

GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER :: DARRANG :: MANGALDAI

NO. DAN - 27/2012/ 50

Dated Mangaldai, the 23rd May, 2014.

**NOTIFICATION**

**INFORMATION MANUAL OF THE OFFICE OF THE DEPUTY COMMISSIONER, DARRANG FOR 2014  
(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. 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. Arunoday Facilitation Centre (DAFC)
26. 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.

**(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. Jail Matters.
10. Workmen Compensation cases / cases under Minimum Wages Act.
11. Matters relating to Legal Heirs.
12. Issue of Permanent Resident Certificates / Countersignature of caste certificates, etc.
13. Haj pilgrimage and other pilgrimage out side India.
14. Matters relating to Cinema and video.
15. Matters relating to Hotels and Sarai Act.
16. Matters relating to Fire Service Organization.
17. Matter relating to Home Guards & Civil Defence
18. Implementation of Acts, Rules with amended provisions and guidelines entrusted by the government from time to time relating to the branch.

**(4) Development Branch :**

1. Matters relating to Planning & Development Department including MP & MLA LAD schemes, Untied fund, Kalpataru, Buniyad, etc. programmes.
2. Decentralized Planning Cell,
3. All the Flagship Programmes of the Government of India.
4. 20 Point / 15 point programmes.
5. District Level Monitoring Committee.
6. Women empowerment.
7. Matters relating to Forest, ASEB.
8. Matters relating to development departments and in coordination with department concerned connection with government programmes.
9. Implementation of schemes under MSDP.
10. Matters relating to Education department.
11. Matters relating to Health & NRHM.
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 delimitation, 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 given by the ERO regarding rejecting his claims.
- ix. This branch is also responsible for proper maintenance of storage of ballot boxes, furnishing of 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 expenses 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 exercise of powers 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 Service Rules, 1961, The Assam Subordinate Rules, 1961 and the Departmental Exam Rules for Excise Officers.
- (c) **Accounts Section:-**  
It deals with all the matters being dealt with by the Accounts Section under personnel Branch 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 yard for proper consumption.
- (xiv) Library including supply of Books / publication and purchase of leaflets / news paper etc.
- (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 *in 1999 and 2009*.
  - 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 Arunoday 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 belonging to religious institutions.
- 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-lanning 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 NFSA / PDS / TPDS items and of Licensing and prosecution.
- b. Licensing and prosecution sanction.
- c. Administration of Acts and Rules and executive instruction relating to Food, Civil Supplies and Consumers Affairs and government guidelines from time to time:
- d. **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.
- e. **Accounts Section:-**  
Preparation of budget and salary bills of employees under Food, Civil Supplies and Consumers Affairs
- f. **Matters relating to:** administration of schemes launched by government from time to time relating to the branch like National Food Security Act, Mid-Day-Meal schemes, Mukhya Mantrir Anna Suraksha Jojana, Antodaya Anna Yojana, Annapurna, etc.
- g. Matters relating to District / FPS / GPSS Level Vigilance and Monitoring Committee on PDS.

**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. 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. Arunoday 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. 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 M. S. Manivannan, IAS, 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 relating to matters of Deputy Commissioner's establishment, District Programme Coordinator under MGNREGA, etc.

