

**ORDER**

In supersession of all previous orders issued in connection with allotment of works amongst the officers of the Directorate of Handloom and Textiles, Assam and in the interest of public service and for smooth functioning of the Directorate of Handloom & Textiles, Assam, allotment of works are redistributed as follows :-

Sl. No	Name of the Officers & designation	Allotment of Branch/Works
1.	Shri M. Rahman, Addl. Director	He will be the overall In-charge of Engineering & Monitoring Cell alongwith the following works: i. All matters related to the meeting of the Board of Directors of ARTFED, AGMC, Khadi Board, NEC, NHDC etc. ii. Matter related to the State Assembly, Parliament and their Committees, Sub-Committees etc. iii. Matter related to NABARD and other Financial Institutions, Arrangement of Credit linkage with Banks, Financial Institution for Handloom & Power Loom sectors. iv. Matters related to SAMARTH Scheme. v. Any other matters to be entrusted by the Director.
2.	Shri G. Sarkar Joint Director	He will be the In-Charge of the Planning Branch & General Branch along with the following works: i. World Bank Project, APART etc. ii. All State Plan Schemes. iii. Inspection and supervision of all Departmental Offices, including the implementation of all schemes in Morigaon, Kamrup Metro and Kamrup districts. iv. Matters related to Central Sector Schemes other than Expos and Samarth Scheme. v. Matters related to preparation of periodic report on the performance of Handloom Sector. vi. Preparation of Finance Minister's Budget Speech and Governor Address etc. vii. Matters related to Handloom (Reservation of Articles for Production) Act 1985. viii. All Power loom related matters. ix. Matter related to Grievance Cell x. Matters related to Examination of Handloom Training Centres, Handloom Training Institute xi. Any other matters to be entrusted by the Director.
		He will endorse files to the Director, H&T, Assam.

3.	Sri Ranjeet Deka, Joint Director	<p>He will be the Overall In-Charge of the Establishment Branch, Exhibition &amp; Publicity Cell alongwith the following additional works :-</p> <ol style="list-style-type: none"> <li>i. All matters relating to Establishment Branch.</li> <li>ii. All matters relating to Exhibition &amp; Publicity Cell.</li> <li>iii. Inspection and supervision of all Departmental Offices, including the implementation of all schemes in North Lakhimpur, Dhemaji, Dibrugarh and Tinsukia Dist.</li> <li>iv. Any other matters to be entrusted by the Director, H&amp;T, Assam.</li> </ol> <p>He will endorse all files to the Director, H&amp;T, Assam.</p>
4.	Shri D. Mazumdar, Joint Director	<p>He will be the D.D.O. of the Directorate of Handloom &amp; Textiles, Assam and overall In-Charge of Accounts Branch &amp; Loan &amp; Audit Branch along with the following works :-</p> <ol style="list-style-type: none"> <li>i. All matters relating to the Accounts Barnch.</li> <li>ii. Vehicle related all works.</li> <li>iii. Matters related to Record branch.</li> <li>iv. Inspection and supervision of all Departmental Offices, including the implementation of all schemes in Karimganj, Cachar, Hailakandi Dist.</li> <li>v. Any other matters to be entrusted by the Director.</li> </ol> <p>He will endorse files to the Director, H&amp;T, Assam. D.D.O. shall ensure adhere of AFRBM/all financial rules etc. and all such are subject to approval of Director, H&amp;T, Assam.</p>
5.	Shri J. D. Sarmah, Deputy Director	<ol style="list-style-type: none"> <li>i. He will act as SPIO of the office of the Director, Handloom &amp; Textiles, Assam.</li> <li>ii. Matters related to General Branch excluding Coop. Matters.</li> <li>iii. Matters related to Examination of Handloom Training Centres, Handloom Training Institute.</li> <li>iv. Inspection and supervision of all Departmental Offices, including the implementation of all schemes in Dhubri, South Salmara, Goalapara, Bongaigaon Districts.</li> <li>v. Any other matters to be entrusted by the Director.</li> </ol> <p>He will endorse files through the concerned Joint Director, H&amp;T, Assam. In absence of concerned Joint Director he will endorse files to the Director.</p>
6.	Shri K. Deka, Deputy Director	<ol style="list-style-type: none"> <li>i. All subject matters related to APART as Coordinating Officer.</li> <li>ii. Inspection and supervision of all Departmental Offices, including the implementation of all schemes in Majuli, Charaideo, Sivasagar, Jorhat District.</li> <li>iii. Any other matters to be entrusted by the Director.</li> </ol> <p>He will endorse files through the concerned Joint Director, H&amp;T, Assam. In absence of concerned Joint Director he will endorse files to the Director.</p>
7.	Shri M. Kalita, Deputy Director	<ol style="list-style-type: none"> <li>i. Matters related to Exhibition &amp; Publicity Cell.</li> </ol> <p>He will endorse files (Sl. No. i) through the concerned Joint Director, (Exhibition) H&amp;T, Assam. In absence of concerned Joint Director he will endorse files to the Director.</p> <ol style="list-style-type: none"> <li>ii. Matters related to State Plan.</li> <li>iii. Matters related to Cluster</li> <li>iv. Matters related to Handloom (Reservation of Articles for Production) Act 1985.</li> <li>v. All Power loom related matters.</li> </ol>

