Work Allotment of Revenue Department

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| Name of the officer with designation  | Branch | Subject allotted |
| Sri Dipak Kumar Sarmah, IASCommissioner & Secretary |  | 1. Matters relating to Revenue & DM (General) Department.
2. Matter relating to Land Acquisition.
3. Matters relating to NLRMP project.
4. Matter relating to e-Governance.
5. Matters relating to Settlement Branch, Reform Branch, Registration Branch, Relief & Rehabilitationb Branch, LR Branch.
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| Smti Ranjana Barua, ACSAddl. Secretary | Land Records | 1. Matters relating to ACS officers placed at the disposal of Revenue & DM Department
2. Conferment of Revenue Powers on officers
3. Service matters relating to the Land Records Staff
4. Matter relating to various Revenue Regulation, Act and Rules.
5. Appointment on compassionate ground of LR staff.
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| Registration  | 1. All matters relating to Registration Branch including issue of FOC
2. Issue of FC and medical reimbursement.
3. Computerization of Registration.
4. Any other work that may be allotted time to time.
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| Settlement | 1. Constitution of an Authority for Rehabilitation of erosion affected families in Assam
2. Committee for Framing of New Land Policy.
3. Cabinet Sub-Committee constituted on Land use perspective.
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|  | All matters relating to ISO certification (Implementation of Quality Management System) |
| Sri D. J. Kalita, ACSJoint Secretary | General  | 1. All matters relating to General Branch.
2. Distribution of works amongst officers and staff.
3. Administration of SDRF and Residential matters relating to CRF.
4. Establishment matter of Revenue & DM Department. He will keep records of CL and other leave as well, of officers and staff, including transfer and posting etc.
5. Preparation of Budget and issue of Administrative Approval/Sanction, Signing of FOC etc.
6. All Plan matters.
7. Any other work that may be allotted time to time.
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| Reforms | Preparation of Budget and issue of Administrative Approval/Sanction, Signing of FOC etc. |
|  | 1. Assam Vikash Yojana (Construction of Circle and Sub-Registry offices).
2. Supreme Court, High Court and other Court matters, he will act as Nodal Officer for the whole department.
3. Any other work that may be allotted time to time.
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| Land Reforms | 1. Satra Affairs and Zamindari Compensation.
2. All Land Reforms matters.
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| Land Records | 1. All matters relating to Land Records Branch except Land Acquisition Matters.
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| General  | Control Room for Disaster Management. |
| Settlement | 1. All Settlement matters relating to Sonitur, Morigaon, Tinsukia, Dibrugarh, Jorhat, Nagaon, Sivasagar, Golaghat, Dhemaji, Dhubri, Darrang, Goalpara, Bongaigaon, Nalbari, Barpeta, Kamrup and Lakhimpur district.
2. Matters relating to the Assam Board of Revenue and the Assam Survey & Settlement Training Centre.
3. Matters relating to the establishment of DLR and Survey.
4. Settlement operation including retention of the posts of Settlement Operation.
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| Relief and Rehabilitation | 1. Matters relating to Relief and Rehabilitation Branch.
2. Any other work that may be allotted time to time.
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| Sri Dilip Kr. Das, ACSJoint Secretary | Settlement | Settlement matters relating to Cachar, Karimganj and Hailakandi district. |
|  | Land Records  | All Land Acquisition matters.1. He will represent as member on behalf of Revenue & DM Department in the State Level Committee constituted under Industries and Commerce Department.
2. Any other work that may be allotted time to time.
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| Sri Ashok Kumar Barman, ACSJoint Secretary | Settlement | 1. All Settlement matters Kamrup (M) district.
2. Computerization of Land Records.
3. NLRMP
4. Training of officers and staff. (Centrally sponsored, externally aided projects etc.)
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| Sri Ananda Kr. Das, ACSDeputy Secretary |  | 1. SPIO (State Public Information Officer), Revenue & DM Department for implementation of RTI Act, 2005.
2. All Settlement matters of Sivasagar, Golaghat, Dhemaji and Jorhat districts.
3. Matters relating to up-dating of Land Records and maintenance thereof. Matter relating to re-classification of Land including Agricultural Census.
4. Matters relating to the establishment of DLR & Surveys etc. Assam

He will put up file to Sri D. J. Kalita, ACS, Joint Secretary. |
| Settlement | 1. All settlement matters of Kamrip, Nalbari, Barpeta, Goalpara, Bongaigaon, Dhubri and Darrang.
2. Matter relating to the Assam Board of Revenue and the Assam Survey & Settlement Training Centre.
3. Settlement Operation including retention of posts of Settlement Officers.

He will put up files to Sri D. J. Kalita, ACS, Joint Secretary. |
| Sri Phanindra Nath ChakrabortyUnder Secretary | General  | All matters relating to General Branch except issue of Administrative Approval/Sanction, Budget and FOC etc.He will put up files through the Joint Secretary. |
| Registration | All matters relating to Registration Branch and any other works that may be allotted time to time.He will put up files to Additional Secretary. |
| Sri Pabitrapran SarmaUnder Secretary |  | All matters relating to Land Records Branch except Land Acquisition matters of Revenue & DM Department and any other work that may be allotted time to time.He will put up files to Sri D. J. Kalita, ACS, Joint Secretary. |
| Sri Sanjeeb HazarikaUnder Secretary |  | 1. Matters relating to Revenue & DM (Relief & Rehabilitation) Department.

He will put up files to Sri D. J. Kalita, ACS, Joint Secretary. |
| Sri Chandan Kumar DuttaUnder Secretary |  | 1. Matters relating to Revenue & DM (Reforms) Department.
2. Matters relating to Revenue & DM (General) Department with respect to the following works :
3. All Budgetary matters
4. Re-appropriation of SDRF/NDRF fund.
5. Reconciliation of figures with the records of AG, Assam Govt. of India.
6. Submission of Utilization Certificate to Govt. of India.
7. Audit objections.
8. Ex-gratia grants.
9. SDRF proposals along with Rehabilitation Grant relating to barak Valley and hill districts except issue of Administrative Approval/Sanction and FOC.

He will put up the files through Joint Secretary of the concerned Branches. |