

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

**ORDER**

No.CHBV/HG.1/2011-12/36

Dated Dispur the 31<sup>st</sup> May 2012

In pursuance of the provision contained under Sec. 4 (1) (b) of the Right to Information Act, 2005, the required information is published for general information in the **Information handbook** Manual as per Annexure.

Sd/-  
(Dr.M.Ariz Ahammed IAS)  
Commissioner,  
Hills & Barak Valley Division: Assam, Dispur.

Memo No. No.CHBV/HG.1/2011-12/36-A

Dated Dispur the 31<sup>st</sup> May 2012

**Copy to:-**

1. The SO to the Chief Secretary, Assam, Dispur.
2. The Principal Secretary to the Govt. of Assam, General Administration Department, Dispur for kind information.
3. The Principal Secretary to the Govt of Assam, Administrative Reforms & Training Department, Dispur for information
4. The Commissioner & Secretary to the Govt of Assam, Information & Technology Department, Dispur with a request to upload the Information Manual in the State Govt. website.
5. All the Government Departments in Government of Assam, Dispur.
6. The Secretary & Registrar, Assam State Information Commission, Housefed Complex, Dispur for information
7. All Commissioners of Division-LAD/NAD/UAD.
8. All Deputy Commissioners of the Division.
9. The State Informatics Officer, NIC for needful action- for uploading in the Com. HBV website to be developed.
10. The Managing Director, AMTRON (AEDC) for needful action.
11. The Special Officer, O/o Com. HBV Dispur. He is requested to update the information manual / handbook from time to time and host in website and display at notice board.

Commissioner of Hills & Barak Valley  
Division, Assam, Dispur.

**Information Manual**  
**of**  
**Commissioner, Hills & Barak Valley Division, Assam, Dispur, Guwahati-781006**  
**(Under Section 4 (1) (b) of the R T I Act,2005)**

**CHAPTER-I**

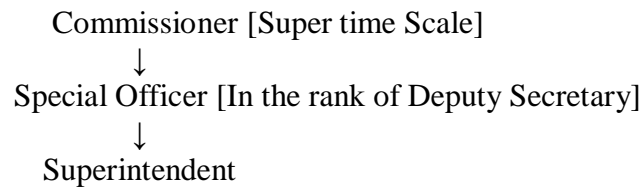
**Particulars of its Organization, functions and duties:-**

**Organization:-**

Administrative Department in Govt of Assam:- General Administrative Department.

Jurisdiction/Control:- 5 (five) District viz- Cachar, Karimganj, Hailakandi, Karbi Along and Dima Hasao.

**Organogram:**



The officers are assisted by the Senior Assistants and Junior Assistants

**Present officials in the organization:**

Dr. Mahammed Ariz Ahammed, IAS is the Commissioner of Hills & Barak Valley Division, Assam, Dispur. At official level he is assisted by Shri Kalyan Dutta, ACS, Special Officer to the Commissioner of Hills & Barak Valley Division, Assam, Dispur and Shri Promad Bora, AFS is the Finance & Accounts Officer of the office. Shri Horesh Ch. Kalita is the Superintendent of office of the Commissioner of Hills & Barak Valley Division, Assam, Dispur.

**Function of Commissioner of Hills & Barak Valley Division, Assam, Dispur,**

1. Close coordination with the Deputy Commissioners for maintenance of law and order in 5 District of the Division.

2. Statutory/Appellate/Administrative functions under existing Stature and Government instructions (Under Executive Manual, Assam Land Revenue Regulation Act, The Bengal Public Demands Recovery Act,1913 etc.)
3. Monitoring of Development of Developmental works in 5 Districts of the Division.
4. Co-ordination/Liason with various Governments Departments on issues of 5 Districts
5. Supervision/Guidance on capacity building/training of officers for improved performance.
6. Public Grievance Redressal both on public petitions and media reports
7. Implementation of RTI, Act,2005 through suo moto disclosure under S. 4 (1) (b) and as First Appellate Authority.

