

GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER::BAKSA::MUSHALPUR  
(PERSONNEL BRANCH)

No. BPE/07/2014/53

Dated Mushalpur the 9<sup>th</sup> September,2016

**ORDER**

In supersession of all the previous orders the following distribution of works are made among the Senior Assistants and Junior Assistants for smooth functioning of the office of the Deputy Commissioner, Baksa as indicated against their name with immediate effect until further order.

| SL No | Name of the Senior/Junior Assistants           | Branch  | Allotments of Works   |
|-------|--|---|---|
| 01    | Shri Dhrubajyoti Basumatary,<br>Head Assistant | All Branches  | <ol style="list-style-type: none"> <li>1. Supervision of works of all the branches.</li> <li>2. Parliament and Assembly Questions.</li> <li>3. Any other miscellaneous works.</li> </ol>  |
| 02    | Shri Daya Ram Swargiary,<br>Senior Assistant   | <ol style="list-style-type: none"> <li>1. Election Branch</li> <li>2. NRC Cell</li> </ol>       | <ol style="list-style-type: none"> <li>1. Matter relating to updating of NRC.</li> <li>2. All matters relating to Election Branch.</li> <li>3. All matters relating to Foreigners Tribunal.</li> <li>4. Any other miscellaneous works.</li> </ol>   |
| 03    | Shri Ratul Talukdar,<br>Senior Assistant       | <ol style="list-style-type: none"> <li>1. Nazarat Branch</li> <li>2. Accounts Branch</li> </ol> | <ol style="list-style-type: none"> <li>1. All matters relating to Nazarat Branch.</li> <li>2. Preparation of Budget,</li> <li>3. Preparation of plan and estimate of works of DC's office/Circuit House, etc.</li> <li>4. Matters relating to all Accounts and Audit.</li> <li>5. Maintenance of DC's Office and Circuit House.</li> <li>6. Purchase of stationeries and equipments.</li> <li>7. Celebration of Republic. Day/Independence Day and other Govt. functions.</li> <li>8. Preparation of TA bills.</li> <li>9. Requisition and maintenance of vehicles.</li> <li>10. Issue of POL and maintenance of log sheets</li> <li>11. All Court Cases pending in High Court and Lower courts.</li> <li>12. Matter relating to Banks and NABARD.</li> </ol> |



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| 04 | Shri Bikash Choudhury,<br>Senior Assistant | <ol style="list-style-type: none"> <li>1. Administration Branch</li> <li>2. Magistracy Branch</li> <li>3. Planning &amp; Development Branch</li> </ol> | <ol style="list-style-type: none"> <li>1. All matters relating to Administration Branch.</li> <li>2. Matters relating to Magistracy Branch.</li> <li>3. Matters relating to IMDT Act /Lok Adalat.</li> <li>4. Matter relating to Right to Information Act, 2005.</li> <li>5. Matters relating to National Human Rights Commission and Assam State Human Rights Commission.</li> <li>6. Matter relating to Law &amp; Order.</li> <li>7. Matter relating to Inquest and Post mortem.</li> <li>8. Matters relating to all kinds of permission.</li> <li>9. Sanctions for prosecution of accused under Arms Act and Explosive Act.</li> <li>10. Matters relating to Passport.</li> <li>11. Matters relating to MLA-AD (58 Tamulpur Constituency).</li> <li>12. Promulgation of Prohibitory Order U/S 144/CrPC.</li> <li>13. Matter relating to Mineral &amp;</li> </ol> |
| 05 | Shri Basudev Brahma,<br>Junior Assistant   | <ol style="list-style-type: none"> <li>1. Election Branch</li> <li>2. Census Branch</li> </ol>   | <ol style="list-style-type: none"> <li>1. All matters relating to Parliamentary/ Assembly Election,</li> <li>2. Matters relating to Election of BTC.</li> <li>3. Matter relating to Untied Fund.</li> <li>4. All matters relating to Census.</li> <li>5. Any other miscellaneous works.</li> </ol>  |
| 06 | Shri Pankaj Deka,<br>Junior Assistant      | <ol style="list-style-type: none"> <li>1. Nazarat Branch</li> <li>2. Magistracy Branch</li> </ol>  | <ol style="list-style-type: none"> <li>1. Organisation of DLCC meeting</li> <li>2. Celebration of Independence Day/Republic Day etc.</li> <li>3. Matters relating to construction of the courts of District Judge and Chief Judicial Magistrate.</li> <li>4. All Lok Sabha and Assembly Questions.</li> <li>5. Matters relating to Excise.</li> <li>6. Maintenance of DC's office. and Circuit House as Assistant Nazir.</li> <li>7. Matters relating to Counter Insurgency Operations and logistic support to ARMY / CRPF / CAPF etc.</li> </ol>   |

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