the employees of the establishment of the Deputy Commissioner, Darrang are being paid monthly remuneration in their respective scale of pay as mentioned below and the allowances as applicable.

<u>Sl. No.</u>	<u>Name of officers / employees</u>	<u>Designation</u>	<u>Pay scale</u>	<u>Grade Pay</u>
1.	Shri Ashok Kumar Barman, ACS, Deputy Commissioner		Rs. 30,000- 110,000	Rs. 16900
2.	Smti Sweety Gogoi, Kalita, ACS, District Development Commissioner-do-		-do-	-do-
3.	Shri Hari Prasad Bora, ACS, Addl. Deputy Commissioner		-do-	Rs. 15700
4.	Shri Narnarayan Nath, ACS, Additional Deputy Commissioner		-do-	-do-
5.	Shri Bidyut Bikash Bhagawati, ACS, Additional Deputy Commissioner -do-		-do-	-do-
6.	Smti Kalpana Deka, ACS, Additional Deputy Commissioner		-do-	-do-
7.	Shri Pankaj Chakravarty, ACS, Addl. Deputy Commissioner		-do-	-do-
8.	Smti Antara Gogoi, ACS, Election Officer		-do-	Rs. 12700
9.	Smti Himashree Khanikar, ACS, Assistant Commissioner		-do-	-do-
10.	Shri Alok Tamuly, Treasury Officer		-do-	-do-
11.	Shri Mahesh Ch. Basumatary, AFS, Finance & Accounts Officer		-do-	-do-
12.	Shri Gautam Sarma, Addl. District Informatics Officer, NIC		Rs. 56100-177500	
13.	Shri Gokul Deka, Senior Planning Officer		RS. 30000-110000	Rs. 12700
14.	Shri Pritom Barua, Superintendent of Excise		Rs. 22000-87000	Rs. 11500
15.	Shri Simanta Konwar, Asstt. Planning Officer		-do-	-do-
16.	Shri Tankeswar Deka, Assistant Planning Officer		-do-	-do-
17.	Smti Manali Das, Commandant, Home Guards		-do-	-do-
18.	Shri Hari Chandra Sarmah, Administrative Officer		-do-	-do-
19.	_____ Revenue Sheristadar (Vacant)		-do-	-do-
20.	Shri Dimbeswar Das, Superintendent, FCS & CA		-do-	Rs. 10300
21.	Shri Pankaj Hazarika, I/c Deputy Controller, Civil Defence		-do-	Rs. 11500
22.	Shri J. N. Roy, Inspector		-do-	Rs. 10300
23.	Shri Nagen Ch. Das, Inspector		-do-	-do-
24.	Shri Bhagya Deka, Inspector		-do-	-do-
25.	Shri Madhabi Kalita, Sr. Sub-Registrar, Mangaldai		-do-	-do-
26.	Shri Ranjit Kr. Baishya, Inspector		-do-	-do-
27.	Smti Ashima Bhuyan, Inspector		-do-	-do-
28.	Shri Prasanta Kr. Das, Inspector		-do-	-do-
29.	_____, H.A., D.C.'s Office, Darrang (Vacant)		Rs. 22000-87000	Rs. 10300
30.	Shri Jagadish Bhattacharya, Project Officer, DMA		Rs. 30,000/- (Fixed pay)	
31.	Shri Dimbeswar Das, (Capt. Retired), Zilla Sainik Welfare Officer		Rs. 22499/- (Fixed pay)	
32.	Shri Janardan Barman, e-District Project Manager		Rs. 26000/- (Fixed pay)	

(1) Confidential Branch

1. Shri Jitendra Kr. Saharia, Stenographer	Rs. 14000-49000	Rs. 8000
2. Shri Pranjal Sarma, Junior Assistant	-do-	Rs. 6200
3. Shri Mithu Mandal, Junior Assistant	-do-	-do-
4. Shri Nandeswar Saikia, Peon	Rs. 12000-37500	Rs. 3900
5. Shri Arun Deka, Peon	-do-	-do-
6. Shri Bipul Deka, Peon	-do-	-do-
7. Shri Kanak Das, Peon	-do-	-do-
8. Shri Tirtha Barua, Peon	-do-	-do-
9. Shri Purandar Nath, Mali	-do-	-do-