## CHAPTER- II

### POWER & DUTIES OF ITS OFFICERS AND EMPLOYEES

#### Procedures, Channels of Supervision and Accountability

SI No	Name & Designation	Power & Duties
1	Dr. M. Ariz Ahammed, IAS, Commissioner, Hills & Barak Valley Division, Assam, Dispur	<p>General:</p> <ol style="list-style-type: none"> <li>1 Close coordination with the Deputy Commissioners for maintenance of law and order in 5 District of the Division.</li> <li>2 Statutory/Appellate/Administrative functions under existing Stature and Government instructions (Under Executive Manual, Assam Land Revenue Regulation Act, The Bengal Public Demands Recovery Act,1913 etc.)</li> <li>3 Monitoring of Development of Developmental works in 5 Districts of the Division.</li> <li>4 Co-ordination/Liason with various Governments Departments on issues of 5 Districts</li> <li>5 Supervision/Guidance on capacity building/training of officers for improved</li> </ol>

		<p>performance.</p> <p>6 Public Grievance Redressal both on public petitions and media reports</p> <p>7 Implementation of RTI, Act,2005 through suo moto disclosure under S. 4 (1) (b) and as First Appellate Authority.</p> <p>Other powers/ duties / functions / responsibilities are:</p> <ol style="list-style-type: none"> <li>i. Appointment of Head Assistant of District and Sub-Divisional establishments.</li> <li>ii. Scrutiny and recommendation of proposal for additional staff in district establishment.</li> <li>iii. Service appeal against of Deputy Commissioners inflicting any punishment under the classification, control and Appeal Rules on the staff in respect of which they are appointing Authority.</li> <li>iv. Sanction of appointment of IAS/ACS officers in a district as Certificate officer under provision of the Bengal Public Demand Recovery Act,1913.</li> <li>v. Sanction of House Building Advance to the Gazetted and Non-Gazetted officers under Division</li> <li>vi. Renewal of temporary post originally created with concurrence of Finance Department.</li> <li>vii. Grant of leave to IAS Jr. Scale and ACS officers.</li> <li>viii. Countersignature of T A bills of the Deputy Commr. &amp; Addl. Deputy Commissioners of five districts</li> <li>ix. Functioning as Arbitrator for National High Way cases of districts.</li> <li>x. First Appellate Authority of R T I Act,2005</li> </ol> <p>Moreover, Commissioners of Divisions are empowered to exercise some power as defined in the following Manual/Regulation/Act. Such as- (1) Assam Executive Manual in Chapter-IV, General Section 1- Administration: Rule-103 (i , ii, iii, iv,v, vi, vii) Rule-116, 119, 224, 372; (2) Assam Land &amp; Revenue Regulation,1886- Rule</p>
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		123 & 128 (3)
2.	Shri K. Dutta, ACS, Special Officer to the Commissioner, Hills & Barak Valley Division, Assam, Dispur	<ol style="list-style-type: none"> <li>1. Assists the Commissioner in all matters of office establishment and organizational functions/duties</li> <li>2. He is State Public Information Officer of the office under R T I Act,2005</li> </ol>
3	Shri Promad Bora, AFS, Finance & Accounts Officer.	<ol style="list-style-type: none"> <li>1. Duties and responsibilities as defined in the DFP Rules at Annexure-II.</li> <li>2. To assist the Head of Department in the discharge of his responsibilities in regards to financial matter <ol style="list-style-type: none"> <li>a. For maintenance of accounts of transaction correctly and in form prescribed under the rules and orders in force and,</li> <li>b. For formulating proposals for expenditure in the Department consistent with the program of Economics Planning adopted by the Govt.</li> </ol> </li> </ol> <p>2. (a) The functions of F A O are two folds:-</p> <ol style="list-style-type: none"> <li>(i) As advisor to the HOD in all matters relating to the Budget Estimates, Supplementary Demands, Advance for the contingency fund, regularization there of. Scheme of Dev. continuing and new and to the operation of financial rules</li> <li>(ii) As the officer exercising supervision over the regular and correct compilation of all accounts that are required to be compiled and maintained in the HOD.</li> </ol> <p>(b) In discharge of these duties he is expected to keep himself fully conversant with all sanctions and orders passing through the office of the Department and with order of proceedings of the HOD and his subordinates which may have effect on the estimate ar accounts of actual or anticipated receipts and charges. He should advise the HOD on the financial effect of all proposals for expenditure and keep watch as far as possible over all the liabilities as they are incurred against the grants under the control of the HOD, who should also see that the F A O is given the fullest opportunity of becoming conversant with these sanctions and orders and proceedings.</p>

