

GOVERNMENT OF ASSAM
ELEMENTARY EDUCATION DEPARTMENT
DISPUR

No AEE 146/2011/PL/83

Dated Dispur, the 30th March, 2019

OFFICE ORDER

Consequent upon the transfer of officers from this department and joining of new officers in this department, the following re-allotment of Office work is made amongst the officers as below in supersession of all earlier orders

<p>Smti Sewali Devi Sharma, ACS Additional Secretary</p>	<ul style="list-style-type: none"> ➤ All Planning and Establishment matters of SCERT, ➤ Sanction/Ceiling of SCERT, ➤ All matters related to DIETs/BTCs. Appointment, Promotion, Transfer, Retention of Teaching & Non-Teaching Staff under SCERT, DIETs, BTCs, CTEs, IASEs, etc. Matters related to introduction of different Medium/ Languages in Elementary Schools; ➤ Academic Calendar, Curriculum & Syllabus of Elementary School ➤ Matters related to scholarship award both State and National Level; ➤ Matters related to INSAPIRE AWARD; ➤ Matters related to School Mother, Aaya & Pre Primary(Ka Shreni)(from Smti P Gogoi, Dy Secy) ➤ Re-employment of National / State awardees Teachers, ➤ Matters to correspondence with Govt. of India; ➤ Matters related to BTC & Sixth Schedule Areas ➤ Court Case of Jorhat, Tinsukia, Sonitpur, Kokrajhar Districts
<p>Sri Dhrubajyoti Das, ACS Joint Secretary</p>	<ul style="list-style-type: none"> ➤ SSA matters(Through Secy) ➤ Mid Day Meal Scheme(Through Secy) ➤ Matters related to Joint Review Mission of SSA, MDM etc ➤ Matters related to EGSA ➤ Matters related to Pre-Primary intervention ➤ Provincialisation of Schools & Staff(From M Gogoi,Dy Secy & through Secy) ➤ Rationalization of Posts of Teachers(From M Gogoi,Dy Secy & through Secy) ➤ Amalgamation of Schools(From M Gogoi,Dy Secy & through Secy)
<p>Smti Rita Gogoi, ACS Joint Secretary</p>	<ul style="list-style-type: none"> ➤ Matters relating to National Commission, State Commission like Schedule Caste, Women Right, Child Rights Human Right Commission & other Commissions (from B Barua, U Secy) ➤ Matters related to training of teaching & non-teaching staff and officers under DEE(Through Secy); ➤ NOC for Foreign Tours / Passport etc. for teaching & Non Teaching staff under DEE & SCERT(Through Secy) ➤ Court Case of Kamrup (Metro), Kamarup district ➤ Matters related to Sustainable Development Programme, ➤ Matters related to Disaster Management(Through Secy) ➤ Transfer of Teachers pertaining to Darrang, Sonitpur, Biswanath Chariali, Golaghat, Jorhat, Majuli, Sivasagar, Charaideo, Kamrup, Nagaon, Hojai, Goalpara Boangaigaon districts ➤ Matters related to Chief Ministers Scheme(Through Secy), ➤ Matters related to transfer & posting of BEEO/DI(Through Secy) ➤ Matters related to Road Safety, ➤ Matters related to National Commissions/State Commissions like Schedule Caste, Women Right, Child Right, Human Right Commission and any other Commissions(Through Secy) ➤ Nodal officer for matters relating to; <ul style="list-style-type: none"> • Digitization of Court Case & Departmental Court Cases • Departmental Website

Smt. Rita Barbara (Misra)
Joint Secretary

- Deputation of Gazetted & Non-Gazetted staff under DEE/SSA(Through Secy).
- Nodal Officer for correspondence of President, Prime Minister, HRD Minister & CM's Officer (from B Barua, U Secy)
- Representation of different associations(Through Secy).
- SPIO for RTI matters.
- Court Cases of Cachar, Hailakandi, Kariganj, Dibrugarh & Nalbari districts.
- Appointment on Compassionate Ground of Teaching & Non-Teaching staff under DEE (Through Secy)
- Nodal Officer for matters relating to SLPO & Ease of doing business.

Smt. Purabi Gogoi, ACS,
Deputy Secretary

- Establishment matters of the Staff of Elementary Education Department including Planning Branch & Legal Cell(Through Secy)
- Matters related to Departmental Proceedings(Through Secy)
- Matters related to Aspiration District(Through Secy)
- Policy matters involving Pension (from R Talukdar,U Secy & through Secy)
- Member Secretary, Expert Committee;
- Online Transfer of teachers
- Matter related to ASTPPC & FTB(through Secy)
- Drawal of online 1st Salary
- Matters related to School Mother, Aaya & Pre Primary(Ka Shreni)(through S.D. Sharma, Addl Secy)
- Cases related to Dropped Teachers
- Court Cases of Sivasagar, Charaideo, Golaghat, Darrang District
- Transfer of Teachers of Dibrugarh, Tinsukia, Lakhimpur, Dhemaji, Dima Hasao, KAAC, BTAD