(2) Administration & Magistracy Branch

1. Shri Babul Saikia, Senior Assistant	Rs. 14000-49000	Rs. 8000
2. Shri Juran Ch. Boro, Senior Assistant	-do-	-do-
3. Shri Durlav Nath, Junior Assistant	-do-	Rs. 6200
4. Shri Arun Kr. Sarma, Junior Assistant	-do-	-do-
5. Smti Chandrama Das, Junior Assistant	-do-	-do-
6. Shri Khagendra Saharia, Peon	Rs. 12000-37500	Rs. 3900
7. Sri Tapan Kr. Sarmah, Peon	-do-	-do-

(3) Transformation & Development Branch

1. Shri Hafizuddin Ahmed, Senior Assistant	Rs. 14000-49000	Rs. 8000
2. Shri Munindra Narayan Konwar, Senior Assistant	-do-	-do-
2. Smti Merina Begum, Stenographer	Rs. 14000-49000	Rs. 8000
3. Shri Hemalini Dutta, Junior Assistant	-do-	Rs. 6200
4. Shri Mukut Deka, Junior Assistant	-do-	-do-
5. Mrs Monika Das, Junior Assistant	-do-	-do-
6. Shri Lakheswar Barua, Driver	-do-	Rs. 5000
7. Shri Tarun Baruah, Peon	Rs. 12000-37500	Rs. 3900
8. Shri Moheswar Das, Peon	-do-	-do-

(4) Planning Branch

1. Shri Kulen Saharai, Senior Assistant	Rs. 14000-49000	Rs. 8000
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(5) Nazarat & Stationery Branch

1. Shri Abdur Rahman, Nazir cum Cashier	Rs. 14000-49000	Rs. 8000
2. Shri Nazirul Hoque Choudhury, Junior Assistant as Assistant Nazir	-do-	Rs. 6200
3. Shri Rantu Deka, Junior Assistant & Assistant Nazir	-do-	Rs. 6200
4. Shri Manik Sarma, Driver	-do-	Rs. 5000
5. Shri Puspa Saikia, Driver	-do-	-do-
6. Shri Bipul Das, Driver	-do-	-do-
7. Shri Ratan Baruah, Driver	-do-	-do-
8. Shri Kishor Chamuah, Driver	-do-	-do-
9. Shri Kanak Kalita, Jarikarak	-do-	Rs. 4400
10. Shri Faznur Ali, Jarikarak	-do-	-do-
11. Shri Gopal Deka, Jarikarak	-do-	-do-
12. Shri Sarat Chandra Hazarika, Jarikarak	-do-	-do-
13. Shri Keshab Sarma, Jarikarak	-do-	-do-
14. Shri Liladhar Deka, Jarikarak	-do-	-do-
15. Shri Jugal Chandra Das, Jarikarak	-do-	-do-
16. Shri Tilak Boro, Jarikarak	-do-	-do-
17. Shri Bulen Das, Jarikarak	-do-	-do-
18. Shri Dipak Deka, Jarikarak	-do-	-do-
19. Shri Ranjan Daimari, Jarikarak	-do-	-do-
20. Shri Rajani Singh, Chowkidar	Rs. 12000-37500	Rs. 3900
21. Shri Lankeswar Deka, Khansama (U/S)	-do-	-do-
22. Shri Dharmeswar Barman, Peon, Circuit House	-do-	-do-
23. Shri Prabin Saharia, Peon, Circuit House	-do-	-do-
24. Shri Mukul Ch. Mahanta, Chowkidar (Circuit House)	-do-	-do-
25. Shri Sunanda Baro, Peon (Circuit House)	-do-	-do-
26. Shri Nayan Thakuria, Peon (Circuit House)	-do-	-do-
27. Shri Ratnadhar Barua, Mali (Circuit House)	-do-	-do-
28. Smti Mina Kumari Basfar, Sweeper	-do-	-do-
29. Shri Dhanmani Hazarika, Chowkidar	-do-	-do-
30. Shri Sambhu Basfar, Suiper	(Fixed Pay -	7000.00)

