

**GOVERNMENT OF ASSAM
URBAN DEVELOPMENT DEPARTMENT
DISPUR::GUWAHATI-6.**

No. UDD(M)23/2009/59

Dated Dispur, the 02nd February, 2018.

OFFICE ORDER

Consequent upon joining of Shri Hitesh Dev. Sarmah, ACS as Additional Secretary in Urban Development Department, Dispur. The revised allocation of works amongst the Officers of Urban Development Department, Dispur has been made as below with immediate effect.

Name & Designation of the Officer	Sl. No.	Subject
Shri Naresh Ghosh, IAS, Secretary	1	All matters relating to DMA and T&CP.
	2	Matters relating to CAG, PAC, DRSC.
	3	Matters related to A. G. Audit & Financial inspection.
	4	State & Central Finance Commissions.
	5	Development Authority.
	6	Establishment matters of staff of UDD.
	7	Persons with disabilities.
	8	Matters relating to Annual Budget.
	9	Master Plan of Town & Country Planning.
	10	Prime Minister's 15 point programme.
	11	All schematic matters relating to Town & Country Planning excluding NLCPR and 10% Pool Fund.
	12	North Eastern Council (NEC) / PPP / EAP etc.
	13	Swachh Bharat Mission (U).
	14	Audit Para, Reply of A.G. Audit, Local Fund Audit etc. relating to ULBs.
	15	Compilation of periodic budget expenditure of the Department.
	16	All pending schemes pertaining to Govt. of India.
	17	Matters relating to Ease of Doing Business.
	18	Establishment matters of staff of UDD.
	19	Creation of Municipal Service Cadre.
	20	Transfer and posting of E.Os.
	21	Pradhan Mantrir Awas Yojana (PMAY) (U).
	22	Any other matter allotted from time to time.
Shri Hitesh Dev Sarma, ACS, Additional Secretary (He will put up the file directly to Principal Secretary, UDD)	1	All matters relating to AUWS & SB
	2	Matters relating to AMRUT
	3	Matters relating to Assam State Disaster Management
	4	Matters relating to Manual Scavengers
	5	All matters relating to Assam State Housing Board.
	6	Matters relating to PMAY (U), NULM, Ease of Doing Business.
	7	1 st Appellate Authority, RTI.
	8	Cabinet Memorandum.
	9	Appellate Authority under Town & Country Planning Act, 1959.
	10	Real Estate Regulatory Authority
	11	NITI Aayog matter.

	12	Matters relating to Public Grievances (PMO / CMO letters & CPGRAMS).
	13	Matters relating to Swachh Bharat Mission (U).
	14	Matters relating to NLCPR and 10% Pool Fund.
	15	Matters relating to NEC / PPP / EAP
	16	Matters relating to Standardization of Govt. Website
	17	High Court / Supreme Court / legal matters relating to Point No.1 & Point No.2.
	18	CM's Independence Day Speech, Finance Minister's Budget Speech, Governor's Budget Speech, Governor's Speech for Republic Day, Governor's Address.
	19	Matter relating to SDG.
	20	All Assembly Committees and Assembly & Parliament Questions.
	21	Matters relating to workshop, training and seminar etc.
	22	Matters relating to Public Grievances (PMO / CMO letters & CPGRAMS).
	23	Compilation of periodic budget expenditure of the Department.
	24	All matters relating to training of Officers and Staff of Urban Development Department.
	25	DCSS
		Pension of Sweepers/Monitor of POL etc.
		Purchase of Articles
		Establishment matter
		All matter of Leave Accounts
		Preparation of Salary of Fixed Pay Sweepers
		Misc. matter
	26	Any matters as entrusted from time to time
Smti Kabyashree Mahanta, ACS Joint Secretary (She will put up files to directly to concerned Secretary)	1	All schematic matters relating to Town & Country Planning excluding NLCPR and 10% Pool Fund.
	2	North Eastern Council (NEC) / PPP / EAP etc.
	3	CM's Independence Day Speech, Finance Minister's Budget Speech, Governor's Budget Speech, Governor's Speech for Republic Day, Governor's Address.
	4	Swachh Bharat Mission (U).
	5	Audit Para, Reply of A.G. Audit, Local Fund Audit etc. relating to ULBs.
	6	Compilation of periodic budget expenditure of the Department.
	7	Matter relating to Manual Scavengers.
	8	Any matters as entrusted from time to time.
Shri Narsing Pawar, IAS Joint Secretary (He will put up the files directly to concerned Secretary)	1	All pending schemes pertaining to Govt. of India.
	2	Cabinet Memorandum.
	3	Matters relating to Ease of Doing Business.
	4	Establishment matters of staff of UDD.
	5	Creation of Municipal Service Cadre.
	6	Transfer and posting of E.Os.
	7	Matter relating to Assam State Housing Board.
	8	Pradhan Mantrir Awas Yojana (PMAY) (U).
	9	Any matters as entrusted from time to time.
Shri Hemendra Kr. Saikia Deputy Secretary (He will put up the files directly to concerned Additional Secretary)	1	All matters relating to DMA and T&CP.
	2	High Court, Supreme Court, legal matters relating to Point No.1.
	3	Ceiling Signing Officer.
	4	Matters relating to NLCPR and 10% Pool Fund.
	5	State Public Information Officer.

	6	Matters relating to Public Grievances (PMO / CMO letters & CPGRAMS).	
	7	Any matters as entrusted from time to time.	
Smti Moromi Payeng Under Secretary (She will put up files to directly to concerned Addl. Secretary)	1	Matters relating to Assam State Disaster Management	
	2	Matters relating to Assam Urban Water Supply & Sewerage Board	
	3	High Court, Supreme Court, legal matters relating to Point No.2.	
	4	CM's Independence Day Speech, Finance Minister's Budget Speech, Governor's Budget Speech / Republic Day Speech / Governor's Address.	
	5	Compilation of periodic budget expenditure of the Department.	
	6	All matters relating to training of Officers and Staff of Urban Development Department.	
	7	Matters relating to Manual Scavengers.	
	8	DCSS	Pension of Sweepers/Monitor of POL etc. Purchase of Articles Establishment matter All matter of Leave Accounts Preparation of Salary of Fixed Pay Sweepers Misc. matter
	9	Any matters as entrusted from time to time.	

The order comes into force with immediate effect.

Sd/- (A. Tewari, IAS)
Principal Secretary to the Govt. of Assam,
Urban Development Department

Memo No. UDD(M)23/2009/59-A
Copy to :

Dated Dispur, the 02nd February, 2018.

1. The Director, Municipal Administration, Assam, Dispur, Guwahati-6.
2. The Director, Town & Country Planning, Assam, Dispur, Guwahati-6.
3. The Managing Director, Assam Urban Water Supply & Sewerage Board, Guwahati-5.
4. The Commissioner, Assam State Housing Board, Guwahati-5.
5. Officers concerned.
6. P. S. to the Minister, Urban Development Department, Dispur, Guwahati-6 for kind appraisal of Hon'ble Minister, Urban Development Department.
7. Superintendent (s) / all Sr. & Jr. Assistant(s), Urban Development Department.

By order etc.

(Signature)
2.2.18
Deputy Secretary to the Govt. of Assam,
Urban Development Department