**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. 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. Arunoday 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. 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 M. S. Manivannan, IAS, 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 relating to matters of Deputy Commissioner's establishment, 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.
  - R. Any other matter that may be assigned by the Government / higher authorities / as and when situation demands.
2. **Smti Anjali Saikia Barua, ACS, Addl. Deputy Commissioner:**
- A. Excise
  - A. Zila Sainik Board matters (through Zilla Sainik Welfare Organizer)
  - B. Home Guards (through District HG Commandant)
  - C. Project Director, ITDP, Darrang
  - D. Cr.P.C.
  - E. Fishery
  - F. Any other works that may be assigned by Deputy Commissioner from time to time.
3. **Shri Razvee Hussain, ACS, Addl. Deputy Commissioner:**
- A. Revenue Administration
  - B. Magistracy Branch
  - C. Revenue appeal / Cr.P.C.
  - D. Follow up on decisions taken in D.C.'s conferences (through branch concerned)
  - E. Land Settlement & Encroachment, implementation of Chapter X
  - F. Land Revenue ( T.N. Branch)
  - G. Land Acquisition and Requisition Branch, Work of four lane NH
  - H. Matters relating to Land Ceiling, Reforms
  - I. Land Records (RKG) Branch, Records room, Library, Computerization of Land Records (through Smti Pinkie Borgayari, EAC)
  - J. Land valuation and land sale NOC
  - K. Registration matter (through Land Records branch)
  - L. CEO for Disaster Management including Relief & Rehabilitation
  - M. Nazarat & Stationery Branch, Circuit House, function as DDO, Audit Objection matters, Protocol matters.
  - N. Logistic Support to Army / CPMF.
  - O. Haj matters.
  - P. Disposal of cases under Workmen Compensation / Labour Act / Minimum Wages Act
  - Q. Any other works that may be assigned by Deputy Commissioner from time to time.
4. **Smti Bijoya Choudhury, ACS, Addl. Deputy Commissioner:**
- A. Census matters
  - B. Administration Branch (including Arms & Explosive matters)
  - C. Personnel and Accounts Branch
  - D. Right to Public Service Act, 2012
  - E. NRC matters (through Smti Manali Jain, EAC)
  - F. Nodal Officer for Public Grievance Cell, Public Facilitation Centre, RTPS, NeGP (through Smti Manali Jain, EAC)
  - G. Issue & Receipt Branch
  - H. All matters relating to Planning & Development Department including implementation of MP & MLA LAD schemes, Untied Fund, Buniyad, Kalpataru, RPRS, Schemes under Social Welfare Deptt., Gandhi Park
  - I. District Planning & Monitoring Committee
  - J. Women Empowerment
  - K. Flagship Programmes
  - L. Education matters.
  - M. Sub-Divisional Planning Branch, DUDA, Panchayat matters / Panchayat Election
  - N. Follow up on decisions taken in D.C.'s conferences. (through branch concerned)
  - O. District Level Implementation Committee for PM's new 15-point programme including Minorities Sectoral Development Programmes(MSDP) (through Smti Pinkie Borgoyari, EAC)
  - P. Cr.P.C.
  - Q. Any other works that may be assigned by Deputy Commissioner from time to time.

5. **Smti Banashree Nath, ACS, Addl. Deputy Commissioner:**
  - A. PRC / Caste certificate/ Non-creamy layer certificate
  - B. All matters concerning Health Department including Health Mission- NRHM and District Health Society and management of Mangaldai Civil Hospital, PHCs and CHCs, etc.
  - C. Functions as Public Information Officer (under RTI Act)
  - D. Matters relating to Food, Civil Supplies & Consumer Affairs
  - E. Matter relating to National Food Security Act (through Smti Pinkie Borgayari, EAC)
  - F. Treasury matters
  - G. Nodal Officer for High Court / other court cases
  - H. Cr.P.C.
  - I. Bakijai Branch
  - J. Any other works that may be assigned by Deputy Commissioner from time to time.
  
6. **Shri Rahul Ch. Das, ACS, Election Officer :**
  - A. Election matters
  - B. Zila Sainik Board matters (through Zilla Sainik Welfare Organizer)
  - C. Home Guards (through District HG Commandant)
  - D. Matters relating to ITDP, Darrang
  - E. Cr.P.C. / Bakijai cases
  - F. Fishery
  - G. Any other works that may be assigned by Deputy Commissioner from time to time.
  
7. **Smti Manali Jain, ACS, Extra Assistant Commissioner**
  - A. Magistracy Branch
  - B. Cr.P.C. / Bakijai cases
  - C. Personnel
  - D. Right to Public Service Act, 2012
  - E. Census matters
  - F. NRC matters
  - G. Nodal Officer for Public Grievance Cell, Arunoday Facilitation Centre, NeGP
  - H. Issue of Caste certificate / Non-creamy layer certificate
  - I. Issue & Receipt Branch
  - J. Death & Birth Registration permission.
  - K. Signing of certified copies
  - L. Women Empowerment
  - M. Gandhi Smriti Park
  - N. Any other works that may be assigned by Deputy Commissioner from time to time
  
