

**GOVERNMENT OF ASSAM  
DIRECTORATE OF HANDLOOM & TEXTILES**

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NO. DHTE.43/97/115- 116

Dated Guwahati, the 29<sup>th</sup> Dec., 2017.

**ORDER**

In partial modification of this office order No. DHTE.43/97/115-116, dated 22<sup>nd</sup> Sept., 2017 and in the interest of public service and for smooth functioning of the Directorate of Handloom and Textiles, Assam, the allotment of works amongst the officers of the Directorate of Handloom and Textiles, Assam is made as under.

**1. Shri M. Rahman, Additional Director, Handloom & Textiles:**

He will be the overall in-charge of Planning Branch, General Branch, Accounts Branch, Engineering & Monitoring Cell and Exhibition and Publicity Cell along with the following works:

- i. All matters relating to the meeting of the Board of Directors of ARTFED, AGMC, Khadi Board, NEC, NHDC etc.
- ii. Supervision of Court Case, dealt by the PRO and ARO.
- iii. Matter relating to the State Assembly, Parliament and their Committees, Sub-Committees etc.
- iv. Preparation of Finance Minister's Budget Speech, Governor Address etc.
- v. Matter relating to NABARD and other Financial Institution, Arrangement of credit linkage with Banks, Financial Institutions for Handloom and Power loom Sector.
- vi. Matter relating to organization of Expo and Exhibition.
- vii. Assembly and Parliament matters.
- viii. Approval of Tour Programme of all Gazetted and Non-gazetted staff.
- ix. E.L., C.L. & Commuted leave.
- x. Submission of Pension Papers of employees and GPF proposal of Gazetted officials to Govt..
- xi. Supervision of all works of Dist./ Sub-divisional offices.
- xii. Any other matter entrusted by the Director.

**2. Shri B. K. Agarwala, Joint Director, Handloom & Textiles:**

- i. He will be in charge of Estt. Branch, General Branch, Exhibition & Publicity Cell and Loan & Audit Cell.
- ii. Matters relating to R.T.I. as SPIO of this Directorate.
- iii. Inspection and supervision of all Departmental Offices, Centres, Units including the schemes under implementation in North Lakhimpur, Dhemaji, Sonitpur and Darrang Districts.
- iv. Any other matter entrusted by the Director.

He will endorse files relating to the Establishment Branch and RTI matter to the Director, Handloom & Textile directly and other files through Additional Director.

**3. Shri A. N. Choudhury, Joint Director, Handloom & Textiles:**

- i. He will be in-charge of Accounts Branch, Planning Branch (Central & State Sector schemes), Engineering Cell.
- ii. Inspection and supervision of all Departmental Offices, Centres, Units including the schemes under implementation in Nalbari, Udalguri, Baksa and Cirang districts.
- iii. Any other matter entrusted by the Director

He will endorse files through Additional Director to the Director.

**4. Shri G. Sarkar, Deputy Director, Handloom & Textiles:**

- i. Matters relating to Planning Branch
- ii. World Bank Project, APART, Yarn Bank Scheme etc. .
- iii. All other State Plan Schemes.

- iv. Inspection of all Departmental Offices, Centres, Units including the schemes under implementation in Nagaon, Morigaon and Kamrup districts.
- v. Any other matter entrusted by the Director  
He will endorse files to the Director through the Addl. Director, H&T.

**5. Shri Ranjit Deka , Deputy Director, Handloom & Textiles:.**

- i. Matter relating to registration of Coop. Societies as per Job Chart of Deputy Registrar Co-operative issued vide order NO. DHTG (Coop) 15/200/143, dated 30-07-2014 and other matters of General Branch.
- ii. Mater relating to Exhibition and Publicity Cell.
- iii. Inspection and supervision of all Departmental Offices, Centres, Units including the schemes under implementation in Tinsukia, Dibrugarh, Sivasagar, Jorhat and Golaghat districts.
- v. Any other matter entrusted by the Director  
He will endorse all files through the concerned Joint Director except the files relating to Coop. Sector. The file of Coop. Sector will be endorsed directly to the Director & Ex-Officio Additional Registrar Co-operative society.

**6. Shri Jayanta Kr. Das , Deputy Director, Handloom & Textiles, Assam:**

- i) Matters relating to Establishment Branch.
- ii) Matters relating to Engineering Cell.
- iii) Inspection & supervision of all Departmental Offices, Centres, Units including the schemes under implementation in Barpeta, Dhubri, Goalpara and Kokrajhar districts.
- iv. Any other matter entrusted by the Director.  
He will endorse files to the Director through Jt. Director concerned.