		<p>He will endorse files (Sl. No. ii, iii, iv, v &amp; vi) through the concerned Joint Director, (Planning) H&amp;T, Assam. In absence of concerned Joint Director he will endorse files to the Director.</p> <ul style="list-style-type: none"> <li>vi. Inspection and supervision of all Departmental Offices, including the implementation of all schemes in Darrang, Sonitpur, Biswanath Chariali Districts.</li> <li>vii. Any other matters to be entrusted by the Director.</li> </ul>
8.	Shri B. Dutta, Deputy Director	<ul style="list-style-type: none"> <li>i. Matters related to Establishment Branch regarding appointment, transfer &amp; posting of all officers/officials, All Pension related works of the officers/officials.</li> <li>ii. Inspection and supervision of all Departmental Offices, including the implementation of all schemes in Barpeta, Nalbari and Bajali Districts.</li> <li>iii. Any other matters to be entrusted by the Director.</li> </ul> <p>He will endorse files through the concerned Joint Director, (Establishment) H&amp;T, Assam. In absence of concerned Joint Director he will endorse files to the Director.</p>
9.	Shri B. Kalita, Deputy Director	<ul style="list-style-type: none"> <li>i. Matters related to the Loan &amp; Audit Branch of this Directorate.</li> <li>ii. Preparation of Para wise comments of Audit objection of the Directorate and submission to the AOC meeting.</li> </ul> <p>He will endorse above files (Sl No. i &amp; ii) through the Concerned Joint Director, (Accounts Branch) H&amp;T, Assam. In absence of concerned Joint Director he will endorse files to the Director.</p> <ul style="list-style-type: none"> <li>iii. Matter related to Sustainable Development Goals.</li> <li>iv. Matter related to formation of Handloom Producer Company &amp; Registration under MSME etc.</li> <li>v. Matter related to registration under Handloom Mark, Silk Mark, GI</li> <li>vi. Nodal Officer of State Disaster Management.</li> <li>vii. All works related to DBT.</li> </ul> <p>He will endorse above files (Sl. No. iii, iv, v, vi &amp; vii) through the Concerned Joint Director, (Planning) H&amp;T, Assam. In absence of concerned Joint Director he will endorse files to the Director.</p> <ul style="list-style-type: none"> <li>viii. Nodal Officer for E-Samiksha to assist the Secretary, To the Govt. Of Assam, HTS Department.</li> <li>ix. Inspection and supervision of all Departmental Offices, including the implementation of all schemes in Nagaon, Golaghat and Hojai Districts.</li> <li>viii. Matter related to Grievance Cell. He will endorse file through the concerned Joint Director related to the Grievance.</li> <li>ix. Any other matters to be entrusted by the Director.</li> </ul>
10	Smt. Rita Devi, C.T.O	<ul style="list-style-type: none"> <li>i. Matters related to Handloom (Reservation of Articles for Production) Act 1985.</li> <li>ii. All Power loom related matters.</li> </ul> <p>She will endorse files through the Deputy Director (Planning Branch) of the above matters.</p> <ul style="list-style-type: none"> <li>iii. Matters related to Examination of Handloom Training Centres, Handloom Training Institute.</li> <li>iv. Any other matters to be entrusted by the Director.</li> </ul> <p>She will endorse files though the Concerned Deputy Director (General Branch) of the Examination matter.</p>