		<p>3. (i) The F A O is responsible for the arrangement for punctual compilation of correct accounts and statistics which are to be submitted by the HOD to the higher authorities and Accountant General</p> <p>(ii) He should scrutinize over all matter relating to the appropriation accounts and disposal of audit objections.</p> <p>(iii) In all matters concerned with personal claims of Govt. servants, the F A O is expected to give expert advise and help</p> <p>(iv) He will render help to the HOD in the matter of watching the realization of Govt dues including revenue and loans.</p> <p>4. General supervision of over Accounts Branch office as well as subordinate offices under HOD.</p> <p>5. Any serious financial irregularities may brought to the notice of HOD in writing with a copy to Administrative Department and Finance Department</p>
4	Superintendent	<p>The Superintendent is directly in-charge of establishment under him and is responsible to his establishment. His duties are:-</p> <ol style="list-style-type: none"> <li>1. to see that the office is kept neat and tidy and that files, papers etc are arranged in an orderly manner;</li> <li>2. to see to the maintenance of discipline among and punctuality in attendance of the staff in office;</li> <li>3. to see to the training of the Assistants under him;</li> <li>4. to see that Attendance Register is maintained correctly and submitted to Superior officer in due time;</li> <li>5. to maintained in up-to-date distribution list of work among the Assistants in the office; and to see that the work of office is uniformly distributed among staff in the office. For distribution of work amongst assistants , he will duly assess the ability of each Assistant to handle different kinds of job;</li> <li>6. to make arrangement for disposal of work entrusted to an Assistant during the absence of Assistant;</li> <li>7. to submit to the officer all receipts and files at dak stage, unless there are instruction to the contrary;</li> <li>8. to mark the receipts in the names of</li> </ol>

		<p>Assistants in the office and to give directions to the Assistants for disposal;</p> <ol style="list-style-type: none"> <li>9. to deal with important or complex receipts or cases himself</li> <li>10. to scrutinize the notes and drafts of Assistants for correctness and accuracy and add his own remarks or suggestions where necessary before submitting the case to the higher officers;</li> <li>11. to deal with sch cases himself as may be required by higher officers;</li> <li>12. to give priority marking on dak, drafts, letters etc and to rrmove or revise such marking as and when necessary;</li> <li>13. to mark a draft for 'issue' after it has been approved.</li> <li>14. to give special instructions, where necessary, on the fraft as to the manner of its issue, e.g 'By Registered Post' 'Confidential' etc.</li> <li>15. to see that all routine duties, including maintenance of registers etc. are carried out promptly and thoroughly;</li> <li>16. to see that all Manuals, Rules etc. of the office are kept up-to-date by inserting latest correction slips;</li> <li>17. to check the Receipt register at least once a week;</li> <li>18. to see that the file numbers for receipts are entered by the Assistants regularly in their log books</li> <li>19. to see the proper maintenance of the Guard file;</li> <li>20. to see that report and returns are submitted on due dates;</li> <li>21. to ensure timely submission of fixed date cases, other important cases and papers required by officer by keeping a note in the Engagement List and to keep a watch on progress of action;</li> <li>22. to ensure that the arrear lists are compiled timely and accurately;</li> <li>23. to inspect regularly the racks and tables of Assistants at least once a week and satisfy hiself that no paper or file actually pending with an Assistant is excluded from the arrears as shown in the arrear lists;</li> </ol>
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		<p>24. to check that the staff comply with security instructions and bring immediately to the notice of his superiors any breach of security regulations;</p> <p>25. to attend to the periodic disposal or destruction of all ephemeral files and papers;</p> <p>26. to attend to disposal of all registers and records of the office which have crossed the prescribed period of preservation;</p> <p>27. to examine the list of spare copies and of letters for destruction;</p> <p>28. to deal with such confidential or other work of the office as may be entrusted by the higher officers</p>
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**Work distribution of other officials & employees in brief:**