8. **Smti Pinkie Borgoyari, ACS, Extra Assistant Commissioner**
  - A. Administration Branch (including Arms & Explosive matters)
  - B. Land Records (RKG) Branch, Records room, Library, Computerization of Land Records
  - C. Disaster Management including Relief & Rehabilitation
  - D. Sub-Divisional Planning Branch. DUDA, Panchayat matters / Panchayat Election
  - E. Sub-Divisional Welfare Officer
  - F. 15-point programme including Minorities Sectoral Development Programmes(MSDP)
  - G. Death & Birth Registration permission.
  - H. Signing of certified copies
  - I. Cr.P.C. / Bakijai cases
  - J. Land Settlement & Encroachment, implementation of Chapter X
  - K. Fishery / Land Revenue ( T.N. Branch) / Bakijai Branch
  - L. Land Acquisition and Requisition Branch, Works of four lane NH
  - M. Matters relating to Land Ceiling, Reforms
  - N. Issue of Caste certificate/ Non-creamy layer certificate
  - O. Matter relating to National Food Security Act
  - P. Any other works that may be assigned by Deputy Commissioner from time to time.
  
9. **Shri B. B. Singh, Senior Planning Officer:**
  - A. Decentralized Planning Cell, all matters relating to Planning & Development Department, including MP & MLA LAD schemes, Untied fund, Kalpataru, Buniyad, Flagship programmes, etc.
  - B. To assist Deputy Commissioner / Additional Deputy Commissioner (Development) in implementation of various government development programmes.

- C. Coordination with all development departments.
10. **Shri Sanjiv Sarma, AFS, Treasury Officer:**
    - A. Treasury matters,
    - B. Functions as Finance and Accounts Officer of DC's establishment.
    - C. Timely monitoring and updating of all cash books of D.C.'s establishment.
    - D. All financial matters of D.C.'s establishment.
    - E. Audit Committee matters (through Nazarat Branch).
    - F. Any other matters allotted to him from time to time by D.C.
  11. **Shri Subrata Saha, 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.
  12. **Shri N. Saikia, Superintendent of Excise:**
    - A. Matters relating to Excise Affairs.
    - B. Any other matters allotted to him from time to time by D.C.
  13. **Shri Karuna Kanta Deka, Revenue Sheristadar:**
    - A. Matters relating to Revenue Branches.
    - B. Any other matters allotted to him from time to time by D.C. /A.D.C.
  14. **Shri Hari Chandra Sarmah, AO**
    - A. Function as Administrative Officer
    - B. Any other matters allotted to him from time to time.
  15. **Shri Shakeel Ahmed, 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.
  16. **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.
  17. **Shri Nawab Nurul Islam, HA**
    - A. Function as Head Assistant
    - B. Any other matters allotted to him from time to time
  18. **Shri Joydeep Choudhury, District Project Officer, Disaster Management:**
    - A. Matters relating to Disaster Management
  19. **Shri Dimbeswar Das, Zila Sainik Welfare Officer:**
    - A. Functions of Zila Sainik Board.
  20. **Shri Kalim Uddin, E-District Manager**
    - A. Functions of e-District, 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:-**

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 allowance as applicable.

<b>Sl. No.</b>	<b>Name of officers / employees</b>	<b>Designation</b>	<b>Pay scale</b>	<b>Grade Pay</b>
1.	Shri M. S. Manivannan, IAS, Deputy Commissioner		Rs. 37,400- 67000	Rs. 660
2.	Smti Anjali Saikia Barua, ACS, Additional Deputy Commissioner		Rs. 12,000- 40000	Rs. 660
3.	Shri Razvee Hussain, ACS, Addl. Deputy Commissioner		-do-	-do-
4.	Smti Bijoya Choudhury, ACS, Additional Deputy Commissioner		-do-	-do-
5.	Smti Banashree Nath, ACS, Additional Deputy Commissioner		-do-	-do-
6.	Shri Rahul Das, ACS, Election Officer		-do-	Rs. 5400
7.	Smti Manali Jain, ACS, Extra Assistant Commissioner		-do-	-do-
8.	Smti Pinkie Borgayari, ACS, Extra Assistant Commissioner		-do-	-do-
9.	_____ Deputy Director of FCS&CA (Vacant)		Rs. 12000 - 40000	Rs. 630
10.	Shri B. B. Singh, Senior Planning Officer		-do-	-do-
11.	Shri Sanjiv Sarma, Treasury Officer		Rs. 12000 - 40000	Rs. 540
12.	Shri Subrata Saha, District Informatics Officer, NIC		Rs. 15600 - 39100	<del>660</del>
13.	Shri N. Saikia, Superintendent, Excise		Rs. 8000 - 35000	Rs. 540
14.	Shri Suman Das, Commandant, Home Guards		Rs. 8000 - 35000	Rs. 510
15.	Shri Karuna Kt Deka, Revenue Sheristadar		-do-	Rs. 490
16.	Shri Hari Chandra Sarmah, Administrative Officer		-do-	-do-
17.	Shri Sakeel Ahmed, Superintendent, FCS & CA		-do-	Rs. 460
18.	Shri Pankaj Hazarika, I/c Deputy Controller, Civil Defence		Rs. 8000 - 35000	Rs. 460