11.	Shri P. Baruah, Research Officer,	<ul style="list-style-type: none"> <li>i. Matters related to Central Sector Schemes other than Expos.</li> <li>ii. Matters related to SAMARTH Scheme as Asstt. Nodal Officer.</li> <li>iii. Matters related to preparation of periodic report on the performance of Handloom Sector.</li> <li>iv. Matter related to Website Management/Update.</li> <li>v. Preparation of Finance Minister's Budget Speech and Governor Address etc.</li> <li>vi. Preparation of Administrative Report.</li> <li>vii. All matters related to statistical data of all activities of the Department.</li> <li>viii. Monitoring of all departmental Schemes and preparation of outcome report of the schemes.</li> <li>ix. Other Misc. Matters to be entrusted by Director.</li> <li>x. Keeping record of all departmental assets.</li> <li>xi. Nodal Officer for Chief Secretary Monitoring Cell.</li> </ul> <p>He will endorse all files except SAMARTH through the Concerned Joint Director, H&amp;T, Assam (Planning Branch) and the file of SAMARTH will endorse through the Addl. Director, H&amp;T.</p>
12.	Shri D. Bordoloi, A.R.O.	<ul style="list-style-type: none"> <li>i. Matters related to all Court Cases. He will endorse files through the respective Deputy Director of the respective Branch.</li> <li>ii. Matters related to State Plan Schemes. He will endorse file through concerned Deputy Director (P), H&amp;T, Assam.</li> <li>iii. Matters related to preparation of periodic report on the performance of Handloom Sector.</li> <li>iv. Matter related to Website Management/Updating.</li> <li>v. Preparation of Finance Minister's Budget Speech and Governor Address etc.</li> <li>vi. Preparation of Administrative Report.</li> <li>vii. All matters related to statistical data of all activities of the Department.</li> <li>viii. Monitoring of all departmental Schemes and preparation of outcome report of the schemes.</li> <li>ix. Keeping record of all departmental assets.</li> <li>x. Other Misc. Matters to be entrusted by the Director.</li> </ul> <p>He will endorse files through the Research Officer, H&amp;T.</p>
13.	Shri R. Bora i/c Deputy Registrar	<ul style="list-style-type: none"> <li>i. All matters related to Coop societies as per Job Chart of Deputy Registrar of Coop Societies.</li> <li>ii. Any other Misc. Matters entrusted by Director.</li> </ul> <p>He will endorse files to the Director, H&amp;T and Ex-Officio Addl. Registrar of Coop. Societies, Assam.</p>
14.	Shri Arun Deka Asstt. Eng Engineer	<ul style="list-style-type: none"> <li>i. Matters related to Construction and Monitoring of works under this Directorate.</li> <li>ii. Supervision/Inspections of all the Construction/schemes taken up by the Directorate.</li> <li>iii. Preparation of Plan and Estimate of schemes relating construction of building etc.</li> <li>iv. Preparation of details project report.</li> <li>v. To act as Liaison Officer with the PW Department for obtaining technical sanction of the schemes for implementation.</li> <li>vi. All technical matters of Expos and Central/State sector schemes.</li> </ul>

		<p>vii. Maintenance of all records relating to construction.</p> <p>viii. Any other Misc. Matters entrusted by Director.</p> <p>He will endorse files through the Addl. Director. H&amp;T.</p>
15.	Shri. J. Kalita, Registrar	<p>i. All matters regarding appointment, transfer and posting of all ministerial staffs, Grade-IV staff of Head Quarter, District, District Sub-Division.</p> <p>ii. All pension related works of all officials/ministerial staffs including Grade-IV staff under this Directorate.</p> <p>iii. All leave related works of officials/ministerial staffs including Grade-IV staffs under this Directorate.</p> <p>iv. All tour programme related works of the officers.</p> <p>v. Supervision of the functioning of all the officials/ministerial staffs including Grade-IV staffs under this Directorate.</p> <p>vi. Maintenance of the Attendance Register of all staff of this Directorate.</p> <p>He will endorse files through the concerned Deputy Director, (Establishment) H&amp;T, Assam.</p>
16	Smti. Sitala Das, Loan Superintendent	<p>x. Matter relating to Loan/Outstanding recovery, Maintenance of records for realisation of loan and deposition.</p> <p>xi. Preparation of Para wise comments of Audit objection of the Directorate and submission to the AOC meeting.</p> <p>She will endorse files through the concerned Deputy Director ,H&amp;T, Assam.</p>

