

GOVERNMENT OF ASSAM  
REVENUE AND DM DEPARTMENT  
ASSAM SECRETARIAT (CIVIL), DISPUR  
GUWAHATI-6

No. RLR.260/2010/67

Dated Dispur, 30<sup>th</sup> December 2016

**OFFICE ORDER**

In supersession of the orders issued before in regard to the work allotment among the Superintendent & Staff of Revenue & D.M. Department and with a view to ensuring greater clarity about the role and responsibilities of different branch of the department, efficient handling of subject and focused attention on the areas of importance, it is decided to reorganize the department by replacing the existing Branches with the ones mentioned below with the functions and responsibilities indicated against each of them and they are allotted to the departmental Superintendent & Staff as shown below.

**L.R. BRANCH**

Sl. No.	Name of Branch	Subject	Supdt.	Dealing Asstt.
1.	Land Acquisition Branch	Matter relating to the acquisition/ requisition of Land under various Central and State legislations and framing/amendment of Laws and rules for requisition/acquisition.	M. Borgohain	
		1. Acquisition of land for PWD (NH), BSF, SSB, CRPF, CISF, ITBP, DRDO, Assam Rifle, Indian Airforce, Airport Authority of India, Army, National Highway (Govt. of India), Indian East West Corridor.	-do-	S.M. Rabha, Sr.AA
		2. Acquisition of land for ONGC, Oil Refinery, Assam Gas Cracker Project, IBB and Rail cum Road, Bogibeel Bridge Project, Railway Project.	-do-	Mamoni Bhuyan, Sr.AA
		3. Acquisition of land for PWD (Roads), Health & Family Welfare Deptt., Inland Water Authority of India, FCI, State, Home & Cultural Affairs Deptt. and Power Deptt.	-do-	Kasturi Neog, Sr.AA
		4. Acquisition of land for Brahmaputra Board, UDD, GDD, PHE Deptt. and All India Radio & Doordarshan.	-do-	Ramesh Ch. Doley, Sr.AA
		5. Acquisition of land for Irrigation Deptt., Water Resources Deptt. and GDD.	-do-	Ananda Kr. Sinha, Jr.AA
2.	E-Governance Branch	(i) Matter relating to web based integrated Land Records, Management Programme and Dharitree.	D.P.Sharma	Mouchumi Baruah, Sr.AA
		(ii) E-Safar, online system of Land sale permission and Land Revenue Collection.	-do-	Diganta Kuli, Jr.AA
		(iii) E-Panjiyan and MIS and Departmental Website	-do-	M. Rai, Sr.AA
3.	Human Resources Development Branch	Matter relating to designing and implementation of the in-service capacity-building programmes for the departmental functionaries.	D.P. Sharma	Mausam Rai, Sr.AA
		Matter relating to knowledge management system and training programmes of ASSTC.		Ananda Kr. Sinha, Jr.AA
4.	Process Re-engineering Branch	Matter relating to the Assam Land Revenue Code, Amendment to existing legislations and rules, guidelines/norms regarding better functioning of the officers and departmental functionaries.	M.Borgohain	Kasturi Neog, Sr.AA
		Matter relating to village Land use plan and village land bank.		Nianglenkim Koch, Jr. AA
5.	Citizen Engagement Branch	Matters concerning Village Land Management and Conservation Committees, Ward Disaster Committees, encouraging community participation in the management of Revenue Administration and Disaster Management and CPGRAMS.	M. Borgohain	Ananda Sinha, Jr.AA Utpal Bora, Comp. Operator, (CPGRAM)



6.	Establishment (Field) Branch	Matter relating to departmental Estt. and Estt. of Mandal at the district, sub-divn. and Circle levels.	D.P. Sharma	Mira Baishya, Sr.AA
		Matters related to Gaonburahs and Infrastructure development at the field level and HRMS.		Mausam Rai, Sr.AA
7.	Establishments (HQ) Branch	Monthly staff meetings, Sr. Officers meetings, FMS and enforcement of ATM.	D.P. Sharma	Mausam Rai, Sr.AA
		Matters relating to the Estt. in the Secretariat and Directorates.		Nianglenkim Koch, Jr.AA
		All matters relating to Diarist table, Indexing of files, maintenance of outside file register.	M. Borgohain	
		All computer typing works, computerized works of Revenue & DM (LR) Deptt.	M. Borgohain	Utpal Bora, Comp. Operator

