



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, BONGAIGAON
 [PERSONNEL & ESTABLISHMENT BRANCH]

Email: dc-bongaigaon@nic.in

ORDER

Whereas, in view of retirement of 4 Nos. of employees of D.C's amalgamated establishment, Bongaigaon on 28/02/2025,

Whereas, it is urgent necessity to distribute the official works amongst the available staff of D.C's amalgamated establishment, Bongaigaon,

Whereas, in the interest of administrative efficiency and effective utilization of human resources, the following transfers and postings of Grade-III and Grade-IV staff are hereby ordered, effective immediately, replacing their current assignments.

Sl. No.	Name of Office/Branch	Name of SDAA/Stenographer	Name of JDAA	Name of OP/RB/MTS
1	Administration & Magistracy	1. Shri Krishna Mohan Ray, SDAA	1. Shri Nabajyoti Narzary, JDAA 2. Shri Sukumar Das, JDAA	1. Shri Umananda Nath, OP
2	Bakijai Branch	N/A	1. Shri Umesh Ray, Steno	N/A
3	Confidential Branch	N/A	1. Shri Dipak Basumatary, JDAA & CA to DC, he will look after the core issues of CA Branch 2. Shri Sanjib Kr Roy, Steno 3. Shri Rahul Gogoi, JDAA	1. Shri Palash Sarkar, OP 1. Shri Biren Basumatary, OP
4	Certificate Disposal	1. Smt. Nandita Das, SDAA 2. Smt Bharati Das, SDAA	N/A	1. Shri Narottam Choudhury, Manual Asst.
5	Establishment Branch	1. Shri Akhan Chandra Rabha, SDAA (He will look after all the works of Personnel Branch except works allotted to Sri Tarun Kanti Saha, JDAA 2. Sri Bhaskar Jyoti Deka, SDAA	1. Shri Tarun Kanti Saha, JDAA (He will look after the works of Pension matters)	1. Shri Mantu Kumar, OP
6	Accounts Branch	N/A	1. Shri Tarun Kanti Saha, JDAA. He will look after the maintenance of Cash Book/Bill Register of Nazarat Branch/ Development Branch, DDMA, E-Governance, Panchayat Election and all other miscellaneous financial transaction of D.C's Office, Bongaigaon including preparation of Monthly Pay Bill, Wages Bill, TA Bills of Officer & Staff under H/A-2053-DA and 2070-OAS	1. Shri Abhijit Choudhury, MTS (Attached with Cashier for Treasury & Bank Transactions)

SL No.	Name of Office/Branch	Name of SDAA/Stenographer	Name of JDAA	Name of OP/RB/MTS
7	e-Governance Branch	Shri Prabin Rabha	N/A	N/A
8	Development Branch	N/A	1. Sri Pranjal Das, JDAA, He will look after works of Sri Prabin Rabha, SDAA of Development Branch under the supervision of DDC	1. Shri Prabin Sutradhar, PS
			2. Shri Tarun Kanti Saha JDAA & (Cashier)	
			3. Shri Prasanta Kumar Barman, JDAA	2. Shri Ghanashyam Ray, OP
			4. Shri Himu Das, JDAA	3. Shri Saurav Biswas, MTS
9	DDMA Branch	1. Sri Bhaskar Jyoti Deka, SDAA	1. Shri Dipak Basumatary, JDAA	1. Shri Sanjourang Boro, MTS
			2. Mrs. Dipanjali Das, S.A	2. Shri Dinbar Rabha, OP
10	Election Branch	N/A	1. Shri Amit Kumar Sarma, JDAA	1. Shri Lohit Ray, OP
				2. Shri Braja Mohan Barman, OP
				3. Shri Rakesh Pal, MTS
11	Excise Branch	1. Shri Ganesh Ray, SDAA	1. Shri Dipak Basumatary, JDAA	1. Shri Anupam Das, OP
			2. Shri Kaushik Roy, JA	
12	FPD & CA Branch	N/A	1. Smt. Dipanwita Choudhury, JDAA	1. Shri Gautam Sharma, OP
			2. Smt Tulika Das, JA	
13	Issue & Receipt Branch	1. Shri Binoy Baruah, SDAA	1. Smt. Mitra Das, JDAA (scanning of dak)	1. Shri Pradyut Das, MTS (scanning of dak)
			2. Smt. Jutika Baruah, Extra Writer (Receipt of Dak & Maintenance of Register etc.)	2. Shri Kalpana Das, OP (Issue & Receipt of Log Book)
14	Land Acquisition Branch	1. Shri Akhan Ch. Rava, SDAA	1. Shri Debabrata Ray, JDAA	1. Jannatul Firdash, MTS
			2. Lutfor Rahman, JDAA	2. Shri Nirmal Singha, OP
15	Nazarat Branch	1. Sri Upen Baruah, SDAA (Nazir)	1. Shri Amardeep Das, JDAA (Assistant Nazir)	1. Shri Ajit Rongpi, MTS
			2. Shri Tarun Kanti Saha, JDAA & (Cashier). He will look after the works of Sri Sanjib Kr Roy, Steno	1. Shri Abhijit Choudhury, MTS (Attached with Cashier for Treasury & Bank Transactions)
			3. Shri Lenboi Lhouvum, JDAA (Assistant Nazir)	2. Keramat Ali, OP
				3. Shri Pranab Sutradhar, MTS