Item No. and Subject	Assistants	Officers
<p>1. Office establishment i.e.Pension, GIS, GPF, Earned leave, Service Books etc</p> <p>2. T A Bill D Cs &amp; A D Cs of Barak Valley district.</p> <p>3. Pension case of Head Asstts</p> <p>4. Leave of Head Assistants</p> <p>5. Appointment of Head Asstt</p> <p>6. R T I Act,2005</p> <p>7. Assembly &amp; Rajya Sobha question</p> <p>8. Confirmation and gradation list</p> <p>9. of office</p> <p>10. Various Service rules,</p> <p>11. Appointment of Commissioner,</p> <p>12. Power &amp; function Commissioner,</p> <p>13. H B A of office staff &amp; district Officers</p> <p>14. Audit Note/Inspection of office</p>	Shri N. Daloi, Sr. Asstt	Commissioner/ Special Officer to Commissioner/FAO
<p>1. Preparation of Pay bill of Officers ,</p> <p>2. Office budget,</p> <p>3. District budget &amp; Release of fund under 2053-DA &amp; 2070-OAS of districts</p> <p>4. Finance Commission</p> <p>5. Advisory council Meeting of Welfarre ST/SC/OBC</p> <p>6. Tour Programme of Commissioner</p>	Smti Dipali Choudhury, Sr. Asstt.	Commissioner/ Special Officer to Commissioner/FAO



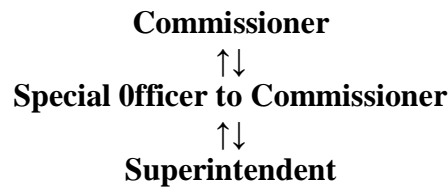
<ul style="list-style-type: none"> <li>7. D Cs &amp; S D Os conference</li> <li>8. T A bill of D Cs &amp; ADCs of Hills district and Chariman/Member of IMDT</li> <li>9. Income and Professional Tax</li> </ul>		
<ul style="list-style-type: none"> <li>1. Maintenance of Cash Book/Bill Register</li> <li>2. Service Appeal/D P/ W P © etc of district establishment</li> <li>3. Creation post &amp; Addl staff of district offices</li> <li>4. Porter Establishment of Dima Hasao.</li> <li>5. Gradation list of district establishment</li> <li>6. GPF/GIS/DCRG of district establishment</li> </ul>	Shri K B Chetri, Sr. Asstt.	Commissioner/ Special Officer to Commissioner/FAO
<ul style="list-style-type: none"> <li>1. Law &amp; order of district.</li> <li>2. Creation of new district &amp; Sub-divn</li> <li>3. Inter State Border</li> <li>4. Leave of ACS of district Officers</li> <li>5. Revenue Mise/Revenue matter of districts</li> <li>6. DCC billsof district offices</li> </ul>	Smti Gitanjali Chutia, Jr. Asstt	Special Officer to Commissioner
<ul style="list-style-type: none"> <li>1. Preparation Pay bill of Staff/Contingency bill of office expenses/Misc bill of various sanction &amp; advance etc</li> <li>2. DCC bill of office</li> <li>3. Monthly expenditure statement of Salary, OE, TE, RRT etc.</li> </ul>	Smti Ajanta Gupta, Jr. Asstt	Special Officer to Commissioner
<ul style="list-style-type: none"> <li>1. Repair &amp; replacement of Govt Vehicles of office and district offices.</li> <li>2. Supply of Printing &amp; Stationery articles of office and supply of office furniture</li> <li>3. Electrification</li> </ul>	Shri N C Malakar, Jr. Asstt.	-do-
<ul style="list-style-type: none"> <li>1. Posting &amp; Transfer &amp; Charge report</li> <li>2. ACRs, Confirmation &amp; Crossing EB of district officers</li> <li>3. Investiture of Magisterial power to IAS/ACS officers</li> <li>4. Book &amp; Maps</li> </ul>	Smti Upama Hazarika, Jr. Asstt.	Commissioner/ Special Officer to Commissioner