### REFORMS BRANCH

Sl. No.	Name of Branch	Subject	Supdt.	Dealing Asstt.
1.	Land Reforms Branch	<b>Matters relating to implementation of Central &amp; State land reform laws.</b>  1) Matter relating to tea estate land. 2) Fund related to Chapter X of ALRR. Tribal belt and blocks. 3) Amendment of revenue laws, constitution of land advisory committee. 4) Administration of the Assam State Acquisition of Zamindari Act, 1951 and Rules. 5) Matter relating to ceiling surplus land. 6) Agricultural census operation. 7) Establishment matter relating to DLRAR. 8) Matter relating to Audit objection etc. 9) Construction of office building of circle Offices/Sub Register Offices. 10) Matter relating to Assam Hill land and ecological sites (protection and management) Act, 2006.	M. Pathak, Supdt.	Smti Rita Borkakoti, Sr. A.A.
		1) Memorandum Received from Association and Organization. 2) Matter relating to consultative committee. 3) Urban land and ceiling cases/revision petition of land ceiling. 4) Matter relating to wakf property. 5) Medical reimbursement matter.		Shri M.C. Nath, Sr.A.A.
		1) All sanctions and release of FOC under "2029-LR Non-plan". 2) Matter related to Finance Commission. 3) Minimum needs programme rural house sites. 4) Excess recovery of House Building advance. 5) Matter relating to Departmentally related standing committee. 6) Preparation of annual administrative report. 7) Matter relating to Mouza commission/Gaonbura remuneration/ wages. 8) Fund released to international/interstate/inter district boundary. 9) Matter relating to PAC. 10) Matter relating to e-Governance.		Smti Mousumi Boruah, Sr. A.A.



		1) NEC projects and other matters. 2) Tenancy matters related to reforms department. 3) Governor, Chief Minister's speeches. 4) Matter relating to Right to Information Act. 5) Matter relating to Bhoodan and Gramdan Board. 6) Matter relating to NITI Aayog. 7) Construction of Office building of Circle Offices/ Sub register Offices/SDG. 8) Constitution of VLCC.		Smti Monalisha Baishya, Jr. A.A.
		1) Annual plan fund 2) Matter relating to administration of the Assam State Acquisition of land belonging to religious or charitable institutions of public nature Act, 1959 and Rules. 3) All cases and matters related to Kamakhya Temple. 4) Matter relating to Assam accord.		Manab Jyoti Goswami, Sr.A.A.
2.	DILRMP Branch	<b>Matter relating to implementation of DILRMP including ALMIS.</b>  1) Matter relating to NLRMP & Digitization/D.G. Sets etc.)	-do-	Manash Saikia, Sr.A.A.
		1) Estt. Matter of Revenue (Reforms) Branch. 2) Diarizing, issue, receipt and file movement. 3) Maintenance of CL Register.	-do-	Smti Bhanumoti Ojha, Sr.A.A.
		1) Computer typing & Diarizing, issue, receipt and file movement.	-do-	Shri Chanbin Chandra Das, Sr. Gd. C.O.

#### REGISTRATION BRANCH

Sl. No.	Name of Branch	Subject	Supdt.	Dealing Asstt.
1.	Registration Branch	<b>Matter relating to the Central &amp; State Laws and Rules regarding the registration of various kinds of property &amp; matters relating to Indian Stamp Act, Transfer of property Act, Power of Attorney Act, E-Stamping &amp; establishment of IGR.</b>  1) Leave of SRs, Sr. SRs. and Dy. Registrars. 2) Retention of the temporary posts of SRs and permanent retention etc. 3) Construction of SR offices. 4) Ceiling/Budget/Sanction and any other financial matter etc. 5) Revenue collection by Stamp Duty & Registration Fees & preparation of target. 6) E-Stamping. 7) Zonal valuation. 8) Matter relating to CBSR offices. 9) Opening of new CBSR office.	Smti Niru Bhuyan, Supdt.	Shri Akhil Sharma, Sr. A.A.
		1) All establishment matter relating to appointment, promotion, transfer & posting of Registering Officers. 2) Preparation of gradation list of the Registering Officers. 3) Jurisdiction of SR offices and Deputy Registrar. 4) All matter relating to issue of Christian Marriage/Muslim Marriage license. 5) Grievances of Registering Officers Associations. 6) Regulation of 4(d) promotions.	-do-	Reba Bhaktiary, Sr.A.A.







