

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
DISPUR: GUWAHATI-06.

No. RGR.750/2014/38

Dated Dispur, the 28th December, 2016

OFFICE ORDER

In partial modification of the Office Order No.RGR.750/2014/37 dated 22-11-2016, the work allotment among the officers of Revenue & Disaster Management Department is made as follows:

SL. NO.	BRANCH	SUBJECT	NAME OF OFFICER
1.	Land Settlement Branch	Matters concerning allotment and settlement of government land, protection of government land, conversion and reclassification –	
		I. Proposals from Kamrup (Metro), Kamrup (Rural), and Barak Valley districts.	Shri Dilip Das, Joint Secretary
		II. Proposals from North Assam Division Districts	Shri Bubul Lekharu, Joint Secretary
		III. Proposals from Central Assam Division Districts.	Smt. Smitakshi Baruah, Joint Secretary
		IV. Proposals from Upper Assam Districts.	Shri Ananada Kr. Das, Deputy Secretary
		V. Proposals from Dhubri, South Salmara and Bongaigaon districts.	Shri Mukut Phukan, Deputy Secretary
		VI. Proposals from Nalbari, Goalpara and Barpeta Districts.	Shri Dhiraj Saud, Deputy Secretary

Files on Settlement Proposals for the districts at sl. no.I, II and III will be put up to Shri M. P. Sharma, Secretary and Settlement Proposals in respect of districts at sl. no.IV, V & VI will be put up to Smt. R. Barua, Secretary. Both the Secretaries will put up files of Land Settlement Branch to Shri Rajesh Prasad, Commissioner & Secretary, Revenue & DM Department.

2.	Land Acquisition Branch	Matters relating to the acquisition/requisition of land under various central and state legislations and framing/amendment of laws and rules for requisition/acquisition	Shri Dilip Das, Joint Secretary
3.	Registration Branch	Matters relating to the central and state laws and rules regarding the registration of various kinds of property and matters relating to Indian Stamp Act, Transfer of Property Act, Power of Attorney Act; E-stamping; and establishment of IGR.	Smt. Smitakshi Baruah, Joint Secretary

Files on Land Acquisition and Registration Branches will be put up to Shri Rajesh Prasad, Commissioner & Secretary, Revenue & DM Department.

4.	Land Reforms Branch	Matters relating to the implementation of central and state land reform laws Branches	Smt. B. Lekharu, Joint Secretary
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5.	Survey operations Branch $R_{55}(50)$	Matters relating to the survey and settlement operations	Smt. Meenakshi Nath, Joint Secretary
6.	DILRMP Branch	Matters relating to the implementation of DILRMP including ALMIS, C.P.GRAMS.	Shri Anand Kr. Das, Deputy Secretary
7.	E-Governance Branch	i. Matters relating to Web-based Integrated Land Records Management Programme and Dharitree.	Shri Dhiraj Saud, Deputy Secretary – Shri Mukut Phukan, Deputy Secretary
		ii. E-Safar, online system of Land sale permission and Land Revenue Collection.	Shri Mukut Phukan, Deputy Secretary
		iii. E-Panjiyan and MIS and Departmental Website.	Shri Dhiraj Saud, Deputy Secretary.
8.	Human Resources Development Branch	Matters relating to the designing and implementation of the in-service capacity-building programmes for the departmental functionaries, Knowledge Management System and matters relating to the training programmes of ASSTC.	Shri B. Lekharu, Joint Secretary
9.	Process Reengineering Branch	Matters relating to the Assam land Revenue Code, amendment to existing legislations and rules, guidelines/norms regarding better functioning of the offices and departmental functionaries, Village land Use plans and Village Land Bank.	Shri Dilip Das, Joint Secretary
10.	Citizen Engagement Branch	Matters concerning Village land management and Conservation Committees, Ward Disaster Management Committees, encouraging community participation in the management of revenue administration and Disaster Management.	Smt Smitakshi Baruah, Joint Secretary
11.	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.	Shri Ananda Kr. Das, Deputy Secretary.
12.	Relief, Restoration and Rehabilitation Branch	a) Matters relating to NDRF and SDRF.	Shri P.N. Chakrabarty, Under Secretary.
		b) Payment of GR, RG and Ex-gratia in various kinds of natural or man-made disasters.	
13.	Planning and Financial	Matters relating to the preparation of the Annual Plan and Budget, monitoring of	Shri Ananda Kr. Das, Deputy Secretary.