5. General Election of MP/MLA/Dist. Council 6. Office accommodation 7. Disaster Management.		
1. Issue & Receipt 2. Accounts of Service postage stamps of office.	Shri Sevendra Boro, Jr. Asstt.	-
1. Casual leave of staff 2. Situation Report of districts 3. Monthly & quarterly return of Land Revenue of district offices 4. Municipality/Town committee & its election matter 5. Holidays & office hours	Smti Ranjita Gogoi, Jr. Asstt	Special Officer to Commissioner
1. Casual leave & Hq leave of D Cs, Chairmen & Member of I M D T 2. Monthly & Quarterly return of Bakijai Cases of distrits 3. 15 <sup>th</sup> & 20 <sup>th</sup> point programme	Smti Kaberi Teron, Jr. Asstt.	Special Officer to Commissioner

The concerned files are to be put up to the Special Officer to Commissioner, FAO and Commissioner through Superintendent for necessary action/decision

### CHAPTER-III

Procedure followed in the decision making process, including channels of supervision and accountability:



The cases are generally processed at Branch Level and the files are submitted to Superintendent/Special Officer to the Commissioner/Commissioner as per the requirement of each case.

All correspondences are initiated by the Dealing Assistant concerned and after scrutiny at the level of the Superintendent and Special Officer to Commissioner – it

comes to the Commissioner who in normal cases approves or instructs otherwise if any for re-examination.

#### **CHAPTER- IV**

The norms set by the Commissioner of Hills & Barak Valley Division, Assam, Dispur for discharge of its functions:

The Dealing Assistants process the matter in the file concerned and all files are routed through the Superintendent to the higher authority. After final decision /approval on the matter the file comes back to the concerned Dealing Assistant and accordingly disposed of.

For putting up the dak, the following time schedule/norms are prescribed.

Category	Assistant Level	Supdt Level	Special Officer/ Commissioner
Ordinary	2 working days	5 hrs	6-12 hrs
Immediate	Immediate	Immediate	Immediate
Urgent	8hrs	4 hrs	2 hrs
Fixed Date	Before fixed date	Before fixed date	Before fixed date

#### **CHAPTER- V**

Rules, Regulation, Instructions, Manual and Records held by the Office of the Commissioner of Hills & Barak Valley Division, Assam, Dispur or used by its employees for discharging of its functions:-

The Office discharges its functions in accordance with the Rules, Regulations, Instructions, O M, Manuals etc issued by the Govt. of Assam from time to time.

Establishment matters:

1. Constitution of India
2. The leave Rules,1934
3. Pension Rules,1967
4. Fundamental Rules & Subsidiary Rules
5. Assam Medical attendance Rules, 2008

6. ROP Rules,2010
7. The Assam Directorate Establishment (Ministerial) Services Rules,1973.
8. General Provident fund (Assam Services) Rules,1937
9. Assam S C & S T (Reservation of Vacancies in Service and Post Rules,1983
10. Assam Services Discipline & Appeal Rules,1964

Functional matter:

1. Constitution of India
2. Rules of Executive Manual
3. Assam Fiscal Responsibility and Budget Management Act,2005
4. The Treasury Rules and Subsidiary Orders
5. Fundamental Rules & Subsidiary Rules
6. Assam Financial Rules,1939
7. T A Rules
8. The Assam Ministerial District Establishment Services Rules,1967
9. The Assam Public Distribution of Articles Order,1982
10. Manual of Departmental Proceedings.
11. Hand Book of Govt. Circulars

There are some O M/Notification/Circulars which are followed in disposal of the cases.

<b>CHAPTER-VI</b>
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Statement of the categories of documents that are held by the Commissioner of Hills & Barak Valley Division, Assam, Dispur or under its control.