	<ul style="list-style-type: none"> <li>a) Preparation of SD/CF Advance and the matter of PAC/Audit/CAG pertaining to the districts of Kokrajhar, Barpeta, Bongaigaon, Darrang, Dhubri &amp; South Salmara.</li> <li>b) Matters relating to "Society of rehabilitation of violence affected families living in the relief camps of Bongaigaon &amp; erstwhile Kokrajhar Districts who were affected during the period of ethnic violence of 1993, 1996 &amp; 1998".</li> <li>c) Reimbursement of claims with Govt. of India (SRE)</li> <li>d) Preparation of annual budget or related matters.</li> </ul>	-do-	Pabitra Bhuyan, Sr.A.A.
	<ul style="list-style-type: none"> <li>a) Misc. matter relating to BTAD.</li> <li>b) Preparation of SD/CF Advance and the matter of PAC/Audit/CAG pertaining to the districts of Nalbari, Udalguri, Sivasagar, Charaideo, Baksa, Dima Hasao, Kamrup (M).</li> </ul>	-do-	Smti Debojani Pait, Sr.A.A.
	<ul style="list-style-type: none"> <li>a) Preparation of SD/CF Advance and the matter of PAC/Audit/CAG pertaining to the districts of Cachar, Golaghat, Kamrup, Chirang, Sonitpur &amp; Biswanath.</li> </ul>	-do-	Smti Unicy L Nampui, Jr. A.A.
	<ul style="list-style-type: none"> <li>a) Preparation of SD/CF Advance and the matter of PAC/Audit/CAG pertaining to the districts of Karimganj, Hailakandi, Karbi-Anglong, West Karbi-Anglong.</li> <li>b) Verification of accounts with the Accountant General.</li> </ul>	-do-	Pallab Bora, Jr. A.A.
	<ul style="list-style-type: none"> <li>a) Preparation of SD/CF Advance and the matter of PAC/Audit/CAG pertaining to the districts of Morigaon, Lakhimpur &amp; Dhemaji</li> </ul>	-do-	Supdt.
	<ul style="list-style-type: none"> <li>a) All the works of diarist table.</li> </ul>	-do-	

#### SETTLEMENT BRANCH.

Sl. No.	Name of Branch	Subject	Supdt.	Dealing Asstt.
1.	Land Settlement Branch	<p><b>(I) Matter relating to allotment and settlement of Govt. Land, protection of Govt. Land, conversation and re-classification.</b></p> <ul style="list-style-type: none"> <li>i) Proposal for Kamrup (M) District and Barak Valley districts.</li> <li>ii) Proposal for Dhemaji &amp; Golaghat district.</li> <li>iii) Proposal for Dibrugarh &amp; Tinsukia District. (Upper Assam)</li> <li>iv) Proposal for Goalpara, Dhubri &amp; Bongaigaon District. (Lower Assam)</li> <li>v) Proposal for Jorhat &amp; Hills Districts &amp; BTAD District.</li> <li>vi) Proposal for Sonitpur, Sivasagar &amp; Darrang District.</li> <li>vii) Proposal for Cachar, Karimganj, Hailakandi, Lakhimpur and Barpeta District.</li> <li>viii) Proposal for Nalbari, Morigaon &amp; Nagaon District.</li> </ul>	PK Sharma, Supdt.	<p>Dipen Das, Sr.A.A.</p> <p>A.K. Bora, Sr. A.A.</p> <p>D. Barman, Sr. A.A.</p> <p>Smti D.Das, Sr. A.A.</p> <p>L. Dongel, Sr. A.A.</p> <p>H. Deka, Jr. A.A.</p> <p>Smti K. Mahanta, Jr.A.A.</p> <p>Smti P. Pujari, Jr. A.A.</p>



