



GOVERNMENT OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER:: NAGAON
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ORDER

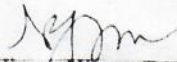
Dated: 09/05/2022

In supersession of all earlier orders, for smooth disposal of office matters and efficient service delivery; the following works/branches are hereby entrusted among the various officers as shown against their names. The engagement is made subject to the overall control of the undersigned and will come into force with immediate effect. All the officers shall put up files to Deputy Commissioner, Nagaon unless otherwise specified.

Sl. No	Name & Designation of the Officer	Work allotment
1	Sri Udayaditya Gogoi, ACS, District Development Commissioner, Nagaon.	<ul style="list-style-type: none">• Decentralized Planning Branch (DCP) including MPLAD, MLA-LAD, Untied Fund, Assam Darshan, AAGY, PMAGY, PMJVK, CIDF schemes, DMF, Tea Garden Managements and other developmental schemes/project/programs.• Encroachment & Eviction.• Land Reforms, Settlement/Allotment, Land Ceiling, RKG, Chapter-X and Gaonburha.• NOC for land sale/immovable property and revenue appeal cases for Nagaon (Sadar) revenue circle.• Land Acquisition & Requisition matters.• CEO (DDMA), Relief and Rehabilitation.
2	Sri Prasanta Baruah, ACS, Addl. Deputy Commissioner, Nagaon.	<ul style="list-style-type: none">• Nodal officer for all educational matters in the district.• All matters related to District Health Society (DHS).• Personnel Branch and Pension cases.• NOC for land sale/immovable property and revenue appeal cases for Raha revenue circle.
3	Smti Debajani Choudhury, ACS, Addl. Deputy Commissioner, Nagaon.	<ul style="list-style-type: none">• ADC i/c Vaccination (COVID-19).• Skill Development and livelihood matters.• Bakijai Branch.• Nodal Officer for Aadhar Enrollment.• Nodal Officer for Women Cell.• SPIO- RTI.• Census & SECC matters.• NOC for land sale/immovable property and revenue appeal cases for Kampur Revenue circle
4	Sri Manuranjan Payeng, ACS, Addl. Deputy Commissioner, Nagaon.	<ul style="list-style-type: none">• Magistracy and Administrative Branch including Arms and explosive licenses, FT court matters, Human rights and PRC certificates.• Nodal officer for all e-Governance matters including e-Office, e-District, RTPS portal, CPGRAM and e- Samiksha.• Nazarat Branch.• NOC for land sale/immovable property and revenue appeal cases for Dhing revenue circle.
5	Smti Santana Bora, ACS, Addl. Deputy Commissioner, Nagaon.	<ul style="list-style-type: none">• Food, Civil Supplies & Consumer Affairs Branch.• Forest Rights Act and other forest related matters.• Excise matters.• SDPLO branch• NOC for land sale/immovable property and revenue appeal cases for Kaliabor revenue circle

6	Smti Debahuti Bora, ACS, Addl. Deputy Commissioner, Nagaon.	<ul style="list-style-type: none"> All matters regarding Social Welfare and Social Justice Department Matter related to Welfare of SC, ST and Backward Classes and Nodal Officer for Mission Bhumi Putra. Sub-Divisional Welfare Officer NOC for land sale/immovable property and revenue appeal cases for Samaguri revenue circle.
7	Smt. Bijita Deka, ACS, Addl. Deputy Commissioner, Nagaon	<ul style="list-style-type: none"> Nodal Officer Jal Jeevan Mission Panchayati Raj and keeping close co-ordination with CEO, Zilla Parishad, Nagaon Nodal Officer for all Agricultural and allied activities including PM-KISAN, PMFBY, KCC, Soil Health Cards, animal husbandry, fisheries etc. Handloom and Sericulture development. NOC for land sale/immovable property and revenue appeal cases for Rupohi revenue circle.
8	Smt Dimple Baruah, ACS, Addl. Deputy Commissioner Nagaon	<ul style="list-style-type: none"> Urban Development including PMAY(U), SBM, PM-SVANIDHI, AMRUT etc. Road Safety and Transport matters Weekly inspection of signature/priority projects in the district. TN Branch and compilation of village land bank Land Ceiling issues and Chapter X. ADC, Election related matters.

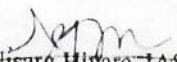
- All officers shall ensure the timely disposal of files in their respective branches.
- All officers shall verify their work progress against the Monitorable Targets and Actionable point given in the DC's Conference(s).
- All officers shall maintain the close co-ordination with the respective line departments for efficient/effective implementation of schemes/projects/programs.
- All officers shall frequently visit their branches and assess the performance of staff.
- All officers shall regularly report to the undersigned regarding the activities.
- All officers shall ensure the digitization of files for necessary roll-out of e-office. Also, each officer shall possess Digital Signature Certificate.
- Each officer shall dispose CrPC, Bakijai, other branch related cases and any other work allotted on time.


 (Nisarg Hivare, IAS)
 Deputy Commissioner
 Nagaon
 Date: 09/05/2022

Memo No. DCNPA.2/2015/239 -A

Copy for favour of information and necessary action to :

- Commissioner Central Assam Division, Nagaon, Camp- O/o the L.A. Division, Panbazar, Guwahati.
- CEO, Nagaon Zilla Parishad & PD, DRDA, Nagaon.
- Dist. Development Commissioner, Nagaon.
- All Additional Deputy Commissioners, Nagaon.
- Sub-Divisional Officer (Civil), Kaliabor, Nagaon.
- Election Officer/All Circle Officers / All Assistant Commissioners, Nagaon.
- All Heads of the Departments, Nagaon District.
- Administrative Officer, DC Office, Nagaon. He is requested to circulate the Order copy to all concerned.
- Office copy.


 (Nisarg Hivare, IAS)
 Deputy Commissioner
 Nagaon.