

GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER OF HILLS AND BARAK VALLEY DIVISION.
ASSAM, DISPUR, GUWAHATI-6

NO.HGG.80/2012-13/2

Dated Dispur the 3rd October/2012

From Shri K. Dutta. A.C.S.
Special Officer to the Commissioner
Hills & Barak Valley Division, Assam, Dispur

To 1. The Deputy Commissioner-
Dima Hasao/Karbi Anglong/Cachar, Silchar / Karimganj / Hailakandi
2. Sub-Divisional Officers (Civil)- Maibong/Bokajan/Hamren/Lakhipur.

Sub	Inspection of the offices of Deputy Commissioner and Sub-Divisional Officer (Civil)-regd.
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Sir,

I am directed to inform you that the Commissioner, Hills and Barak Valley Division will be undertaking the inspection of the offices of Deputy Commissioners and Sub-Divisional Officers (Civil) as per the following schedule viz.,

	Establishment	Dates
1	O/o Deputy Commissioner, Cachar, Silchar	5-6 th November 2012
2	Sub-Divisional Officer (Civil), Lakhipur	7 th November 2012
3	O/o Deputy Commissioner, Karimganj	19-20 th November 2012
4	O/o Deputy Commissioner, Hailakandi	21-22 nd November 2012
5	O/o Deputy Commissioner, Karbi Anglong	10-11 th December 2012
6	Sub-Divisional Officer (Civil), Hamren	12 th December 2012
7	Sub-Divisional Officer (Civil), Bokajan	13 th December 2012
8	O/o Deputy Commissioner, Dima Hasao	17-18 th December 2012
9	Sub-Divisional Officer (Civil), Maibong	19 th December 2012

The office processes and items to be inspected are as illustrated in the *Self Inspection Format of O/o Deputy Commissioner/ Sub-Divisional Officer (Civil)* -which was finalized, based on your inputs and feedback and circulated to all. You are requested to take necessary action accordingly.

This is for favour of your kind information and necessary action.

Yours faithfully,

Special Officer to Commissioner Hills & Barak
Valley Division, Assam, Dispur.

NO.HGG.80/2012-13/2-A

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Copy to:

1. The Staff Officer to the Chief Secretary, Assam, Dispur for the kind information of the Chief Secretary Assam.
2. The Commissioner & Secretary to the Govt. of Assam, General Administration Department. for information.
3. All the Government Departments of Government of Assam, Dispur for information.
4. The Divisional Commissioner- LAD Guwahati /NAD Tezpur/ UAD Jorhat.

Special Officer to Commissioner Hills & Barak
Valley Division, Assam, Dispur.