



**GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER  
TINSUKIA**

NO.TPE.29/89/PT/

Dated Tinsukia, the 04<sup>th</sup> April, 2012

**ORDER**

In view of the transfer and posting of Officers at Office of the Deputy Commissioner, Tinsukia, the allotment of works amongst the various officers of this office is made as follows in super session of all earlier orders, for better handling of public affairs and in public interest:

**1. Sri Vinod Seshan, IAS, Addl. Deputy Commissioner, (Ph:9435340685)**

- (i) To act as I/C Deputy Commissioner during absence from headquarters of Deputy Commissioner, Tinsukia
- (ii) Relief & Disaster Management
- (iii) Fire Service Matters
- (iv) Brahmaputra Board Matters
- (v) Home Guard & Civil Defence Matters
- (vi) Animal Husbandry & Vety. Department
- (vii) Dairy Department
- (viii) e-Governance, e-Prashasan, Computerization of Office,
- (ix) Public Grievance Cell Matters, Maintenance of District Web Site
- (x) Public Facilitation Centre related matters & Sanwad Kendra
- (xi) National Informatics Centre, AMTRON, ASWAN project matters.
- (xii) Integrated Child Development Scheme Matters
- (xiii) Food, Civil Supplies & Consumer Affairs Matters
- (xiv) Legal Metrology Matters
- (xv) Mid Day Meal Matters
- (xvi) ADC (Education, Sarba Siksha Abhijan, Rastriya Madhyamik Siksha Abhijan, Higher Education and Adult Education etc.)
- (xvii) Electricity Department – Rajiv Gandhi Grameen Viduyutikaran Yojana Matters. Rajiv Gandhi Akshay Urja Yojana & Non-Conventional Energy matters
- (xviii) Polytechnic Institute Matters
- (xix) Agriculture & Allied Matters
- (xx) Irrigation Department Matters
- (xxi) Aryabhatta Science Centre Matters
- (xxii) Civic Forum, Tinsukia
- (xxiii) Forest Department Matters
- (xxiv) Mission Green Tinsukia
- (xxv) Enviro Club Tinsukia matters.
- (xxvi) ADC I/C of Sadiya Civil Sub Division
- (xxvii) Hearing of Cr.P.C. Cases & Bakijai Cases
- (xxviii) All other works to be allotted from time to time

**2. Sri Prasenjit Gogoi, ACS, Addl. Deputy Commissioner, Tinsukia (Ph:9435138164)**

- (i) Revenue Matters
- (ii) Nodal Officer BPL Census
- (iii) Land Settlement Matters
- (iv) Land Ceiling Matters
- (v) Encroachment Matters
- (vi) RKG Branch Matters
- (vii) TN Branch Matters
- (viii) Border Dispute Matters
- (ix) Land Sale Permission
- (x) Revenue Appeals
- (xi) Gaonbura Matters
- (xii) Sub Divisional Land Settlement Advisory Committee Matters
- (xiii) Assam Accord – Chapter X – Matters
- (xiv) Computerization of Land Record Matters
- (xv) Decennial Census Matters
- (xvi) Socio-economic Caste Census matters
- (xvii) Election (Parliamentary, Assembly & Panchayat)
- (xviii) National Register of Citizen Matters
- (xix) R.P.R.S. Matters
- (xx) Hearing of Cr.P.C. Cases & Bakijai Cases
- (xxi) Nodal Officer for Revenue Court Cases only
- (xxii) Economics & Statistics Department Matters
- (xxiii) Hearing of Cr.P.C. Cases & Bakijai Cases
- (xxiv) All Other Works to be allotted from time to time

3. **Sri Arup Arandhara, ACS, Addl. Deputy Commissioner, Tinsukia Ph: 9435005089**

- (i) PHE, Total Sanitation Campaign and WASH Matters
- (ii) Excise Branch
- (iii) Local Self Government, Municipality & Town Committee Affairs
- (iv) Tinsukia Development Authority Matters
- (v) Tinsukia Zila Parishad Matters
- (vi) Nodal Officer for Assembly, Parliamentary & Rajya Sabha Questions
- (vii) District Urban Development Agency Matters
- (viii) All Fishery Department matters (including those matters dealt with through Planning Branch)
- (ix) Registration Department Matters
- (x) MG NREGA and DRDA matters
- (xi) MP LAD & MLA LAD matters
- (xii) Small Savings matters
- (xiii) NFBS, NOAP matters
- (xiv) Public Relation including SDIPRO
- (xv) Mukhya Mantrir Jeevan Jyoti Bima Achari
- (xvi) Development of Tourist and Archaeological Places
- (xvii) Department of Tax (VAT etc.) matters
- (xviii) Hearing of Cr.P.C. Cases & Bakijai Cases
- (xix) All other works to be allotted from time to time.