(6) Election Branch

1. Shri Boktar Ali, Senior Assistant	Rs. 14000-49000	Rs. 8000
2. Shri Tafika Abeda Rahman, Junior Assistant	-do-	Rs. 6200
3. Shri Rabin Bora, Peon	Rs. 12000-37500	Rs. 3900

(7) Excise Branch

1. Shri Khalilur Rahman Bora, Asstt. Inspector	Rs. 14000-49000	Rs. 6200
2. Shri Khatibuddin Ahmed, Assistant Inspector	-do-	-do-
3. Smti Saraswati Das, Senior Assistant	-do-	Rs. 8000
4. Md. Mainul Hoque, Junior Assistant.	-do-	Rs. 5600
5. Shri Hari Ch. Sarmah, Excise Constable	-do-	Rs. 5000
6. Shri Kalyan Mech,	-do-	-do-
7. Shri Tankeswar Sarma,	-do-	-do-
8. Shri Nur Islam Ali,	-do-	-do-
9. Shri Dulal Ahmed,	-do-	-do-
10. Shri Taimul Hoque	-do-	-do-
11. Shri Upendra Saharia	-do-	-do-
12. Shri Achyut Ch. Deka,	-do-	-do-
13. Shri Zaliluddin Ahmed,	-do-	-do-
14. Shri Bipin Ch. Deka,	-do-	-do-
15. Shri Azizur Rahman,	-do-	-do-
16. Shri Padma Ram Nath,	-do-	-do-
17. Shri Dambarudhar Deka,	-do-	-do-
18. Shri Abu Asha Hoque,	-do-	-do-
19. Shri Iskender Mirza,	-do-	-do-
20. Shri Altaf Hussain	-do-	-do-
21. Shri Faizur Rahman,	-do-	-do-
22. Shri Kulen Boro, Peon	Rs. 12000-37500	Rs. 3900
23. Shri Parikhith Kalita, Peon	Rs. 12000-37500	Rs. 3900

(8) Bakijai Branch

1. Shri Mamtaz Ali, Senior Assistant	Rs. 14000-49000	Rs. 8000
2. Shri Litul Boro, Senior Assistant (including IT Bn.	Rs. 14000-49000	Rs. 8000
2. Shri Dharbindar Singh, Junior Assistant	-do-	Rs. 6200
3. Sri Chandra Deka, Peon	Rs. 12000-37500	Rs. 3900

(9) Census

1. Shri Nagen Ch Nath, Senior Assistant	Rs. 14000-49000	Rs. 8000
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(10) NRC

1. Shri Smti Labanya Deka, Peon (NRC)	Rs. 12000-37500	Rs. 3900
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(11) Personnel Branch

1. Shri Abdur Rahman, Senior Assistant	Rs. 14000-49000	Rs. 8000
2. Shri Hari Chandra Barua, Senior Assistant	-do-	-do-
3. Shri Chandan Kr. Sarma, Senior Assistant	Rs. 14000-49000	-do-
6. Shri Indra Kt. Deka, Senior Assistant	-do-	-do-
7. Shri Champa Bhattacharjee, Junior Assistant	-do-	Rs. 6200
8. Smti Rajlakshmi Daimari, Junior Assistant (on EL (CCL))	-do-	-do-
9. Shri Nurul Hussain, Chowkidar (Circuit House)	Rs. 12000-37500	Rs. 3900
10. Shri Mostak Ahmed, Peon	-do-	-do-
11. Shri Paban Ch. Nath, Peon (attached with NIC)	-do-	-do-
12. Smti Pranita Boro, Peon, (Attached to AC)	-do-	-do-
13. Shri Jogamaya Deka, Peon (attached with FAO)	-do-	-do-
14. Shri Arup Hazong, Peon (Attached with ADC)	-do-	-do-
15. Shri Lakhyan Kalita, Peon	-do-	-do-