19. Shri Madhabi Kalita, Sr. Sub-Registrar, Mangaldai	-do-	Rs. 4300
20. Md. Nawab Nurul Islam, H.A., D.C.'s Office, Darrang	Rs. 5200-20200	Rs. 3100
21. Shri Jaydeep Choudhury, District Project Officer, DMA	Rs. 30,000/- (Fixed pay)	
22. Shri Dimbeswar Das, (Capt. Retired), Zilla Sainik Welfare Officer	Rs. 22499 (fixed pay)	
23. Shri Kalim Uddin, e-District Project Manager	Rs. 26000/-	

(1) **Confidential Branch**

1. Shri Jitendra Kr. Saharia, Stenographer	Rs. 5200 - 20200	Rs. 3000
2. Shri Pranjal Sarma, Junior Assistant	-do-	Rs. 2200
3. Shri Mithu Mandal, Junior Assistant	-do-	-do-
4. Shri Nandeswar Saikia, Peon	Rs. 4560-15000	Rs. 1800
5. Shri Chandra Deka, Peon	-do-	Rs. 1800
6. Shri Bipul Deka, Peon	-do-	Rs. 1500
7. Shri Kanak Das, Peon	-do-	-do-
8. Shri Saurav Baniya, Peon	-do-	-do-

(2) **Magistracy Branch**

1. Shri Nagen Ch. Sarma, Senior Assistant	Rs. 5200 - 20200	Rs. 3000
2. Shri Manas Pratim Boro, Junior Assistant	-do-	Rs. 2200
3. Shri Khagen Saharia, Peon	Rs. 4560-15000	Rs. 1500

(2) **Administration Branch**

1. Shri Babul Saikia, Senior Assistant	Rs. 5200 - 20200	Rs. 3000
2. Shri Juran Ch. Boro, Senior Assistant (including Bakijai Branch)	-do-	Rs. 2900
3. Shri Anil Bora, Senior Assistant	-do-	-do-
3. Shri Durlav Nath, Junior Assistant	-do-	Rs. 2400

(3) **Development Branch**

1. Shri Ramcharan Nath, Senior Assistant	Rs. 5200 - 20200	Rs. 3000
2. Shri Pranab Saharia, Junior Assistant	-do-	Rs. 2200
3. Smti Nirada Deka, Junior Assistant	-do-	-do-
4. Smti Merina Begum, Stenographer	-do-	-do-
5. Mrs Monika Das, Junior Assistant	-do-	-do-
6. Smti Tafika Abeda Rahman, Junior Assistant	-do-	-do-
8. Shri Lakheswar Barua, Driver	-do-	Rs. 2100
9. Shri Tarun Baruah, Peon	Rs. 4560-15000	Rs. 1500

(4) **Planning Branch**

1. Shri Tirtha Nath Nath, Senior Assistant	Rs. 5200 - 20200	Rs. 3000
2. Shri Mamtaz Ali, Senior Assistant & Cashier (Nazarat)	-do-	Rs. 2900
3. Shri Gautam Sarma, Junior Assistant (under suspension)	Rs. 1065 - 2095	
4. Shri Hemalini Dutta, Junior Assistant	-do-	-do-
5. Shri Gambhir Nath, Peon	Rs. 4560 - 15000	Rs. 1800

(5) **Election Branch**

1. Shri Boktar Ali, Senior Assistant	Rs. 5200-20200	Rs. 2900
2. Shri Sukleswar Nath, Junior Assistant	-do-	Rs. 2400
3. Shri Litul Boro, Junior Assistant	-do-	-do-
4. Shri Rabin Bora, Peon	Rs. 4560-1500	Rs. 1500
5. Md. Harmuz Ali, Chowkidar	-do-	-do-