4. **Sri Jogeshwar Baruah, ACS, Addl. Deputy Commissioner, Tinsukia (Ph: 9435035184)**

- (i) ADC (Development)
- (ii) PWD Buildings, PWD Rural Roads, PWD State Roads, PWD National Highway Matters
- (iii) Industries Department matters
- (iv) Employment Generation Mission (EGM) Matters
- (v) Sericulture, Handloom & Textiles matters
- (vi) Bank & other Financial Institution Matters including LDM matters.
- (vii) Housing Board Matters
- (viii) Nodal Officer for co-ordination with Railway Department
- (ix) Inter Departmental co-ordination - All Central, State, Local agencies
- (x) Monitoring & Supervision of all Central, State, Local Agencies – not assigned to any other Additional Deputy Commissioner.
- (xi) ADC (Health matters) - NRHM, District health Society and Health Related Matters
- (xii) Border Area Development Programme through Sr. Planning Officer
- (xiii) ADC I/C of Margherita Civil Sub Division matters
- (xiv) ADC I/C Backward Community Development and Backward Area Development matters
- (xv) Tea Garden Community and Tea Garden Area Development Cell (Tea Cell)
- (xvi) Labour Department matters including Child Labour
- (xvii) Development Branch, Decentralized Planning and District Development Plan, Untied Fund.
- (xviii) Red Cross Society matters
- (xix) Kalpataru, Gyanjyoti Schemes
- (xx) Special Project Team matters.
- (xxi) Hearing of Cr.P.C. Cases & Bakijai Cases
- (xxii) Any other works to be allotted from time to time

5. **Sri Hemanta Kr. Das, ACS, Addl. Deputy Commissioner, Tinsukia (Ph: 8435056001)**

- (i) Magistracy Branch
- (ii) I.T.I. matters (including both Boys & Girl's, Ledo et al)
- (iii) Infrastructure Projects including Plastic Park
- (iv) Nazarat Branch & Accounts Branch including Protocol matters
- (v) Circuit House, Dak Bungalow and all premises under control of Deputy Commissioner, Tinsukia
- (vi) R.T.I. matters as Public Information Officer, DC Office, Tinsukia
- (vii) District Transport Office matters including Regional Transport Authority
- (viii) Inland Water Transport Authority matters
- (ix) ADC I/C Sadar Sib Division
- (x) Oil Cell matters
- (xi) Public Sector Undertakings matters
- (xii) Arms & Explosives
- (xiii) C.I. Ops. Matters (Logistic Support) Co-ordination with Police, Army & other Security Forces.
- (xiv) Land Acquisition Matters.
- (xv) Hearing of Cr.P.C. Cases & Bakijai Cases
- (xvi) All other works to be allotted from time to time.

6. **Smti. Smitakshi Baruah, ACS, Addl. Deputy Commissioner, Tinsukia (Ph: 9435394128)**

- (i) Administration Branch
- (ii) Treasury & Related matters
- (iii) Personnel Branch
- (iv) Training of Officers & Staff
- (v) Office Procedures and Standardization matters including ISO certification processes cell.
- (vi) Freedom Fighter matters
- (vii) I/C Bakijai Branch
- (viii) Jail matters
- (ix) P.R.C. matters
- (x) Ex-Servicemen Welfare matters

- (xi) Issue & Receipt Branch
- (xii) District Library matters
- (xiii) Hearing of Cr.P.C. Cases & Bakijai Cases
- (xiv) Women's Cell matters
- (xv) Judiciary matters
- (xvi) Lok Adalat matters
- (xvii) Nodal Officer for Court Cases (Supreme Court, High Court & Lower Courts)
- (xviii) Legal Services Authority matters
- (xix) Ready Reckoner & District Gazetteer matters
- (xx) Stamp Vendor, Petition Writer license matters.
- (xxi) All other works to be allotted from time to time

7. **Smti. Santana Chetia, ACS, Sub Divisional Officer (Sadar) Tinsukia (Ph:9435205134)**