Sl No.	Category of documents	Name of documents & its introduction	Procedure to obtain the documents	Held by/under control of
1		Constitution of India	On requisition	Special Officer/Office library
2	Rule	Rules of Executive Manual	-do-	Special Officer/Office

				library/concerned Assistants
3	Rule	Pension Rules,1967	-do-	-
4	Rule	Assam Medical attendance Rules, 2008	-do-	-
5	Rule	Assam Services Discipline & Appeal Rules,1964	-do-	-
6	Rule	ROP Rules,2010	-do-	-
7	Rule	Assam Fiscal Responsibility and Budget Management Act,2005	-do-	-
8	Rule	The Treasury Rules and Subsidiary Orders	-do-	-
9	Rule	Assam S C & S T (Reservation of Vacancies in Service and Post) Rules,1983	-do-	-
10	Rule	Fundamental Rules & Subsidiary Rules 19	-do-	-
11	Rule	Assam Financial Rules1939	-do-	-
12	Rule	T A Rules	-do-	-
13	Rule	The Assam Directorate Establishment (Ministerial) Services Rules,1973.	-do-	-
14	Rule	The Assam Ministerial District Establishment Services Rules,1967	-do-	-
15	Rule	The Assam Public Distribution of Articles Order,1982	-do-	-
16	Rule	Manual of Departmental Proceedings	-do-	-
17	Rule	General Provident fund (Assam Services) Rules,1937	-do-	-
18	Rule	The leave Rules,1934	-do-	-
19	Collective OM/Circulars	Hand Book of Govt. Circulars	Supplied by Govt.	-

20	File	Files on matters of functions and duties	-	Concerned Assistants
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## CHAPTER-VII

Particulars if any arrangement that exists for consultation with or representation by members of the public in relation to the formulation of its policy or implementation thereof.

There is a public facilitation centre. The office staff responsible is Smti Kaberi Teron, Jr. Assistant.

## CHAPTER-VIII

Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

There are no Boards, Councils, Committee etc under the administrative control of this office.

**CHAPTER-IX****Directory of its Officers and Employees**

Sl. No	Name of Officers/Employees	Designation	Contact No.
1	Dr. M. Ariz Ahammed, IAS	Commissioner	0361-2261444 (O)
2	Shri Kalyan Dutta, ACS	Special Officer to Commissioner	9854934188 (M) 0361-2261445 (O)
3	Shri Promad Bora, AFS,	F A O	9401659829
4	Shri Monoj Bhattacharjee,	P S to Commissioner	9435341014
5	Shri Horesh Ch. Kalita,	Superintendent	9435819985
6	Shri Niren Daloi	Senior Assistant	9957760770
7	Smti Dipali Choudhury	-do-	9854072266
8	Shri Karna Bahadur Chetri	-do-	9707111842
9	Smti Gitanjali Chutia	Junior Assistant	9854764870
10	Smti Ajanta Gupta	-do-	9954661641
11	Shri Nagen Ch. Malakar	-do-	7399315386
12	Smti Upama Hazarika	-do-	9854867817
13	Shri Sevendra Boro	-do-	9508340136
14	Smti Ranjita Gogoi	-do-	9435234207
15	Smti Kaberi Teron	-do-	7896958235
16	Shri Ram Krishna Das	Duftry	8011735504
17	Shri Khogeswar Upadhaya	Head peon	9508821150
18	Smt Rina Devi Chetri	Peon	9706126915
19	Shri Sanjoy Das	Peon	9508361685
20	Shri Bipul Das	Peon	9613044122
21	Shri Bal Bahadur Chetri	Mali	9678307140
22	Shri Chandra Bahadur Chetri	Choukidar.	8486257833

**CHAPTER-X**

Monthly remuneration received by each of its Officers and employees including the System of compensation as provided in its regulation