(6) **Excise Branch**

1. Shri Bhupendra Nr Sarma, Inspector	Rs. 8000 – 35000	Rs. 4300
2. Smti Ashima Bhuyan, Inspector	-do-	-do-
3. Shri Prasanta Kr. Das, Inspector	-do-	-do-
4. Shri Dipankar Mazumdar, Inspector	-do-	-do-
5. Shri Khalilur Rahman Bora, Asstt. Inspector	Rs. 5200 – 20200	Rs. 2400
6. Shri Nirmal Das, Assistant Inspector	-do-	-do-
7. Shri Khatibuddin Ahmed, Assistant Inspector	-do-	-do-
8. Shri Naren Mandal, Assistant Inspector	-do-	-do-
9. Shri Dipjyoti Adhikari, -do-	-do-	-do-
10. Shri Kshamadhar Sarma, Senior Assistant	-do-	Rs. 2900
11. Shri Arun Sarma, Junior Assistant	-do-	Rs. 2200
12. Md. Mainul Hoque, Junior Assistant.	-do-	-do-
13. Shri Khatibuddin Ahmed, Excise Constable	-do-	Rs. 2000

14. Shri Hari Ch. Sarmah, -do-	-do-	-do-
15. Shri Kalyan Mech, -do-	-do-	-do-
16. Shri Tankeswar Sarma, -do-	-do-	-do-
17. Shri Nur Islam Ali, -do-	-do-	-do-
18. Shri Dulal Ahmed, -do-	-do-	-do-
19. Shri Taimul Hoque -do-	-do-	-do-
20. Shri Upendra Saharia -do-	-do-	-do-
21. Shri Achyut Ch. Deka, -do-	-do-	-do-
22. Shri Zaliluddin Ahmed, -do-	-do-	-do-
23. Shri Bipin Ch. Deka, -do-	-do-	-do-
24. Shri Azizur Rahman, -do-	-do-	-do-
25. Shri Padma Ram Nath, -do-	-do-	-do-
26. Shri Dambarudhar Deka, -do-	-do-	-do-
27. Shri Abu Asha Hoque, -do-	-do-	-do-
28. Shri Iskender Mirza, -do-	-do-	-do-
29. Shri Altaf Hussain -do-	-do-	-do-
30. Shri Faizur Rahman, -do-	-do-	-do-
31. Shri Jyotish Sarma, Peon	Rs. 4560 - 15000	Rs. 1500
32. Shri Kulen Boro, Peon	-do-	-do-
33. Shri Parikhit Kalita, Peon	-do-	-do-

**(7) Nazarat & Stationery Branch**

1. Shri Prafulla Saharia, Senior Assistant cum Nazir	Rs. 5200 - 20200	Rs. 3000
2. Shri Mamtaz Ali, Senior Assistant cum Cashier	- do -	Rs. 2900
3. Shri Munin Konwar, Junior Assistant (Asstt. Nazir & Stationery Asstt.)	- do -	Rs. 2500
4. Shri Nazirul Hoque Choudhury, Junior Assistant as Assistant Nazir	-do-	Rs. 2200
5. Shri Rantu Deka, Junior Assistant & Assistant Nazir	-do-	-do-
6. Shri Manik Sarma, Driver	- do -	Rs. 2400
7. Shri Puspa Saikia, Driver	- do -	-do-
8. Shri Bipul Das, Driver	- do -	Rs. 2200
9. Shri Mazibar Rahman, Head Jarikarak	- do -	Rs. 2000
10. Shri Arun Sarma, Dufty (Stationery)	Rs. 4560-15000	Rs. 1800
11. Shri Faznur Ali, Jarikarak	- do -	Rs. 1800/-
12. Shri Gopal Deka, Jarikarak	- do -	-do-
13. Shri Sarat Chandra Hazarika, Jarikarak	- do -	-do-
14. Shri Keshab Sarma, Jarikarak	- do -	Rs. 1800
15. Shri Liladhar Deka, Jarikarak	- do -	-do-
16. Shri Jugal Chandra Das, Jarikarak	- do -	-do-
17. Shri Kamala Baruah, Jarikarak	- do -	-do-
18. Shri Tilak Boro, Jarikarak	- do -	-do-
19. Shri Bulen Das, Jarikarak	-do-	Rs. 1600
20. Shri Dipak Deka, Jarikarak	- do -	-do-
21. Shri Tapeswar Kalita, Chowkider	- do -	Rs. 1800
22. Shri Rajani Singh, Chowkidar	- do -	-do-
23. Shri Kulen Boro, Room bearer, Circuit House	-do-	-do-
24. Shri Bhubaneswar Das, Peon	-do-	-do-
25. Shri Dharmeswar Barman, Khansama, Circuit House	-do-	-do-
26. Shri Prabin Saharia, Peon	- do -	Rs. 1500
27. Shri Mostak Ali, Peon	-do-	-do-
28. Shri Arun Deka, Peon	-do-	-do-