(12) Land Records Branch

1. Shri Tosheswar Nath, Senior Assistant	Rs. 14000-49000	Rs. 8000
2. Md. Ikbal Hussain, Senior Assistant	-do-	-do-
2. Shri Hem Ch. Nath, Senior Assistant	-do-	-do-
5. Shri Nityananda Deka, Drafty	Rs. 12000-37500	Rs. 4400
6. Smti Bharati Phukan, Peon (attached with ADC)	-do-	Rs. 3900
7. Shri Kumud Ch. Nath, Chowkidar	-do-	-do-
8. Eyazuddin Ahmed, Peon	-do-	-do-

(13) Land Reforms Branch

1. Md. Sultan Mahmood, Senior Assistant	Rs. 14000-49000	Rs. 8000
2. Smti Jiten Das, Junior Assistant	-do-	Rs. 6200

(14) Land Requisition and Acquisition Branch

1. Shri Kshamadhar Sarma, Senior Assistant	Rs. 14000-49000	Rs. 8000
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(15) Land Revenue (T.N.) & Fishery

1. Shri Mukut Saharia, Junior Assistant	Rs. 14000-49000	Rs. 8000
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(16) Settlement Branch

1. Shri Nirada Deka, Senior Assistant	Rs. 14000-49000	Rs. 8000
2. Shri Sukleswar Nath, Senior Assistant	-do-	-do-

(17) Encroachment Branch

1. Shri Ram Ch. Nath, Senior Assistant	Rs. 14000-49000	Rs. 8000
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(18) Disaster Management Branch

1. Shri Dharmeswar Deka, Senior Assistant	Rs. 14000-49000	Rs. 8000
2. Shri Pranab Sarma, Peon	Rs. 12000-37500	Rs. 3900

(19) Food, Civil Supplies & Consumers Affairs

1. Shri Satyajit Phukan, Sub-inspector	Rs. 14000-49000	Rs. 7400
2. Shri Helimuddin Ahmed, S.I.	-do-	-do-
3. Smti Jonali Barman, S.I.	-do-	-do-
4. Shri Parag Sarma, S.I.	-do-	-do-
5. Shri Jogen Das, Senior Assistant	Rs. 14000-49000	Rs. 8000
6. Smti Rewa Karmakar, Senior assistant	-do-	-do-
7. Smti Nijwmshree Narjary, Junior Assistant	-do-	Rs. 6200
8. Shri Sirajul Hoque, Driver	-do-	Rs. 5000
9. Shri Nizara Nath, Peon	Rs. 12000-37500	Rs. 3900
10. Shri Mukul Mahanta, Peon	-do-	-do-

(20) Registration (through Sub-Registrar, Mangaldai).

1. Sri Anil Bora, Sr. Asstt.	Rs. 14000-49000	Rs. 8000
2. Smti Hasina Begum, Extra Writer	-do-	Rs. 5600
3. Shri Bhabi Ram Boro, Extra Writer (on deputation in Udalguri)	-do-	Rs. 5600
4. Smti Manmi Sarma, Extra Writer	-do-	-do-
5. Shri Badan Ch. Bania, Extra Writer	-do-	-do-
6. Sri Ranti Deka, Peon	Rs. 12000-37500	Rs. 3900
7. Shri Tilak Saharia, Chowkidar	Rs. 12000-37500	Rs. 3900

(21) Zilla Sainik Welfare Board

1. Shri Dimbeswar Das, (Capt.) Retired Zilla Sainik Welfare Officer	Rs. 29800 (fixed pay)	
2. Shri Ajit Ch. Haloi, UDA	Rs. 14000-49000	Rs. 7400
3. Shri Dilip Kr. Deka, LDA	-do-	Rs. 5600
4. Alauddin Ahmed, LDA	-do-	-do-
5. Shri Gobinda Saharia, Peon	Rs. 12000-37500	Rs. 3900
5. Shri Dilip Saikia, Chowkidar	-do-	-do-