The Registrar, Directorate of Handloom & Textiles, Assam will ensure attendance, punctuality of all cadre of staff belonging to Grade-III & Grade-IV employees of the Directorate during working days. He will put up the daily attendance register to the Deputy Director (Estt.), H&T, Assam at 10.30 A.M sharp after his verification at 10.00 A.M. to avoid any kind of unauthorized absence during working days.

It is also to be ensured that all matters should be disposed of with due priorities. Any matter, correspondence shall not remain pending more than 2 days at any level. Any delay, if noticed, the concerned Supdt. of the section shall report forthwith to the Joint Director, H&T of the section or Director, Handloom & Textiles to avoid further delay.

The Deputy Directors and the Asstt. Registrar of Cooperative Societies shall monitor the pending works by obtaining the list of pending works of Dealing Assistants of their respective Section weekly during the 1<sup>st</sup> Office hours of every 1<sup>st</sup> day of subsequent week and report to the Joint Director, H&T of the concerned Section for appraisal of the Director, Handloom & Textiles, Assam.

Any correspondence, if require to make with the State Govt., Govt. of India, National Level Councils/Corporation/Statutory bodies, State Co-operations, Board etc. on behalf of the Director, Handloom & Textiles, Assam such correspondence should be made not to the below level of the Joint Director, Handloom & Textiles, of the concerned section with approval or exfacto approval of the Director, Handloom & Textiles, Assam.

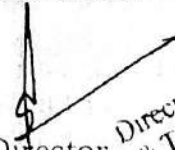
In addition to the above arrangement, all the officers will perform the duties specially assigned to them as and when required by the undersigned. All the officers of the Directorate will put up the files through the respective officers entrusted with the subjects to the undersigned for approval.

All officers/concerned Dealing Assistant are hereby asked to process the files well before the fixed deadlines specially in case of all financial matter. Unnecessary delay should be avoided.

All are make sure to check and verify the related guidelines/rules etc. to avoid any future complications. If the files do not adhere to all the proceedings, the responsibility shall be fixed on the Officer/Dealing Assistant concerned.

D.D.O shall verify that all provisions of the Assam Public Procurement Act'2017, the Assam Public Procurement Rules'2020 & AFRBM Act'2005 is strictly complied with. Adherence of laid down procedure to be completed well before the deadline.

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

  
Director, Director  
Handloom & Textiles, Assam  
Guwahati-1

Memo NO. DHTE.43/97/Pt/1-A

Dated Guwahati the

/2021

Copy to :-

1. The Commissioner & Secretary to the Govt. of Assam, Handloom Textiles & Sericulture Deptt., Dispur, Guwahati-6 for favour of kind information.
2. The P.S. to the Hon'ble Minister, Handloom Textiles & Sericulture etc. Deptt., Dispur, Guwahati-6, for kind appraisal of the Minister.
3. The All Officers of this Directorate, Handloom & Textiles, Assam, Guwahati-1.
4. The Research Officer of this Directorate. He is requested to upload the order in the Departmental website.
5. The Superintendent, Establishment Branch for information and necessary action. He/She will endorse the file of appointment, transfer and posting of all ministerial staff including Grade-IV and all pension related files through Registrar and appointment, transfer and posting of other officer/officials through the Deputy Director (Establishment), H&T, Assam.
6. All Branch Superintendent of this Directorate.
7. The In Charge of the Record Branch. He/She will endorse file through the Joint Director (Accounts Branch), H & T, Assam.

  
Director,  
Handloom & Textiles, Assam  
Guwahati-1