**7. Shri D. Mazumdar, Deputy Director, Handloom & Textiles, Assam:**

- i) Matter relating to Accounts Branch, Loan and Audit Cell.
- ii) Matters relating to Statistics and 20 Point Programme.
- iii) Progress report of WESU and HPC etc.
- iv) Monitoring & Evaluation of all Schemes.
- v) Inspection & supervision of all Departmental Offices, Centres, Units including the schemes under implementation in Barak Valley and Hill districts.
- vi) Any other matter entrusted by the Director.  
He will endorse files through the Joint Director concerned.

**8. Shri J. Pathak, Assistant Executive Engineer (C), Directorate of Handloom & Textiles:**

- i. Matters relating to construction and Monitoring of works under the Directorate.
- ii. Supervision/Inspections of all the Construction/Schemes taken up by the Directorate.
- iii. Preparation of Plan and Estimate of schemes relating construction of building etc.
- iv. Preparation of details project report.
- v. To act as Liaison Officer with the PW Department for obtaining technical sanction of the schemes for implementation.
- vi. All technical matters of Expos
- vii. Technical matters of Central Sector Schemes.
- viii. Maintenance of all records relating to construction.
- ix. Preparation of NEC scheme.
- x. Any other matter entrusted by the Director.  
He will put up the file through the concerned Deputy Directors, Handloom & Textile concerned.

**9. Shri P. Baruah, Research Officer, Directorate of Handloom & Textiles:**

- i. Matter relating to all Central Sector Schemes.
- ii. Matters relating to submission of periodic report on the performance of Handloom Sector.
- iii. Preparation of reports for various meeting seminar, workshop etc.

- v. Matter relating to Website Management.
- vi. Preparation of Finance Minister's Budget Speech and Governor Address etc.
- vii. Preparation of Administrative Report.
- viii. All matters relating to statistics of the Directorate.
- ix. Drawing & Disbursing Officer.
- x. Other Misc. matters to be entrusted by Director.

He will endorse files through the Deputy Director, Handloom & Textile concerned.

The files related to D.D.O. will be endorsed directly to the Director.

**10. Shri D. Bordoloi, Assistant Research Officer, Directorate of Handloom & Textiles:**

- i. Matters relating to Court cases ( DH&T will segregate the cases).
- ii. Matters relating to General, TSP & SCSP and scheme of Economic Up-liftment.
- iii. Matters relating to arrangements of meeting, seminar, workshop and other Programmes of Expos/Exhibitions.
- iv. Matters relating to Monitoring and compilation of data regarding implementation of all the schemes, 20 point programme, Distribution of target on 20 point programme.
- v. Any other Misc. matters entrusted by Director.

He will endorse files through Deputy Director concerned.

**11. Shri A. R. Choudhury, Public Relation Officer:**

- i. All matters relating to Publicity.
- ii. He will act as a Nodal Officer of this Directorate to co-ordinate with the Assam Sectt.
- iii. Matters relating to Court Cases (Director will segregate the cases).
- iv. Any other matters to be entrusted by the Director.

He will endorse files through officers concerned.

**12. Shri A.K. Sarma, Exhibition Officer:**

- i. All matters relating to Expo and Exhibition.
- ii. Any other Misc. matters entrusted by Director.

He will endorse files through the Dy. Director concerned.

In case of other Officers, the allotment of works will remain as same as the allotment issued vide order No. DHTE.43/97/107 dt. 22-09- 2017.

The order will come into force with immediate effect & until further order.

Sd/- B.K. Borah, ACS,  
Director,  
Handloom & Textiles, Assam,  
Guwahati-1.

Memo. NO. DHTE.43/97/115 - 116 -A

Copy for information and necessary action to:-

Dated Guwahati, the 29<sup>th</sup> Dec., 2017.

1. The Commissioner & Secretary to the Govt. of Assam, Handloom Textiles & Sericulture Department, Dispur.
2. The P.S. to the Hon'ble Minister, Handloom Textiles & Sericulture and Cultural Affairs, Assam, Dispur.
3. The All Officers of this Directorate, Handloom & Textiles, Assam, Guwahati.
4. All Branch Superintendent of this Directorate.

- Director,  
Handloom & Textiles, Assam,  
Guwahati-1