**(8) Bakijai Branch**

1. Shri Juran Boro, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Chandan Sarma, Junior Assistant	-do-	Rs. 2200
3. Shri Champa Bhattacharjya, Junior Assistant	-do-	-do-
4. Shri Eyazuddin Ahmed, Peon	Rs. 4560 - 15000	Rs. 1500

**(9) Census**

1. Shri Nagen Ch Nath, Senior Assistant	Rs. 5200-20200	Rs. 2900
2. Shri Rahsid Ali, Jarikarak	Rs. 4560-15000	Rs. 1600

**(10) Personnel Branch**

1. Shri Atul Sarma, Supervisory Assistant	Rs. 5200 - 20200	Rs. 3000
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2. Shri Tosheswar Nath, Senior Assistant	-do-	-do-
3. Shri Hari Chandra Barua, Senior Assistant	-do-	Rs. 2900
4. Shri Indra Deka, Junior Assistant	-do-	Rs. 2400
5. Shri Gitali Rava, Junior Assistant	-do-	Rs. 2200
6. Shri Champa Bhattacharjya, Junior Assistant	-do-	Rs. 2400
7. Shri Moheswar Das, Peon	Rs. 4560 - 15000	Rs. 1800
8. Shri Nurul Hoque, Peon	-do-	Rs. 1500
9. Smti Labanya Deka, Peon (attached with ADC-R)	-do-	Rs. 1800
10. Smti Bharati Phukan, Peon (attached with EAC)	-do-	Rs. 1500
11. Shri Paban Ch. Nath, Peon (attached with NIC)	-do-	Rs. 1800

**(11) Registration (through Sub-Registrar, Mangaldai).**

1. Shri Mazibar Rahman, Senior Assistant	Rs. 5200-20200	Rs. 2900
2. Shri Ikbal Hussain, Junior Assistant	-do-	Rs. 2500
3. Shri Samsuddin Hazarika, Extra Writer	-do-	Rs. 2200
6. Smti Hasina Begum, Extra Writer	-do-	-do-
7. Shri Bhabi Ram Boro, Extra Writer (on deputation in Udalguri)	-do-	-do-
8. Smti Manmi Sarma, Extra Writer	-do-	-do-
9. Shri Badan Ch. Bania, Extra Writer	-do-	-do-
10. Shri Bhupendra Nath Acharjee, Office Peon	Rs. 4560-15000	Rs.1500
11. Shri Tilak Saharia, Chowkidar	-do-	-do-

**(12) Land Records Branch**

1. Shri Sultan Mahmood, Senior Assistant	Rs. 5200 - 20200	Rs. 30000
2. Shri Kamaleswar Sarma, Senior Assistant	Rs. 5200 - 20200	-do-
3. Shri Mukut Saharia, Junior Assistant	-do-	Rs. 2400
5. Smti Punyalata Baishya, Copyist	-do-	Rs. 2500
6. Shri Nityananda Deka, Dufty	RS. 4560 – 15000	Rs. 1800

**(13) Land Reforms Branch**

1. Shri Swaraswati Das, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Shri Pramod Hazarika, -do-	-do-	-do-

**(14) Land Requisition and Acquisition Branch**

1. Shri Ajit Kr. Sarma, Senior Assistant	Rs. 5200 - 20200	Rs. 3000
2. Shri Jogen Das, Senior Assistant	-do-	Rs. 2900
3. Shri Premalata Nath, Junior Assistant	-do-	RS. 2200
4. Shri Dinesh Mishra, Peon	Rs. 4560 - 15000	Rs. 1500

