

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.43/2011/81

Dated Dispur, the 20th May, 2017.

OFFICE ORDER

Consequent upon joining of Smti. Baishali Nayak, Deputy Secretary of Higher Education Department, following works are re-allotted amongst the Officers of Higher Education Department. This is in supersession of order No.AHE.43/2011/78 dtd. 29th April,2017.

1. Smti. Krishna Gohain, IAS, Secretary :

- a) Externally Aided Projects (LEAP) on Technical & Higher Education.
- b) Foreign Collaboration
- c) All training matters of Officers/ Staff/ Teachers.
- d) Knowledge Consortium.
- e) Sustainable Development Goals/ Assam Vision 2030.
- f) CMSGUY
- g) EODB
- h) Governor/CM/FM/Budget Speeches/ Achievements.
- i) Monitoring of Budget Announcements
- j) Amendment of Acts/ Rules/OMs etc. of Higher & Technical.
- k) Establishment /Service matters of ASTU/ Engineering Colleges & Polytechnics.
- l) Literacy Pension/Awards.
- m) Pandit Deen Dayal Upadhaya Adarsha Mahavidyalaya (Model Degree College).
- n) AIM, IIIT, IIT. NIT, CIT & Other Central Institutions.
- o) Supervision of any other work when required & attending high level meeting.

2. Dr. Mamoni Baruah, Additional Secretary :

- a) All correspondence from CM Office
- b) Matters relating to Assembly Committee.
- c) Matters relating to Parliamentary Committee.
- d) Matters relating to DRSC and its compliance.
- e) Nodal Officer for All Assembly Question/Lok Sabha/ Rajya Sabha Questions.
- f) Nodal Officer for Publicity / clarifications on news items/ Press Release.
- g) Human Rights Issues.
- h) Nodal Officer for Persons with Disabilities (PWD)
- i) Reservations & Welfare of SC/ST/OBC/Minorities and Sports Quota.
- j) SPIO for RTI matters.
- k) Sanskrit Tols/ Sanskrit College/ Sanskrit University.
- l) ABILAC.
- m) Assam Publication Board.
- n) All Court Cases, Contempt Cases & PIL of Higher & Technical Branch.
- o) "Sukhi Xaikhav" Programme.
- p) Service/ Establishment matters of DHE/DTE/DHAS/District Gazetteer.
- q) Cabinet Memos/ OM/ Rules/Acts on all above matters.

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3. Smti. Anjali Saikia Baruah, ACS, Joint Secretary

- a) Matters relating to Assam Science & Technology University (ASTU).
- b) Matters relating to Govt. & Private Engineering Colleges.
- c) Matters relating to New Engineering Colleges.
- d) Budget Preparations/ Sanctions/Ceiling of all CS/CSS/NEC/NLCPR of Technical Branch.
- e) LEAP Project of Technical Education.
- f) AICTE matters.
- g) Assembly Questions on Allotted Subjects.
- h) Cabinet Memo/OMs/Acts/Rules on allotted subjects (Technical Branch).

4. Ms. Gitimoni Phukan, ACS, Joint Secretary :

- a) Matters relating to Govt. Colleges.
- b) Matters related to Provincialised Colleges.
- c) Establishment & Service Matters of Colleges (Provincialised & Govt.).
- d) Matters relating to UGC.
- e) NOC/ Concurrence for New Colleges/Streams.
- f) Budget Preparations, Sanction & Ceiling of all CS/CSS/NEC/NLCPR of Higher Education Branch.
- g) Compassionate appointments of Higher Education Branch.
- h) Assam Infrastructure Finance Authority (AIFA) funded projects.
- i) Court Cases/Contempt Cases on allotted subjects.
- j) Assembly question on allotted subjects.
- k) Cabinet Memos/Rules/Acts/OM/Amendments on all above subjects (Higher Education Branch).

5. Shri Kanak Ch. Pathak, Joint Secretary :

- a) Working at CMO.
- b) Any matter assigned from time to time.