2.		<p>(2) Chief Minister's Bhumi Nothi Yojana.</p> <p>(3) Matter relating to International and Inter-State Boundary.</p> <p>(4) All policy matter including policy matter of Tea garden and small tea growers and annual administrative report.</p> <p>(5) Matter relating to Tribal Belt &amp; Blocks.</p> <p>(6) Matter relating to Assam Board of Revenue.</p> <p>(7) Matter relating to wet land &amp; Char areas</p> <p>(8) Matter relating to Hill districts &amp; BTAD</p> <p>(9) Matter of relating to ease of doing business.</p> <p>(10) Monthly report of Governor/Finance Minister Budget Speeches, CM Budget Speeches, Departmental Committee matter/Assembly committee matter and other committee matter.</p> <p>(9) Matter relating to erosion &amp; rehabilitation of erosion effected people.</p> <p>(10) Matter relating to rehabilitation of refugee.</p> <p>(11) Reassessment of land and declaration of towns</p> <p>(12) Estt. Matter of Revenue &amp; DM (S) Department,</p> <p>(13) Matter relating to Kaziranga National Park.</p> <p>(14) All matters pertaining to the Deptt.'s of</p> <p>(i) Legislative/ Election/ Hill areas/ AR &amp; T/ G.D.D/ WPT &amp; BC etc.</p> <p>(ii) Tea Tribes/ Home &amp; Political/ Finance/ Border Areas/ Health &amp; Family Welfare/ Agriculture/ S.A. I / Revenue &amp; DM etc.</p> <p>(iii) Transport/ Tourism/ Cultural Affairs/ Urban Development/ Science &amp; Technology/ Labour &amp; Employment/ Minority Welfare etc.</p> <p>(iv) Soil Conservation/ Judicial/ Personnel/ Forest/ P &amp; PG/ I &amp; PR/ Sports &amp; Youth Welfare/ Veterinary/ Co-operation etc.</p> <p>(v) Excise/ GAD/ P &amp; S/ Pass port/ Parliamentary Affairs/ Social Welfare etc.</p> <p>(vi) I &amp; T/ Power, Mines &amp; Minerals/ Water Resources/ P &amp; D/ Minority Welfare/ Industries &amp; Commerce etc.</p> <p>(vii) Handloom Textile &amp; Sericulture/ Public Enterprise/ Power/ CM's Secretariat/ CPGRAM.</p> <p>(viii) P &amp; RD/ P.W/ Implementation of Assam Accord.</p> <p>(ix) Education, Food &amp; Civil Supplies/ Irrigation/ Fishery/ PHE Deptt.</p>	-do-	<p>D. Das, Sr. A.A.</p> <p>A.K. Bora, Sr. A.A.</p> <p>D. Barman, Sr. A.A.</p> <p>L. Dongle, Sr. A.A.</p> <p>H. Deka, Jr. A.A.</p> <p>Ms. K. Mahanta, Jr.A.A.</p> <p>A.K. Bora, Sr.A.A.</p> <p>D.C. Das, Sr.A.A.</p> <p>D. Barman, Sr.A.A.</p> <p>Ms. D. Das, Sr.A.A.</p> <p>M. Saikia, Sr.A.A.</p> <p>L. Dounel, Sr.A.A.</p> <p>H. Deka, Jr.A.A.</p> <p>Ms. K. Mahanta, Jr.A.A.</p> <p>Ms. P. Pujari, Jr.A.A.</p>
3.	Survey Operations Branch	<p>(a) Matter relating to Survey &amp; Settlement Operation.</p> <p>(b) Matters relating to DLR &amp; Surveys etc, Assam and all matter relating to RCCC Training.</p>	P.K. Sharma	D. Das, Sr.A.A



4.	All matters relating to Diarist table (receipts & issues), Indexing of Files, Maintenance of outside File Register.	P.K. Sharma	T. Sharma, S.G. Comp. Operator
	All matters relating to Diarist table (receipts & issues), Indexing of Files, Maintenance of outside File Register.		D.K. Nath, Comp. Operator.