**(15 & 18) (T.N.)Land Revenue & Fishery Branch**

1. Shri Imranul Islam, Senior Assistant ( T.N.)	Rs. 5200 - 20200	Rs. 3000
2. Shri Karmeswar Bania, Senior Assistant (Fishery)	-do-	-do-

**(16) Settlement Branch**

1. Shri Daneswar Deka, Supervisory Assistant	Rs. 5200 - 20200	Rs. 3000
2. Shri Hussain Ali, Senior Assistant	-do-	-do-
3. Shri Jiten Das, Junior Assistant	-do-	Rs. 2200

**Encroachment Branch**

1. Shri Tosheswar Kataki, Senior Assistant	Rs. 5200 - 20200	Rs. 3000
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**Disaster Management Branch**

1. Shri Dharmeswar Deka, Senior Assistant	Rs. 5200 - 20200	Rs. 2900
2. Smti Kabita Devi, Junior Assistant	-do-	-do-

**(19) Food, Civil Supplies & Consumers Affairs**

1. Shri Asaruddin Ahmed, Inspector	Rs. 8000 - 35000	Rs. 4300
2. Shri J. N. Roy, Inspector	-do-	-do-
3. Shri Nagen Ch. Das, Inspector	-do-	-do-
4. Shri Atfur Rahman, Inspector	-do-	-do-
5. Shri Satyajit Phukan, Sub-inspector	Rs. 5200- 20200	Rs. 3000
6. Shri Helimuddin Ahmed, -do-	-do-	-do-
7. Smti Ritumoni Bhuyan, -do-	-do-	-do-
8. Smti Lezi Barua -do-	-do-	-do-
9. Shri Parag Sarma -do-	-do-	-do-

6. Shri Mahadev Sarmah, Accountant	-do-	Rs. 2900
7. Shri Ahmed Hussain, Senior Assistant	-do-	-do-
8. Shri Prasanna Sarmah, Junior assistant	-do-	-do-
9. Smti Nijwmsree Narjary, Junior Assistant	-do-	-do-
10. Shri Sirajul Hoque, Driver	-do-	Rs. 2100
11. Shri Lakhyan Kalita, Peon	Rs. 4560-15000	Rs. 1500

**(21) Zilla Sainik Welfare Board**

1. Shri Dimbeswar Das, (Capt.) Retired Zilla Sainik Welfare Officer	Rs. 22499 (fixed pay)	
2. Shri Rabin Dutta, UDA	Rs. 5200-20200	Rs. 2900
3. Shri Dilip Deka, LDA	-do-	Rs. 2200
4. Shri Gobinda Saharia, Peon	Rs. 4560-15000	Rs. 1500

**(22) Home Guards**

1. Shri Hazin Rava, Platoon Commander (Rural)	Rs. 5200-20200	Rs. 3300
2. Shri Sunil Panging, Platoon Commander (Urban)	-do-	-do-
3. Shri Kulen Saharia, Senior Assistant	-do-	Rs. 2900
4. Shri Arun Sarma, Junior Assistant	-do-	Rs. 2200
5. Shri Kumud Sarma, Peon	Rs. 4560-1500	Rs. 1500

**(23) Aronoday Facilitation Centre**

1. Shri Hema Nath, Junior Assistant	Rs. 5200 - 20200	Rs. 2200
2. Shri Bhaskar Barua, Junior Assistant	-do-	-do-
3. Shri Karmeswar Deka, Peon	Rs. 4560 - 15000	Rs. 1500

**(24) Issue & Receipt Branch.**

1. Shri Nabin Chandra Sarma, Junior Assistant	Rs. 5200-20200	Rs. 2200
2. Smti Chandrama Das, Junior Assistant	-do-	-do-
3. Shri Tilak Deka, Junior Assistant	-do-	-do-
4. Smti Jamini Kalita, Peon	Rs. 4560 - 15000	Rs. 1500
5. Shri Ranti Deka, Peon	-do-	Rs. 1800

**(25) Civil Defence.**

1. Shri Palash Barua, Wireless Operator	Rs. 5200-20200	Rs. 2200
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**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 2013 - 2014 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 AMOUNT 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 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). Arunoday Facilitation Centre has been instituted in the office premises and rendering Government to Citizen (G2C) services through a number of Common Service Centers in different place in the district under Shrei Sahaj Ltd.

