

**GOVT. OF ASSAM
WELFARE OF MINORITIES AND DEVELOPMENT DEPARTMENT**

::DISPUR::

No WMD 143/2003/263

Dated Dispur the 29th May, 2017

OFFICE ORDER

The following works are allotted to the officers of welfare of Minorities & Development Department as shown below for smooth functioning of the Department.

Syeda Hasina M. Rahman, ACS, Joint Secretary, WMD Department

1. Matter relating to Assembly & Assembly Question.
2. Matter relating to Lok Sabha & Rajya Sabha Question.
3. Audit-Para.
4. Budget.
5. RTI.
6. Assembly Committee, Parliamentary Committee.
7. Budget Proposals
8. Progress Report/CAG Reports/Appropriate Acts, etc.
9. All State Plan and Non-Plan matter of AMDB, AMD&FC Ltd. Including Sanction/Ceiling.
10. Preparation of Cabinet Memorandum. (Depending on subject matter)
11. Monitoring Cases.
12. CVC Matters.
13. All Committee matters including PAC/Employment Review Committee/Department related Standing Committee/Assembly Committee.
14. Any other matter to be allotted from time to time/Matters not specifically allotted.
15. MSDP (All district).
16. All matters relating to Char Areas Development Assam.

Shri Paul Baruah, ACS, Joint Secretary, WMD Department

1. Supreme Court.
2. High Court Matter.
3. Matter related to Wakf, Joint State Haj Committee, AMDB & FC, ASCFM and AMDC.
4. Matter relating to Sub-Divisional Minority Development Board.
5. Matter relating to Central Govt. Scholarship Scheme including Sanction/Budget allotment.
6. Schemes of Leadership Development of Minority Women.
7. Free Coaching & Allied Schemes.
8. Preparation of Cabinet Memorandum. (Depending on subject matter)
9. Matters relating to Assam State Minority Commission/National Commission for Minorities and related matter (Annual Report etc.)
10. Matter relating to High Level Committee.
11. National Commission for Minorities Educational Institute.
12. Establishment matters relating to WMD Department EL/CL etc.
13. Matter relating to Assam Linguistic Minority Development Board/Commission for Linguistic Minorities.
14. SDG (Sustainable Development Goals).
15. Website Development.
16. e-prostuti.
17. CPGRAMs
18. All matters related to AMDB (except budget proposals)
19. Any other matter to be allotted from time to time.

Sd/-

Commissioner & Secretary to the Govt. of Assam
Welfare of Minorities & Dev. Department

Dated Dispur the 29th May, 2017

Memo No WMD 143/2003/263-A

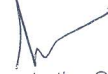
Copy to

1. Commissioner & Secretary to Hon'ble Chief Minister, Assam for information.
2. PS to Commissioner & Secretary to the Govt. of Assam, Welfare of Minorities & Development Department for information.
3. PS to Secretary to the Govt. of Assam, Welfare of Minorities & Development Department for information.

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4. Syeda Hasina M. Rahman, ACS, Joint Secretary to the Govt. of Assam, Welfare of Minorities & Development Department.
5. Shri Paul Baruah, ACS, Joint Secretary to the Govt. of Assam, Welfare of Minorities & Development Department.
6. The Director, Char Areas Development Assam, Hengrabari, Guwahati for information.
7. The Director, Assam Minorities Development Board, Ganeshguri, Guwahati for information.
8. The Chief executive Officer, Assam Board of Wakfs, Hatigaon, Guwahati for information.
9. The Secretary-cum-Administrative Officer, Assam State Commission for Minorities, Bhangagarh, Guwahati for information.
10. The Member Secretary, Assam Linguistic Minority Development Board, Christianbasti, Guwahati for information.
11. The Executive Officer, Joint State Haj Committee, Dispur Guwahati for information.
12. The Superintendent, Welfare of Minorities & Development Department for information and necessary action.
13. All Staff for necessary information, the concerned D.A. is to handover files to the concerned Joint Secretary as per this order.

By order etc.,



Secretary to the Govt. of Assam,
Welfare of Minorities & Dev. Deptt.


24.5.17