(22) Home Guards

1. Shri Gobinda Sarmah, Platoon Commander	Rs. 14000-49000	Rs. 8700
2. Shri Mahendra Sarma, Platoon Commander	-do-	-do-
3. Shri Bhaben Bora, Senior Assistant	-do-	Rs. 8000
4. Shri Kumud Sarma, Peon	Rs. 12000-37500	Rs. 3900
13. Shri Raj Jyoti Hazarika, Peon	-do-	-do-

(23) Public Facilitation Centre

1. Shri Premalata Nath, Junior Assistant	Rs. 14000-49000	Rs. 6200
2. Shri Bhaskar Barua, Junior Assistant	-do-	Rs. 6200
4. Smti Sikha Deka, Mandal	-do-	Rs. 6200
3. Shri Karmeswar Deka, Peon	Rs. 12000-37500	Rs. 3900

(24) Issue & Receipt Branch.

1. Shri Nabin Chandra Sarma, Junior Assistant	Rs. 14000-49000	Rs. 6200
2. Shri Tilak Deka, Junior Assistant	-do-	-do-
3. Smti Jamini Kalita, Peon	Rs. 12000-37500	Rs. 3900

(25) Civil Defence.

1. Shri Palash Barua, Wireless Operator

Rs. 14000-49000

Rs. 5600

**CHAPTER - XI**

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORT FOR ON DISBURSEMENTS MADE;**

Budget estimates under different Heads of accounts during the financial year 2018 - 2019 are being submitted to the government and government allotments are yet to be received.

**CHAPTER - XII**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

Government programmes implemented as per its guidelines from time to time.

**CHAPTER - XIII**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS.**

Permits or authorizations granted in case of programmes as per norms by concerned branches.

**CHAPTER - XIV**

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

-Nil-

**CHAPTER - XV**

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IS MENTIONED FOR PUBLIC USE.**

Citizens may obtain information during office hours from the officers / Branches concerned.

The Public Information Officers under RTI Act, 2005 and the Designate Officers under ARTPS Act, 2012 have maintained registers on the number of application received from the members of the public.

Steps have been taken to provide government services to citizens under National e-Governance Plan (NeGP). Facilitation Centre has been instituted in the office premises and rendering Government Services to Citizen.

No Library or reading room is maintained for public use.

**CHAPTER - XVI**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS IN THE AMALGAMATED ESTABLISHMENT OF THE DEPUTY COMMISSIONER, DARRANG, MANGALDAI ARE GIVEN BELOW.**

- |   |  |
|---|--|
| 1. First Appellate Authority,<br>Matters under Deputy Commissioner's<br>establishment, Darrang & MGNREGA. | Shri Ashok Kumar Barman, ACS,<br>Deputy Commissioner, Darrang.                     |
| 2. First Appellate Authority<br>in respect of Revenue Circles   | Shri Bidyut Bikash Bhagawati, ACS,<br>Addl. Deputy Commissioner (Revenue), Darrang |
| 3. Public Information Officer,<br>Office of the Deputy Commissioner<br>Darrang, Mangaldai &               | Smti Antara Gogoi, ACS,<br>Election Officer,<br>Darrang, Mangaldai                 |
| 4. Public Information Officer (Election)  | Smti Antara Gogoi, Election Officer,<br>Mangaldai                                  |
| 5. Public Information Officer,<br>Mangaldai Revenue Circle  | Shri Dipshikha Saikia, ACS, Circle Officer<br>Mangaldai                            |