No Library or reading room is maintained for public use.

#### CHAPTER - XVI

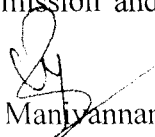
#### THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS IN THE AMALGAMATED ESTABLISHMENT OF THE DEPUTY COMMISSIONER, DARRANG, MANGALDAI ARI GIVEN BELOW.

- |   |  |
|---|--|
| 1. First Appellate Authority,<br>Matters under Deputy Commissioner's<br>establishment, Darrang & MGNREGA. | Shri M. S. Manivannan, IAS,<br>Deputy Commissioner, Darrang.                             |
| 2. First Appellate Authority<br>in respect of Revenue Circles   | Shri Razvee Hussain, ACS,<br>Addl. Deputy Commissioner (Revenue), Darrang                |
| 3. Public Information Officer,<br>Office of the Deputy Commissioner<br>Darrang, Mangaldai &               | Smti Banashree Nath, ACS,<br>Additional Deputy Commissioner,<br>Darrang, Mangaldai       |
| 4. Public Information Officer (Election)  | Shri Rahul Ch. Das, Election Officer,<br>Mangaldai                                       |
| 5. Public Information Officer,<br>Mangaldai Revenue Circle  | Shri N. K. Pathak, ACS, Circle Officer<br>Mangaldai                                      |
| 6. Public Information Officer<br>Sipajhar Revenue Circle  | Shri Naren Basumatary, ACS, Circle Officer<br>Sipajhar                                   |
| 7. Public Information Officer<br>Patharighat Revenue Circle   | Shri Bidyut B Bhagawati, ACS, Circle Officer<br>Patharighat                              |
| 8. Public Information Officer<br>Dalgaon Revenue Circle   | Dr. Ashraful Amin, ACS, Circle Officer<br>Dalgaon  |
| 9. Public Information Officer (Treasury)  | Shri Sanjiv Sarma, AFS, Treasury Officer,<br>Mangaldai.                                  |
| 10. Public Information Officer (Home Guard)   | Shri S. Das, Commandant, Home Guards, Mangaldai.   |
| 11. Public Information Officer, NIC, Mangaldai  | Shri Subrata Saha,<br>District Informatics Officer,                                      |
| 12. Public Information Officer (Excise)   | Shri N. Saikia, Superintendent,<br>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 Shakeel Ahmed,<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.                      |

**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.

  
(M. S. Maniyannan, IAS)  
Deputy Commissioner, Darrang,  
Mangaldai

Memo No. DAN - 27/2012/50 - A  
Copy to :

Dated Mangaldai, the 23<sup>rd</sup> May, 2014.

1. The Staff Officer to the Chief Secretary to the Government of Assam, Assam Secretariat (Civil), Dispur, Guwahati - 6.
2. The Commissioner & Secretary to the Government of Assam, General Administration Department, Assam Secretariat (Civil), Dispur, Guwahati - 6.
3. The Commissioner, Lower Assam Division, Panbazar, Guwahati - 1.
4. The Secretary, Assam Information Commission, Dispur, Guwahati - 6.
5. All Additional Deputy Commissioners, Darrang, Mangaldai for information and necessary action.
6. The Superintendent of Police, Darrang, Mangaldai.
7. The Sub-Divisional Officer (S), Mangaldai for information and necessary action.
8. All EACs, Mangaldai for information and necessary action.
9. All Public Information Officers, Deputy Commissioner's establishment, Darrang, Mangaldai for information and necessary action.
10. All Circle Officers, Darrang for information and similar action.
11. The Treasury Officer, District Treasury, Mangaldai for information and necessary action.
12. The District Information & Public Relations Officer, Darrang, Mangaldai.
13. The District Informatics Officer, NIC, Mangaldai for information and necessary action. He is requested for uploading of the notification.
14. The Superintendent of Excise, Mangaldai for information and necessary action.
15. The RS / AO / HA, D.C.'s office, Darrang, Mangaldai.
16. The Superintendent of Food, Civil Supplies and Consumers Affairs, Mangaldai for information and necessary action.
17. The Sub-Registrar, Mangaldai / Dalgaon for information and similar action.
18. All 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