

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

NO. DHTE.43/97/131

Dated Guwahati, the 15th October, 2019.

ORDER

In partial modification of this office order No. DHTE.43/97/115-116, dated 22nd 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 all Court Cases.
- 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., S.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 matters to be entrusted by the Director.

2. Shri D. Goswami, Joint Director, Handloom & Textiles:

- i. He will be in-charge of Exhibition & Publicity Cell.
- ii. All matter relating to Coop. Societies as per Job Chart of Deputy Registrar of Coop. Societies.
- 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 matters to be entrusted by the Director.

He will endorse files relating to Co-operative matters to the Director, Handloom & Textile and Ex-Officio Addl. Registrar of Coop. Societies directly and other files through the Additional Director.

3. Shri D. Mazumdar, Joint Director, Handloom & Textiles:

- i. He will be in-charge of Accounts Branch.
- ii. Drawing & Disbursing Officer.
- iii. Inspection and supervision of all Departmental Offices, Centres, Units including the schemes under implementation in Nalbari, Udalguri, Baksa and Cirang districts.
- iv. Any other matters to be entrusted by the Director.

He will endorse files through Additional Director other than the files to be endorsed as D.D.O.

4. Shri G. Sarkar, Joint Director, Handloom & Textiles:

- i. Matters relating to Planning Branch and General 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 matters to be entrusted by the Director.

He will endorse files to the Director through the Addl. Director, H&T.

5. Shri K. C. Deka, Deputy Director, Handloom & Textiles:

- ii. All subject matters relating to APART as Coordinating Officer.
- iii. Inspection and supervision of all Departmental Offices, Centres, Units including the schemes under implementation in Tinsukia, Dibrugarh, Sivasagar, Jorhat and Golaghat districts.
- iii. Any other matter as entrusted by the Director

He will endorse all files through the concerned Joint Director.

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

- i) Matters of Establishment Branch relating to Technical officers and staff.
- ii) Matters relating to Engineering Cell.
- iii) Any other matters to be entrusted by the Director.

He will endorse files to the Director directly.

7. Shri B. Dutta, Deputy Director, Handloom & Textiles, Assam :-

- i) Matters of Establishment Branch relating to Non- technical officers and staff.
- ii) Inspection & supervision of all Departmental Offices, Centres, Units including the schemes under implementation in Barpeta, Dhubri, Goalpara districts.
- iii) Any other matter as entrusted by the Director.

He will endorse files directly to the Director.

8. Shri J.D. Sarmah, Deputy Director, Handloom & Textiles, Assam:

- i) He will act as SPIO of the office of the Director, Handloom & Textiles, Assam.
- ii) Matters relating to General Branch excluding Cooperative matters.
- ii) Inspection & supervision of all Departmental Offices, Centres, Units including the schemes under implementation in Barak Valley and Hill districts.
- iii) Any other matters to be entrusted by the Director.

He will endorse files through the Joint Director concerned.

9. Shri M. Kalita, Deputy Director, Handloom & Textiles, Assam:-

- i) Matters relating to Planning Branch.
- ii) All matters of State Plan.
- iii) Matters relating to Clusters.
- iv) Any other matters to be entrusted by the Director.

He will endorse files through Jt. Director concerned.

10. Smti. Rita Devi, C.T.O. :-

- i) Matters relating to Handloom (Reservation of Articles for Production) Act, 1985.
- ii) Matters relating to training of officers and staff.
- iii) All power loom related matters.

She will endorse files through Deputy Director concerned.

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

- i. Matter relating to Central Sector Schemes other than BLC/ Clusters.
- ii. Matters relating to SAMARTH Scheme as Asstt. Nodal Officer.
- iii. Matters relating to submission of periodic report on the performance of Handloom Sector.
- iv. 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. Other Misc. matters to be entrusted by Director.
- He will endorse files through the Deputy Director, Handloom & Textile concernd.

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 _____ concerned. *officer.*

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

- i. Matters relating to all Court 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.
- iv. Any other Misc. matters entrusted by Director.

He will endorse files through Deputy Director concerned.

14. Shri A. R. Choudhury, Public Relation Officer:

- i. All matters relating to Publicity. He will act as Nodal Officer for Publicity works also.
- ii. Any other matters to be entrusted by the Director.

He will endorse files through officers concerned.

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

[Signature]
Director,
Handloom & Textiles, Assam,
Guwahati-1.

Memo. NO. DHTE.43/97/131-A

Dated Guwahati, the 15th October, 2019.

Copy for information and necessary action to:-

1. The Commissioner & Secretary to the Govt. of Assam, Handloom Textiles & Sericulture Department, Dispur, Guwahati-6.
2. The P.S. to the Hon'ble Minister, Handloom Textiles & Sericulture etc. Assam, Dispur for kind information of the Hon'ble Minister.
3. The All Officers of the Directorate of Handloom & Textiles, Assam, Guwahati.
4. All Branch Superintendent of this Directorate.

[Signature]
Director,
Handloom & Textiles, Assam,
Guwahati-1

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

NO. DHTE.43/97/132

Dated Guwahati, the 1st Nov., 2019.

ORDER

In continuation of this office order No. DHTE.43/97/131, dated 15th Oct., 2019, the allotment of works amongst the officers of the Directorate of Handloom and Textiles, Assam is partially modified as under in the interest of public service and for smooth functioning of the Directorate of Handloom and Textiles, Assam.

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

He will also be the overall in-charge of Loan and Audit Branch along with other Branches mentioned in the order of 15-10-2019.

2. Shri D. Goswami, Joint Director, Handloom & Textiles:

- i. He will be in-charge of Exhibition & Publicity Cell.
- ii. 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 matters to be entrusted by the Director.

3. Shri D. Mazumdar, Joint Director, Handloom & Textiles:

He will also be the in-charge of Loan & Audit Branch along with the Accounts Branch.

He will endorse files through Additional Director other than the files to be endorsed as D.D.O.

4. Shri B. Dutta, Deputy Director, Handloom & Textiles, Assam :-

- i) All Matters relating to Establishment Branch.
- ii) Inspection & supervision of all Departmental Offices, Centres, Units including the schemes under implementation in Barpeta, Dhubri, Goalpara districts.
- iii) Any other matter as entrusted by the Director.

He will endorse files directly to the Director.

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

He will endorse all files of the subject matters allotted to him vide this office Order No. mentioned above to the Director, Handloom & Textile directly.

6. Shri R. Bora, Asstt. Registrar of Coop. Societies:

- i. All matters relating to Coop. Societies as per Job Chart of Deputy Registrar of Coop. Societies.
- ii. Any other matters entrusted by the Director.

He will endorse files to the Director, Handloom & Textiles & Ex-Officio Addl. Regtr. Coop. Societies, Assam.


Sd/- Kabita Deka, ACS,
Director,
Handloom & Textiles, Assam.

Memo. NO. DHTE.43/97/132 -A

Dated Guwahati, the 1st Nov., 2019.

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, Handloom Textiles & Sericulture Department, Dispur, Guwahati-6 for his kind information.
2. The P.S. to the Hon'ble Minister, Handloom Textiles & Sericulture etc. Assam, Dispur for kind information of the Hon'ble Minister.
3. The All Officers of the Directorate of Handloom & Textiles, Assam, Guwahati for information and necessary action.
4. All Branch Superintendents of this Directorate for information and necessary action.


Director,
Handloom & Textiles, Assam.