	Management Branch	the implementation of the Budget, SDGs, Revenue collection, monthly expenditure statement and Issue of FOC, SDGS and EoDB.	
14.	Coordination Branch	Matter relating to coordination with other departments and agencies.	Shri P.N. Chakravarty, Under Secretary.
15.	Establishment (Field) Branch	Matters relating to the departmental establishments at the district, Subdivision and Circle levels including matters related to Gaon Buras and infrastructure development at the field level and HRMS.	Shri B. Lekharu, Joint Secretary.
16.	Establishment (HQ) Branch	Matters relating to the establishments in the Secretariat, and Directorates, Monthly staff meetings, Sr. Officers Meetings, FMS and enforcement of ATM.	Shri B. Lekharu, Joint Secretary.

Note:

- a. Files will be put up to the Principal Secretary by the Secretaries in respect of the Branches shown against their names below:

Sl. No	Branches	Name of Secretaries
1	DILRMP	Shri M. P. Sharma, Secretary,
2	Survey Operation	
3	E- Governance	
4	Disaster Management	
5	Relief, Restoration & Rehabilitation	
6	Planning and Financial Management	
7	Co- ordination	
1	Land Reforms	Smti R. Barua, Secretary.
2	H.R.D.	
3	Process Engineering	
4	Citizen Engagement	
5	Establishment Branch (H.Q.)	
6	Establishment (Field)	

- b. Commissioner & Secretary need not put up Files to the Principal Secretary except when it is required under DFP Rules and any other important matters.
- c. All the Branches will be responsible for the handling of Court cases, RTI applications, Assembly Questions, Parliamentary Questions, Cabinet Memos., Correspondences from important persons, and Audit Para pertaining to the subjects dealt with by them.
- d. Establishment Branch (HQ) shall be the nodal Branch for court cases and the Branch Officer shall be the nodal officer.
- e. Planning and Financial Branch shall be the Nodal branch for Audit Paras and Branch Officer be the Nodal Officer.
- f. Shri A. K. Das, Deputy Secretary shall be the SPIO of the Department and Mrs. R. Baruah, Secretary shall be the 1st Appellate Authority on RTI matters.
- g. To ensure unhindered and seamless discharge of urgent and important works, Link Officers shall look after the subjects in the absence of one of them in the manner shown below:
- i. Shri Dilip Das, JS – Shri Ananda Kr. Das, Deputy Secretary.

- ii. Smti S. Baruah, JS – Shri B. Lekharu.
 - iii. Shri Mukut Phukan, Dy Secretary – Shri D. Saud, Deputy Secretary.
 - iv. Shri P. N. Chakrabarty, Under Secretary – Shri Ananda Kr Das, Deputy Secretary
 - v. Smt. M. Nath, JS – Smt. S Baruah.
- h. Branch Officers shall hold Monthly staff meetings as per standing Govt. instructions and ensure punctuality and monitoring of Weekly Arrear Statements.
 - i. Senior Officers Meeting of the Department shall be hold on 7th of every month and on the next day if it happens to be a holiday or the meeting cannot be held for some unavoidable reason.
 - j. Each of the Branch officers will prepare a plan of action to make the Self-learning Hours meaningful and enriching for the employees.
 - k. Each of the Branch officers will review the disposal of public grievances received through PGRAMS on weekly basis and ensure their timely disposal.
 - l. A separate record of Court cases, RTI petitions, Correspondences from Ministers/ MLAs/President and PM's Office shall be maintained in the prescribed format.
 - m. Separate record of the papers forwarded by the Chef Minister's Office shall also be maintained in every Branch and it shall be the responsibility of the Branch Officers to take necessary follow-up action and report compliance within the given time-frame.

Sd/- 28/12/2016

Principal Secretary to the Govt. of Assam
Revenue & DM Department

Memo No.RGR.750/2014/38-

Dated Dispur, the 28th December 2016

Copy for information and necessary action to:-

1. All Secretaries, Revenue & D.M. Department.
2. All Joint Secretaries, Revenue & D.M. Department.
3. All Deputy Secretaries, Revenue & D.M. Department.
4. All Under Secretaries, Revenue and DM Department.
5. The Sr. Financial Adviser, Revenue & DM Department.
6. P.S. to Minister, Revenue and DM Department etc. Assam.
7. P.S. to Commissioner & Secretary, Revenue and DM Department.
8. All Superintendents, Revenue and DM Department. (Reforms)

By order etc.,

Joint Secretary to the Govt. of Assam
Revenue & DM Department