6. Shri Simanta Das, ACS, Deputy Secretary. :

- a) Ek Bharat Shreshtha Bharat.
- b) All matters of RUSA.
- c) CPGRAM (Nodal)/Public Grievances.
- d) EODB
- e) CMSGUY
- f) SDG/Assam Vision,2030.
- g) Literary Festivals/ other events.
- h) Knowledge Consortium.
- i) Citizen Charter.
- j) All Assembly Questions on above matters.

7. Smti. Baishali Nayak, ACS, Deputy Secretary :

- a) Matters relating to Assam Women's University.
- b) New Women's Colleges including Minority areas.
- c) Matters relating to all Polytechnics.
- d) Matters relating to New Polytechnics
- e) Matters relating to Junior Technical School, Sivasagar.
- f) Budget Preparation, Sanctions & ceiling of all SOPD/EE of Technical Branch.
- g) Study Leave/ NOC for Passports/ Foreign visit permission for Technical branch.
- h) Medical Reimbursement of Technical Branch.
- i) Scholarships/Stipends of Technical Branch.
- j) My Gov.in.
- k) e-Prastuti.

8. Ms. Karabi Saikia Karan, ACS, Deputy Secretary :

- a) All matters relating to Legal Education.
- b) All matters relating BRM Govt. Law College.
- c) Budget Preparation, Sanction & ceiling of all SOPD/EE of Higher Education Branch.
- d) All matters relating to Universities/ New Universities/Cultural University /Private Universities.
- e) Medical Reimbursement of Higher Education Branch.
- f) Study Leave/ NOC for passport/ Foreign Visit Permission of Higher Education Branch.
- g) Scholarship/Stipends for Higher Education Branch
- h) Pandit Deen Dayal Upadhyay Adarsh Mahavidyalaya (Model Degree Colleges).
- i) E-File Management System.
- j) AIFA funded projects.
- k) All Assembly Questions on above matters.
- l) Cabinet Memo/OMs/Acts/Rules/ on above matters.

8. Md. Faznur Ahmed, Deputy Secretary :

- a) Service matters of DHE/DTE/DHAS/District Gazetters.
- b) Establishment & Service matters of Technical Education Branch
- c) Amendment of DM / Acts/Rules & Cabinet Memo etc. of Technical Branch.
- d) All Court/Contempt/PIL cases of Technical Education Branch.
- e) Matters relating to Persons with Disabilities (PWD), SC, ST, OBC, Minorities and Sports Quota
- f) 15 Point Programme of PM
- g) All Correspondence & followup with CM Office.
- h) Matters relating to Assembly Committees/ parliamentary Committee/ DRSC.
- i) RTI Matters.

9. Shri Khagen Ch. Kalita, Under Secretary :

- a) All Court/ Contempt/PIL Cases of Higher Education Branch.
- b) Matters related to Universities/ New Universities/ Cultural University/Private universities
- c) Amendment of OM/Acts/Rules & Cabinet Memo of Higher Education.
- d) Literary Pension/ Literary Award.
- e) ABILAC/ APB.
- f) Establishment/ Service matters of Provincialised & Govt. Colleges.
- g) Sanskrit Tols/ Sanskrit Colleges/ Sanskrit University.
- h) Matters relating to all Assembly questions/ Lok Sabha/ Rajya Sabha Questions.
- i) Clarification on news items/ Press Release.

In addition to the allotted works the officers shall attend to any other works as and when assigned to him/her from time to time. This order will come into force with immediate effect and until further order.

Sd/-

(Ajay Tewari, IAS)
Principal Secretary to the Govt. of Assam
Higher Education Department.

Memo No.AHE.43/2011/81-A
May,2017.

Dated Dispur, the 20th

Copy to :

- 1) P.S. to Minister, Education, Assam for kind appraisal of Hon'ble Minister.
- 2) P.S. to Principal Secretary to the Govt. of Assam, Higher Education Deptt. for kind appraisal of Principal Secretary.
- 3) P.S. to Secretary to the Govt. of Assam, Education Deptt. for kind appraisal of Secretary.
- 4) The Superintendent, Higher Education Branch / Technical Education Branch.
- 5) Officers/Assistant concerned.

By order etc.,

Deputy Secretary to the Govt. of Assam
Higher Education Department.