- (i) Personnel & Establishment Branch
- (ii) Training of Officers & Staff matters
- (iii) MP LAD & MLA LAD matters
- (iv) Aryabhatta Science Centre matters
- (v) P.R.C. matters
- (vi) Mukhya Mantrir Jeevan Jyoti Bima Achani
- (vii) Stamp Vendor, Petition Writer License
- (viii) District Women's Cell
- (ix) Small Savings matters
- (x) Tinsukia District Gazetteer matters
- (xi) Judiciary matters
- (xii) Land Settlement, Land Ceiling Branches
- (xiii) RKG Branch
- (xiv) Touzi Navis Branch
- (xv) Asst. Nodal Officer for Court Cases (High Court, Revenue and Lower Courts)
- (xvi) Asst. Nodal Officer for Assembly, Parliamentary and Rajya Sabha questions.
- (xvii) Sub Divisional Land Advisory Committee matters
- (xviii) I/C Sub Divisional Welfare Officer, Tinsukia Sadar
- (xix) Land Sale Permission
- (xx) Revenue Appeal matters
- (xxi) Bakijai Branch matters
- (xxii) Gaon Burah Branch matters
- (xxiii) Rajor Podulit Rajor Sarkar matters
- (xxiv) RTI matters as I APIO O/o DC Tinsukia
- (xxv) Registration Branch matters
- (xxvi) SDO (S) I/C of Sadar Sub Division matters
- (xxvii) Hearing of Cr.P.C. & Bakijai Cases
- (xxviii) All other Works to be allotted from time to time.

8. **Sri Mukul Saikia, ACS, Sub Divisional Officer (Sadar) Tinsukia (Ph:9435081149)**

- (i) Development Branch, Decentralized Planning, District Development Plan, Untied Fund matters
- (ii) Backward Community, Backward Area Development matters
- (iii) Tea Garden Community & Area development matters (Tea Cell)
- (iv) Border Area Development Schemes
- (v) Health Department matters
- (vi) Inter Department Co-ordination
- (vii) Agriculture related matters
- (viii) Irrigation & related matters
- (ix) Food, Civil Supplies & Consumer Affairs matters
- (x) Mid-day Meal matters.
- (xi) Tinsukia Development Authority matters
- (xii) District Urban Development Agency matters
- (xiii) DRDA matters including MGNREGA,
- (xiv) RTI matters as II APIO O/o DC Tinsukia
- (xv) Gaon Sabha Divas matters as Nodal Officer from DC Office to assist PD DRDA
- (xvi) Local Self Government, Municipality and Town Committee Affairs
- (xvii) Issue & receipt Branch
- (xviii) NFBS, NOAP
- (xix) Oil Cell & PSU matters
- (xx) Civic Forum, Tinsukia matters
- (xxi) Legal Metrology matters
- (xxii) Hearing of Cr.P.C. & Bakijai Cases
- (xxiii) Home Guard, Civil Defence and Red Cross Society matters
- (xxiv) All other works to be allotted from time to time

9. **Shri Diganta Saikia, ACS, Sub Divisional Officer (Sadar) Tinsukia \*\*\***

- (i) Education matters - SSA, RMSA, Adult Education matters
- (ii) Labour Departmental matters including Child Labour
- (iii) ITI matters
- (iv) Magistracy Branch
- (v) Administration Branch
- (vi) Arms & Explosives matters
- (vii) Land Acquisition & Requisition Branch
- (viii) Decennial Census matters

- (ix) Treasury matters
- (x) Border Dispute matters
- (xi) Fishery Branch
- (xii) Public Grievances and Public Facilitation Centre matters
- (xiii) E-Governance matters
- (xiv) Department of Taxes (VAT) etc.) matters
- (xv) Encroachment
- (xvi) Socio economic and caste census matters
- (xvii) Forest matters
- (xviii) Mission Green Tinsukia
- (xix) Enviro Club Tinsukia matters
- (xx) Rajiv Gandhi Akshay Urja Yojana & Non Conventional Energy matters
- (xxi) Hearing of Cr.P.C. & Bakijai cases
- (xxii) Infrastructure Projects including Plastic Park matters
- (xxiii) Circuit House, Dak Bunglow and all premises under Control of Deputy Commissioner, Tinsukia
- (xxiv) Relief & Disaster Management
- (xxv) Jail matters
- (xxvi) Hearing of Cr.P.C. & Bakijai cases
- (xxvii) Any other works to be allotted from time to time

**10. Smti. Sujata Suchibrata, ACS, Extra Assistant Commissioner, Tinsukia (Ph: 9435473551)**

- (i) Tinsukia Zila Parishad matters
- (ii) TSC, PHE & WASH matters as Branch Officer
- (iii) RKG Branch
- (iv) Fishery Branch
- (v) MP LAD & MLA LAD matters
- (vi) Assam Accord – Chapter X (Independent)
- (vii) TN Branch
- (viii) Freedom Fighter Welfare matters
- (ix) Encroachment matters
- (x) Land Acquisition & Requisition Branch
- (xi) Land Valuation & Land Sale permission matters
- (xii) Ready Reckoner Project
- (xiii) District Gazetter matters
- (xiv) Civic Forum, Tinsukia
- (xv) Hearing of Cr.P.C. & Bakijai cases
- (xvi) Bakijai Branch matters
- (xvii) Tea garden community and area development matters (Tea Cell)
- (xviii) I/C Sub Registrar, Tinsukia
- (xix) Any other works to be allotted from time to time