Sl. No	Name of Officers & Staff	Monthly Pay Scale
1	Dr. M. Ariz Ahammed, IAS	(PB-4) Rs.37400-67000/- GP-Rs.10000/- [from Assam Secretariat]
2	Shri Kalyan Dutta, ACS	(PB-4) Rs.12000-40000/- GP-Rs.6600/-
3	Shri Promad Bora, AFS,	(PB-4) Rs 12000-40000/- GP-Rs.5400/-
4	Shri Monoj Bhattacharjee, PS	(PB-4) Rs 12000-40000/- GP-Rs.5900/- [from Assam Secretariat]
5	Shri Horesh Ch. Kalita, Supdt	(PB-3) Rs.8000-35000/- GP-Rs.4200/-
6	Shri Niren Daloi, Sr. Assistant	(PB-2) Rs.5200-20200/- GP-3100/-
7	Smti Dipali Choudhury, Sr. Assistant	(PB-2) Rs.5200-20200/- GP-3100
8	Shri Karna Bahadur Chetri, Sr. Asstt	(PB-2) Rs.5200-20200/- GP-3100
9	Smti Gitanjali Chutia, Jr. Asstt	(PB-2) Rs.5200-20200/- GP-2400/-
10	Smti Ajanta Gupta, Jr. Assistant	(PB-2) Rs.5200-20200/- GP-2400/-
11	Shri Nagen Ch. Malakar, Jr. Asstt	(PB-2) Rs.5200-20200/- GP-2400/-
12	Smti Upama Hazarika, Jr. Asstt	(PB-2) Rs.5200-20200/- GP-2400/-
13	Shri Sevendra Boro, Jr. Asstt	(PB-2) Rs.5200-20200/- GP-2400/-
14	Smti Ranjita Gogoi, Jr. Asstt	(PB-2) Rs.5200-20200/- GP-2400/-
15	Smti Kaberi Teron, Jr. Asstt	(PB-2) Rs.5200-20200/- GP-2400/-
16	Shri Ram Krishna Das, Duftry	(PB-1) Rs.4560-15000/- GP-1800/-
17	Shri Khogeswar Upadhaya, Head peon	(PB-1) Rs.4560-15000/- GP-1800/-
18	Smt Rina Devi Chetri, Peon	(PB-1) Rs.4560-15000/- GP-1500/-
19	Shri Sanjoy Das, Peon	(PB-1) Rs.4560-15000/- GP-1500/-
20	Shri Bipul Das, Peon	(PB-1) Rs.4560-15000/- GP-1500/-
21	Shri Bal Bahadur Chetri, Mali	(PB-1) Rs.4560-15000/- GP-1500/-
22	Shri Chandra Bahadur Chetri, Choukidar	(PB-1) Rs.4560-15000/- GP-1500/-



## **CHAPTER-XI**

Budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made.

The General Administration (B) Department is the controlling authority of budget of all the Commissioners of Division. The G A (B) Department consolidate the Annual budget of Commissioner of Divisions under the Head of Account-‘2053- District Administration-101-Commissioner’ and distribute Annual Budget in April of every year and monthly Ceiling accordingly.

Budget provision for 2012-13 as published by the General Administration (B) Department, Dispur is Rs.75,00,000/- (Rupees seventy five lakhs) only for ‘101-Commissioner’ under Head of Account ‘2053-District Administration’ vide Govt. letter No.GAG (B).133/2012/12 dt.5.5.2012

## **CHAPTER-XII**

Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programme.

The Commissioner of Hills & Barak Valley Division, Assam does not undertake any scheme/programmes.

## **CHAPTER-XIII**

Particulars of recipients of concessions, permits or authorizations granted by it.

Not related. Office of the Commissioner of Hills & Barak Valley Division, Assam does not issue any concessions, permit/authorization

## **CHAPTER-XIV**

Details in respect of the information available to or held by it, reduced in an electronic form.

Nil [The matter has been taken up with I T Department]

**CHAPTER-XV**

Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room if maintained for public use.

The Commissioner of Hills & Barak Valley Division, Assam has designated a State Public Information Officer under R T I Act,2005. However, there is no public library or reading room facility for public use in this Office.

**CHAPTER-XVI**

Names, designation and other particulars of the Public Information Officers

1	State Public Information Officer	Shri Kalyan Dutta, ACS, Special Officer to the Commissioner of Hills & Barak Valley Division, Assam, Dispur, Guwahati-6
2	First Appellate Authority	Dr. M. Ariz Ahammed, IAS Commissioner of Hills & Barak Valley Division, Assam, Dispur, Guwahati-6

Commissioner of Hills & Barak Valley  
Division, Assam, Dispur.