Sl. No.	Name of Office/Branch	Name of SDAA/Stenographer	Name of JDAA	Name of OP/RB/MTS
16	Revenue Branch	1. Shri Chandan Medhi, SDAA	1. Shri Maikel Basumatary, JDAA 2. Shri Manabedra Ray, JDAA	1. Shri Ipu Singha, OP
17	Registration Branch	1. Shri Prabin Rabha, SDAA	N/A	1. Moinuddin, MTS
18	RTI Branch	N/A	1. Shri Ajoy Das, Storeman	N/A
19	Civil Defence Branch	N/A	1. Shri Ajoy Das, Storeman	N/A
20	PFC, DC's Office, Bongaigaon	N/A	1. Miss Manmita Ray, JDAA	N/A
21	Bongaigaon Revenue Circle	1. Sri Manik Nath, SDAA	1. Shri Rajen Das, JDAA	1. Shri Barun Ray, PS 2. Shri Rahul Mahanta, MTS
22	Chamber of District Commissioner, Bongaigaon	N/A	N/A	1. Shri Chandan Ray, MTS Shri Krishna Bahadur Chetry, OP Shri Babu Ram Ray, RB Shri Manoranjan Ghosh, Generator Operator
23	Chamber of Shri Dhrubajyoti Das, ACS, DDC	N/A	N/A	Shri Manjay Das, Chainman
24	Chamber of Smt. Nirmali Baruah, ACS, ADC (1)	N/A	N/A	Shri Adarsh Darjee, MTS
25	Chamber of ADC (2)	N/A	N/A	1. Miss Rasna Mili, MTS
26	Chamber of Smt. Dimpi Gogoi, ACS, ADC (4)	N/A	N/A	1. Miss Priyanka Mallik, MTS
27	Chamber of Miss Murchana Malakar, ACS, AC	N/A	N/A	1. Shri Dhaneswar Boro, MTS
28	Chamber of Assistant Commissioner at 3rd Floor	N/A	N/A	1. Motibar Rahman, OP 2. Shri Deben Rabha, OP
29	Panchayat Election		1. Shri Prasanta Barman, JDAA 2. Shri Tarun Kanti Saha 3. Shri Pranjal Das, JDAA. He will solely responsible for conducting of Panchayat Election, 2025 under the supervision of DDC, Bongaigaon and Other JDAA's & SDAA's of Election Branch and Development Branch will assist Sri Pranjal Das, JDAA accordingly.	All Staff of Election Branch and Development Branch (including Data Entry Operators and Grad-IV staff)

The aforementioned staff members are directed to report to their new places of posting by **01/03/2025** positively and assume their responsibilities without any delay.

Shri Binoy Baruah, SDAA, DC's Office, Bongaigaon shall be deemed to be released from the Establishment Branch, will hand over all Pension related documents/Files to **Shri Tarun Kanti Saha, JDAA** immediately.

Regarding the issuance of online certificates from the Certificate Branch, the concerned ADC/Assistant Commissioner will be solely responsible for the e-signature of the certificate. They will not delegate this responsibility to any other officer or staff member. The **District Manager, DITEC, Bongaigaon**, will handle only the technical aspects and daily reporting of issuance of the e-certificate under overall supervision of ADC concerned.

Further, the Election Staff of North Salmara, Abhayapuri shall be attached with the Election Branch of D.C's Office, Bongaigaon w.e.f. 01/04/2025.

Moreover, the following staff are transferred from the District Commissioner's establishment, Bongaigaon, and placed at the disposal of the CEO, Zilla Parishad, Bongaigaon Co-District Commissioner, Abhayapuri, and Manikpur Revenue Circle in lieu of the staff transferred from the establishment of Co-District Commissioner, Abhayapuri to the District Commissioner's establishment, Bongaigaon.

Sl. No.	Name of the incumbent	Designation	Transferred to
1.	Shri Jyotirmoy Ray	JDAA	Co-District Commissioner, Abhayapuri
2.	Sri Roopam Ray	Jr. Asstt.	Manikpur Revenue Circle
3.	Sri Jintu Ray	Jr. Asstt.	o/o Co-District Commissioner, Abhayapuri
4.	Sri Biki Deka	Lab Asstt.	
5.	Smt Nabanita Barman	Jr. Asstt.	Reverted back to parent department i.e. Employment Exchange

The transferred staff members should handover all files and documents in their custody (both hard files and in the e-Office module) to their relievers and furnish a declaration (in Annexure-I) duly countersigned by the DDC/ADC/CDC/Circle Officer/ Branch Officer concerned. Additionally, they shall also vacate their Govt. accommodation allotted to them, if any.

All officers, viz. DDC/ADC/CDC/Circle Officer/Assistant Commissioners, under whom the SDAA/JDAA are performing duties, shall ensure that these assistants have diligently handed over both the hard files and the files in the e-Office module to their respective relievers, including the updated cashbook/registers where applicable. They shall submit a report to the undersigned on 02/03/2025 positively.

(e-Signed)
District Commissioner
Bongaigaon

Copy to for information and necessary action:-

1. The District Development Commissioner, Bongaigaon.
2. The Additional District Commissioner (All), Bongaigaon.
3. The Co-District Commissioner, Abhayapuri for information and necessary action.
4. The Circle Officer (All), Bongaigaon.
5. The Assistant Commissioner (All), Bongaigaon.
6. The District Manager, DITEC, Bongaigaon.
7. The Revenue Sheristadar i/c, Bongaigaon.
8. All incumbents concerned.
9. Order File.

Signed by
Nabadeep Pathak
Date: 28-02-2025 22:05:37

District Commissioner
Bongaigaon