

**GOVERNMENT OF ASSAM
INDUSTRIES AND COMMERCE DEPARTMENT
ASSAM SECRETARIAT (Civil)
BLOCK 'C', 2nd FLOOR,
DISPUR :::: GUWAHATI-6.**

No.CI.202/2003/ Pt I/ 20

Dated Dispur the 06th September, 2016

OFFICE ORDER

In supersession of this department office order no.: CI.202/2003/Pt.I/18 dated 08-07-2016, the re-allotment of works is hereby made amongst the following officers of Industries and Commerce Department until further order.

All files requiring approval of the undersigned or Hon'ble Minister, I&C Deptt should be routed through Secretary, I&C Deptt.

1. Sri B.N. Doley, ACS, Additional Secretary :

1. All establishment matters including pension matters relating to office of the Commissioner, Industries & Commerce, Assam both Gazetted & Non-Gazetted.
2. Establishment matters of Industries & Commerce Department.
3. All matters relating to Tea, Director of Tea, Tea Board & Tea Park, ATCL etc
4. RTI Act as 1st Appellate Authority
5. Human Rights Commission
6. Matters relating to Relief Undertaking & Company Law Board
7. BIFR
8. Governor, Chief Minister, Finance Minister's Budget Speech etc.
9. Monitoring the orders of Chief Minister/ Minister/ Chief Secretary etc.
10. National Productivity Council
11. Matters relating to power sector.
12. Bank & Financial Institution matters.
13. Assam Institute of Management.
14. Liaison works of Department like visit of Central Ministers/V.I.Ps/Foreign Delegation etc.
15. Matters relating to ASSOCHAM / FINER / FICCI / CII / ICC etc
16. Right to Service Act.
17. PIDP
18. BTCs
19. Nodal Officer for Court Cases
20. Any other matter that may be entrusted by the Principal Secretary, Industries & Commerce Department from time to time.

2. Smti Rani Katharpi, ACS, Joint Secretary :

1. All Plan Matters
2. Budget/ Budget Ceiling/ Audit para.
3. NEC Scheme & Coir Board / Matters relating to NLCPR
4. Food Processing Sector & Food Park
5. Brahmaputra Cracker & Polymer Ltd / Plastic Park.
6. Assam Accord Matters including Ashok Paper Mill Ltd
7. Matter relating to Assembly Committee and Assembly & Parliament Question Committee.
8. IID & IGCs / EPIP
9. Matters relating to all Closed PSUs of State Government under AGPRMP matters.
10. Sustainable Development Goal (SDG)
11. Private Undertakings & PBSL
12. Matter relating to RIDF
13. E-Governance / E-Prastuti
14. Land Matters / Land Bank
15. 100 days agenda
16. Procurement preference policy, Assam, 2015
17. NITI Aayog
18. Any other matter that may be entrusted by the Principal Secretary, Industries & Commerce Department from time to time.

3. Smti Neera Daulagupu, ACS, Joint Secretary :

1. Matter relating to Investment Cell & Investment Proposal.
2. Mega Projects & HPC Meeting
3. Skill Development Program Tool Room Training, Employment Guarantee Mission and other training matters for unemployed youth
4. PPP Matters
5. ASIDE matters
6. NEDFi
7. Make in India
8. Start Up India
9. MSME matters
10. Khadi & Village Industries

11. PMEGP & CMSY Schemes
12. Assam investment Advisory Board matters.
13. National Institute of Design/Rajiv Gandhi Institute of Petroleum Technology.
14. NER Centre of the Indian Institute of Packaging.
15. Bamboo Mission, Cane & Bamboo Technology, Jute Park, Banana Park, Biotech Park.
16. Look East & Act East Policy
17. Business Summits, Business and other Meets, Mega Events, Seminars, Pravasi Bharatiya Divas
18. Any other matter that may be entrusted by the Principal Secretary, Industries & Commerce Department from time to time.

4. Sri Isaan Bardalai, Deputy Secretary :

1. All establishment matters relating to office of the Commissioner of Industries & Commerce, Assam both Gazetted & Non-Gazetted.
2. Matter relating to Investment Cell & Investment Proposal.
3. Mega Projects & HPC Meeting
4. NEIIPP, IIP of Assam 2014 and other Industrial Policy related matters
5. Numaligarh Refinery Limited.
6. Monitoring the orders of Chief Minister/ Ministers/ Chief Secretary etc.
7. Assam Petrochemicals Limited
8. Matters relating to AIDC / AIIDC / ASIDC & projects under it (except specified ones)
9. Related Legal & Court Matters
10. Matters relating to Assembly and Parliament Assembly Committees and Parliamentary Committees.
11. Governor, Chief Minister, Finance Minister's Budget Speech etc.
12. Assembly Question
13. Duliajan Numaligarh Pipeline Limited
14. Assam Gas Company Ltd.
15. All matters relating to Tea, Director of Tea, Tea Board & Tea Park, ATCL etc
16. ATPO/ITPO
17. Matters relating to ASSOCHAM / FINER / FICCI / CII / ICC etc
18. State Industrial Policy
19. Any other matter that may be entrusted by the Principal Secretary, Industries & Commerce Department from time to time.

5. Sri Dinesh Chandra Saud, Under Secretary :

1. RTI Act as SPIO
2. Estt. Matters of Industries & Commerce Department
3. SSI Units/ Handicraft related matters
4. SFRUTI
5. Matters relating to PE Department.
6. Brahmaputra Valley Fertilizers Corporation Ltd / Hindustan Paper Corporation
7. National Productivity Council
8. Legal and Court matters
9. Ease of doing Business.
10. Make in India.
11. Swacha Bharat Mission.
12. Legal & Court Matters.
13. ASFC
14. Perspective Infrastructure Development Plan
15. Matters relating to Assembly/Parliamentary Standing Committee/ Assembly Question
16. Private Undertakings.
17. NIPER & Medicinal Sector, Textile Sector
18. Right to Service Act.
19. BIFR
20. Bank & Financial Institutional Matter.
21. Matter relating to Assam Administrative Reform Committee.
22. MSME
23. PMEGP
24. Any other matter that may be entrusted by the Principal Secretary, Industries & Commerce Department from time to time.

6. Sri R. P. Das, Consultant :

1. Ease of Doing Business
2. Hydrocarbon Vision, 2030
3. Any other matter that may be entrusted by the Principal Secretary, Industries & Commerce Department from time to time.

Sd/-
(Ravi Capoor, IAS)
Principal Secretary to the Govt. of Assam
Industries & Commerce Department

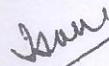
Memo No.CI.202/2003/ Pt I/ 20- A

Dated Dispur the 06th September, 2016

Copy to:

1. P.S. to Principal Secretary to the Govt. of Assam. Industries & Commerce Department, Dispur, Guwahati-6.
2. P.A. to Secretary to the Govt. of Assam. Industries & Commerce Department, Dispur, Guwahati-6.
3. Additional Secretary to the Govt. of Assam Industries & Commerce Department, Dispur, Guwahati-6.
4. Joint Secretaries to the Govt. of Assam Industries & Commerce Department, Dispur, Guwahati-6.
5. Deputy Secretary to the Govt. of Assam Industries & Commerce Department, Dispur, Guwahati-6.
6. Under Secretary to the Govt. of Assam Industries & Commerce Department, Dispur, Guwahati-6.
7. Superintendent, Industries & Commerce Department, Dispur, Guwahati-6.
8. All Seniors/Juniors Administrative Assistants/Sr. Grade typists.
9. Guard File.

By order etc.



Deputy Secretary to the Govt. of Assam
Industries & Commerce Department