Sri Muchukunda Gogoi,
Deputy Secretary

- Matter relating to SOPD, CSS, SS of DEE (through Secy)
- Financial Incentive to LP/UP Schools (through Secy)
- Matters related to different Medium languages in Elementary Schools(through Secy);
- Matter related NEC, NLCPR (through Secy)
- AG Inspection(through Secy)
- Matters related to arrear salaries arising out of WP(C) and Contempt Cases
- Assembly Matters(through Secy);
- Matters relating to CAG, PAC, Petition committee and DRSC(through Secy)
- Matters related to Childrens' Literary Trust(through Secy)
- Matters related to State Pool Teachers (through Secy)
- Matters related to RIDF project (through Secy)
- Matters related to EGSA;
- SIU Proposal for Teaching & Non-Teaching Staff under DEE
- Compilation of Annual Administrative report(through Secy)
- Matters related to Mahila Samata Society (through Secy)
- Transfer of Teachers pertaining to Dhubri, Mongaon, Cachar, Karimganj, Hailakandi, Kamrup(M), South Salmara, Barpeta districts

Sri R.C Talukdar
Under Secretary

- Medical reimbursement (through Secy)
- Nodal Officer on matters relating to Citizen Charter(Through Secy).
- Public Grievance(Through Secy).
- Court Case of Dhemaji, Lakhimpur, Barpeta district,
- All Pension matters, policy matters relating to Pension (through Secy).
- Framing of Rules / Acts (through Secy).
- Matters related to B Ed Colleges (through S D Sharma, Addl Secy)
- Academic Calendar, Curriculum & Syllabus of Elementary School (through S D Sharma, Addl Secy)

Sri Biju P. Baruah Under Secretary	<ul style="list-style-type: none"> ➤ RTI matters as APIO ➤ Matters relating to National Commission, State Commission like Schedule Caste, Women Right, Child Rights Human Right Commission & other Commissions (Through R Gogoi, Jt Secy) ➤ Matters related to sustainable Development Programme (Through R Gogoi, Jt Secy); ➤ Matters related to Disaster management (Through R Gogoi, Jt Secy) ➤ Matters related to Chief Ministers Scheme (Through R Gogoi, Jt Secy) ➤ Matters related to Road Safety (Through R Gogoi, Jt Secy). ➤ Correspondence of President, Prime Minister, HRD Minister & CM's Officer (through R Barbara Misra, Jt Secy) ➤ Court Cases of Bongaigaon, Baksa, Chirang districts
Sri Jwngsar Uzir Under Secretary	<ul style="list-style-type: none"> ➤ Appointment on Compassionate Ground of Teaching & Non-Teaching staff under SCERT (Through S.D. Sharma, Addl. Secy) ➤ Matter relating to SOPD, CSS, SS of SCERT (Through S.D. Sharma, Addl. Secy) ➤ Matters related to DIET/ETC/CTE/IASE, etc. (through S.D. Sharma, Addl. Secy) ➤ Deputation of Gazetted & Non-Gazetted staff under SCERT (through S.D. Sharma, Addl. Secy). ➤ Promotion, transfer, Retention of Teaching & Non-Teaching staff of Director, SCERT, Assam (through S.D. Sharma, Addl. Secy) ➤ SIU Proposal for Teaching & Non-Teaching Staff under SCERT (through S.D. Sharma, Addl. Secy) ➤ Court Case of West Karbi Anglong, Karbi Anglong, Dima Hasao, Nagaon & Hojai district & Administrative Tribunal Cases. ➤ Digitization of Court Case, Departmental Court Cases, Departmental Website (Through R Gogoi, Jt Secy) ➤ Transfer of Teachers pertaining to the districts allotted to Smti R Gogoi, Jt Secy

All officers except Additional Secretary, Elementary Education Department will route files through Secretary, Elementary Education Department.

The officers concerned will also deal with any other matter entrusted from time to time

Sd/-

(Preetom Saikia, IAS)

Commissioner & Secretary to the Govt. of Assam,
Elementary Education Department.

Dated Dispur, the 30th March, 2019

Memo No. AEE 146/2011/Pt /83 -A,

Copy to -

- 1 The Secretary/Addl. Secretary/ Joint Secretaries / Deputy Secretaries / Under Secretaries to the Govt. of Assam, Elementary Education Department.
- 2 The Director of Elementary Education, Assam, Kahilipara, Guwahati-19.
- 3 The Director of SCERT, Assam, Kahilipara, Guwahati-19.
- 4 The P S to Minister, Education, Assam, Dispur for kind appraisal of the Hon'ble Minister.
- 5 The P S to Commissioner & Secretary to the Govt. of Assam, Elementary Education Department, Dispur
- 6 The Superintendent Elementary Education Department, Dispur.
- 7 All Sr. A A / Jr. A A of Elementary Education Department, Dispur

By order etc.

(R. Gogoi, ACS)

Joint Secretary to the Govt. of Assam,
Elementary Education Department