**11. Sri Susanta Dutta, ACS, Election Officer, Tinsukia (Ph: 9435151760)**

- (i) Election Branch (as Branch Officer)
- (ii) National Register of Citizens
- (iii) Hearing of Cr.P.C. & Bakijai Cases
- (iv) I/C of SDIPRO matters and Public relation matters
- (v) Citizen's Committee, Tinsukia Town matters
- (vi) Civic Forum, Tinsukia district matters
- (vii) Tinsukia Knowledge Centre matters
- (viii) All Tinsukia town matters
- (ix) Mission Green Tinsukia
- (x) Branch Officer Special project Team
- (xi) Nodal Officer Infrastructure Development in DC's establishment, Tinsukia
- (xii) e-Governance, e-Prashasan, Computerization of office, Sanwad Kendra, Maintenance of District Web site
- (xiii) All other works to be allotted from time to time

**12. Smti. Madhumita Nath, ACS, Extra Assistant Commissioner, Tinsukia (Ph: 9435146602)**

- (i) Certificate Branch
- (ii) Issue & Receipt Branch
- (iii) I.T.I. matters (Tinsukia, Ledo etc)
- (iv) Zila Sainik Welfare Board matters
- (v) Attendance of Staff of DCs Office, Tinsukia
- (vi) Forest matters
- (vii) Development of Tourist and Archaeological Places
- (viii) Women's Cell matters
- (ix) Hearing of Cr.P.C. & Bakijai cases
- (x) Legal Service Authority matters
- (xi) Registration Matters
- (xii) All other works to be allotted from time to time

- All other works left out in the above allotment shall be dealt with by the Deputy Commissioner or assigned to Officer(S).
- Matters relating to Court Cases and questions from Parliament, Rajya Sabha & Assembly shall be given topmost priority and shall be processed and put up to Deputy Commissioner, immediately after receipt, to ensure dispatch of reply within stipulated time.

- All ADCs/Branch Officers shall invariably inspect & review their respective branches twice in a month and ensure that necessary records and files are maintained properly in the Branches. They will submit to Deputy Commissioner monthly Performance report about their Branches/Works assigned.
- All Officers and staff are asked to keep Deputy Commissioner informed of all developments, directly, in a prompt manner, without fail.

Apart from the part of order pertaining to Shri Diganta Saikia, ACS, which shall be effective with his joining as SDO(Sadar), Tinsukia the rest of the order shall come into force with immediate effect.

  
Deputy Commissioner  
Tinsukia

Memo.NO. TPE. 29/89/PT/

Dated Tinsukia, the 04<sup>th</sup> April, 2012

**Copy to:**

1. The Divisional Commissioner, Upper Assam Division, Jorhat – for kind information.
2. The Deputy Commissioner, Dibrugarh District – for kind information
3. The Deputy Commissioners – Lower Dibang Valley/East Siang/Lohit Valley/Changlang districts of Arunachal Pradesh – for kind information.
4. The Chief Executive officer – Zila Parishad, Tinsukia – for information and necessary action.
5. All Addl. Deputy Commissioners, Tinsukia – for information and necessary action.
6. The Superintendent of Police, Tinsukia – for information and necessary action.
7. Project Director, DRDA, Tinsukia – for information and necessary action.
8. All Sub Divisional Officer (Sadar), Tinsukia – for information and necessary action.
9. Sub Divisional Officer (Civil), Sadiya/Margherita – for information and necessary action.
10. The Circle Officers – Tinsukia/Doomdooma/Sadiya & Margherita revenue Circles – for information and necessary action.
11. Sr. Planning Officer, Tinsukia – for information and necessary action.
12. The Treasury Officer, Tinsukia – for information and necessary action.
13. The Superintendent of Jail, Tinsukia/Sadiya – for information and necessary action.
14. Deputy Director, FCS & CA, Tinsukia – for information and necessary action
15. Superintendent of Excise, Tinsukia – for information and necessary action
16. All EACs of Tinsukia – for information and necessary action.
17. Sub Registrar, Tinsukia – for information and necessary action
18. All Heads of Department – for information and necessary action.
19. DIO, NIC Tinsukia – for information and necessary action- to host in district web site
20. SDIPRO Tinsukia for wide public of the ordert
21. Administrative Officer/RS/HA/All Sr. Assttss/CA/Jr. Asstt/Other Staff- for information and necessary action
22. Notice Board

  
Deputy Commissioner  
Tinsukia