- |   |  |
|---|--|
| 6. Public Information Officer<br>Sipajhar Revenue Circle                        | Smti Manali Jain, ACS, Circle Officer<br>Sipajhar  |
| 7. Public Information Officer<br>Patharighat Revenue Circle                     | Smti Sangeeta Barthakur, ACS, Circle Officer<br>Patharighat & ADC, Darrang               |
| 8. Public Information Officer<br>Dalgaon Revenue Circle                         | Shri Yuvraj Barthakur, ACS, Circle Officer<br>Dalgaon                                    |
| 9. Public Information Officer (Treasury)  | Shri Alok Tamuli, AFS, Treasury Officer,<br>Mangaldai.                                   |
| 10. Public Information Officer (Home Guard)                                     | Smti Manali Das, Commandant, Home Guards,<br>Mangaldai.                                  |
| 11. Public Information Officer, NIC, Mangaldai                                  | Shri Gautam Sarma,<br>Asstt. District Informatics Officer,                               |
| 12. Public Information Officer (Excise)   | Shri Pritom Barua,<br>I/c Superintendent of Excise, Mangaldai                            |
| 13. Assistant Public Information Officer,<br>Office of the Deputy Commissioner. | Shri Hari Chandra Sarmah,<br>Administrative Officer, DC's office, Darrang,<br>Mangaldai. |
| 14. Public Information Officer (FCS&CA)   | Shri Dimbeswar Das,<br>Superintendent of Food, Civil Supplies & CA.                      |
| 15. Public Information Officer (Registration)                                   | Shri Madhabi Kalita,<br>Senior Sub-Registrar, Mangaldai                                  |
| 16. Public Information Officer, Zila Sainik Welfare<br>Board                    | Shri Dimbeswar Das (Capt. Retired),<br>Zila Sainik Welfare Officer.                      |
| 17. Public Information Officer, (Registration)                                  | Shri Prasanta Bora, Sub-Registrar, Dalgaon   |

#### CHAPTER - XVII

#### SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;

Priorities have been given in implementation of the guidelines / instructions received from the National Human Rights Commission / State Human Rights Commission / Supreme Court / High Court / other courts, matters relating to violation of human rights through respective branches.

All concerned are hereby requested to suggest regarding any omission and commission in this preparation / publication.

(Ashok Kumar Barman, ACS)  
Deputy Commissioner, Darrang,  
Mangaldai

Memo No. DAN - 27/2012/150 - A

Dated Mangaldai, the 15<sup>th</sup> May, 2018.

Copy to :

1. The Staff Officer to the Chief Secretary to the Government of Assam, Dispur, Guwahati - 6.
2. The Principal Secretary to the Government of Assam, General Administration Department, Dispur, Guwahati - 6.
3. The Commissioner, North Assam Division, Tezpur.
4. The Secretary, Assam Information Commission, Dispur, Guwahati - 6.
5. All Additional Deputy Commissioners, Darrang, Mangaldai for necessary action.
6. The Superintendent of Police, Darrang, Mangaldai.
7. All Assistant Commissioners, Mangaldai for information and necessary action.
8. All Public Information Officers, Deputy Commissioner's establishment, Darrang, Mangaldai for information and necessary action.
9. All Circle Officers, Darrang for information and similar action.
10. The Treasury Officer / Finance & Accounts Officer, DC's office, Darrang, Mangaldai for information and necessary action.
11. The District Information & Public Relations Officer, Darrang, Mangaldai.
12. The District Informatics Officer, NIC, Mangaldai for information and necessary action. He is requested for uploading of the notification in the website.



13. The Superintendent of Excise, Mangaldai for information and necessary action.
14. The RS / AO / HA, D.C.'s office, Darrang, Mangaldai.
15. The Superintendent of Food, Civil Supplies and Consumers Affairs, Mangaldai for information and necessary action.
16. The Sub-Registrar, Mangaldai / Dalgaon for information and similar action.
17. All Branch Officers / Branches, D.C.'s office, Darrang, Mangaldai for information and necessary action. They will be responsible for updating of information in respect of their branches concerned.

Deputy Commissioner, Darrang,  
Mangaldai