### GENERAL BRANCH

Sl. NO	Name of Branch	Subject	Supdt.	Dealing Asstt.
1	Disaster Management Branch	Matter relating to the implementation of Disaster Management Act, 2005, State Policy on Disaster Management, State Action Plan on climate change and ASDMA	F. Haque	Ms. P. Bhattacharjee, Sr. A.A.
		(i) Estt. matter/NDMA/NIDM etc.		D.C. Boro, Sr. A.A.
		(ii) Budget matter of ASDMA alongwith SD, Re-appropriation proposal.		Ms. P. Bhattacharyee, Sr. A.A.
		(iii) Training, Seminars, Workshop etc.		N. Saikia, Jr. A.A.
		(iv) Annual Flood Report and Flood Memorandum, Flood preparedness		Ms. P. Bhattacharjee, Sr. A.A.
2	Relief, Restoration and Rehabilitation Branch	(A) <u>Matters relating to NDRF and SDRF</u> Issue of A./A, Sanction and release of Fund against the schemes pertaining to PWD, WRD, Soil conservation, Irrigation etc. Deptt. along with RG in respect of	A. Haque	
		1. Morigaon, Bongaigaon, Tinsukia, Biswanath and Chirang Dist.		F. Haque, Supdt.
		2. Dhubri, Sonitpur, Dhemaji, South Salmara, Manakachar and Nagaon Dist.		N. Roy, Sr. A.A.
		3. Goalpara, Kamrup and Barpeta Dist.		P. Sarma, Sr. A.A.
		4. Jorhat, Kokrajhar, Hojai, Karimganj and Udalguri Dist.		D.C. Boro, Sr. A.A.
		5. Golaghat, Cachar and Lakhimpur Dist.		P. Morang, Sr. A.A.
		6. Kamrup (M) and Hailakandi Dist.		Ms. P. Bhattacharyee, Sr. A.A.
		7. Darrang, Karbi Anglong, West Karbi Anglong, Dima Hasao and Baksa Dist.		A. Ali, Jr. A.A.
		8. Dibrugarh, Sivasagar, Charaideo and Nalbari Dist.		N. Saikia, Jr. A.A.
		<u>B. Payment of GR, RG and Ex-gratia in various kinds of natural and man-made disasters.</u>		N. Roy, Sr. A.A.
		<u>Matter relating to Payment of GR, RG and ex-gratia in various kinds of natural and manmade disasters.</u>	T. Basumatary	
		1) Dibrugarh, Nagaon, Hojai, Goalpara, Jorhat, Tinsukia.		Tulika S. Muchahari, Sr. A.A.
		2) Kokrajhar, Barpeta, Bongaigaon, Darrang, Dhubri & South Salmara.	-do-	Pabitra Bhuyan, Sr. A.A.
		3) Nalbari, Udalguri, Sivasagar, Charaideo, Baksa, Dima Hasao, Kamrup (M).	-do-	Smti Debojani Pait, Sr.A.A.
		4) Cachar, Golaghat, Kamrup, Chirang, Sonitpur & Biswanath.	-do-	Smti Unicy L Nampui, Jr. A.A.
		5) Karimganj, Hailakandi, Karbi-Anglong, West Karbi-Anglong.	-do-	Pallab Bora, Jr. A.A.
		6) Morigaon, Lakhimpur & Dhemaji	-do-	
		Matter relating to Ex-gratia grant of all Districts Admn. PM's National relief fund	F. Haque	P. Sharma, Sr. A.A.
		7) Sanction of GR fund, Utilization of Fund, Maintenance of PL Account by DDOs.	F. Haque	N. Roy, Sr. A.A.



3	Planning and Financial Management Br.	1) Matter relating to the Preparation of the annual Plan and Budget, monitoring of the implementation of the Budget, SDGs, Revenue Collection, Monthly expenditure statement and issue of FoC. 2) Submission of demand of SDRF to Govt. of India, along with utilization of SDRF. 3) Reconciliation with A.G., Assam	F. Haque	P. Morang, Sr. A.A.
		Maintenance of budget control registers (except ASDMA). Matter relating to Civil deposit etc.	F. Haque	N. Roy, Sr. A.A.
		Matter of drivers of Revenue & DM Deptt.	F. Haque	D. Boro, Sr. A.A.
4	Coordination Br.	<b>Matter relating to coordination with other departments and agencies, EoDB.</b> (i) Works related to Home and Political and Fishery and Health & Family Welfare Deptt. (ii) Finance Minister's Budget Speech & Governor's Speech	F. Haque	P. Sharma, Sr. A.A.
		(iii) PAC Matters & Maintenance of Court cases/RTI Register (iv) Maintenance of RTI Register/Submission of annual report/court cases registers (v) Estt. of Officers and staff of Revenue & DM Deptt.	F. Haque	N. Roy, Sr. A.A.

**N.B.**

- 1) The matters relating to Court Cases, RTI petitions, Assembly/ Parliamentary Question/ Cabinet Memos./Correspondence from important persons and Audit paras will be dealt by the concerned Supdt./ Dealing Assistant.
- 2) Separate record of the papers forwarded by CM's office will also be maintained by the concerned Supdt. of the Branch and take necessary follow up action with in the given period.

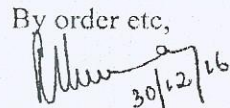
Sd/- P.K. Tiwari, IAS  
Principal Secretary to the Govt. of Assam,  
Revenue & D.M. Department.

Memo. No. RLR.260/2010/67-A

Dated Dispur, 30<sup>th</sup> December'2016

Copy for information and necessary action to:-

- 1) All Secretary/Joint Secretary/Deputy Secretary/Under Secretary to the Govt. of Assam, Revenue & D.M. Department, Dispur, Guwahati-6.
- 2) Sr. Financial Adviser, Revenue & D.M. Department, Dispur, Guwahati-6.
- 3) P.S. to Minister of State, Revenue & D.M. Department, Dispur, Guwahati-6.
- 4) P.S. to Commissioner & Secretary to the Govt. of Assam, Revenue & D.M. Department, Dispur, Guwahati-6.
- 5) All Superintendent, Revenue & D.M. Department, Dispur, Guwahati-6.

By order etc,  
  
30/12/16  
Secretary to the Govt. of Assam,  
Revenue & D.M. Department.