

GOVT. OF ASSAM
DIRECTORATE OF HANDLOOM & TEXTILES

NO. DHTE. 43/97/pt/54

Dated Guwahati, the 6th 2023

ORDER

In partial modification the previous order vide letter no. DHTE. 43/97/pt/ 37, dated 26-05-2022 and the interest of public service and for smooth functioning of the Directorate of Handloom & Textiles, Assam, the allotment of works amongst the officers of the Directorate of Handloom and Textiles, Assam are redistributed as follows.

Sl. No	Name of the Officers & designation	Allotment of Branch/Works	Remarks
1.	Shri Dibakar Goswami, Additional Director, Handloom & Textiles, Assam	He will be the In-charge of Planning Branch along with the following works: <ul style="list-style-type: none"> 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. Preparation of Finance Minister's Budget Speech, Governor Address etc. iv. Preparation of Annual Budget (SOPD). v. Matter related to NABARD and other Financial Institutions, Arrangement of Credit linkage with Banks, Financial Institution for Handloom & Power Loom sectors. vi. Assembly and Parliament matters. ✓vii. Matter related to SWANIRBHAR NAARI Scheme. viii. All State Plan Schemes. ix. Matter related to Disaster Management. x. Matters related to Central Sector Schemes other than Expos, CDP and BLC. xi. Matters related to SAMARTH Scheme. xii. Matter related to Handloom (Reservation of Articles for production) Act. 1985 & G.I. xiii. All matter related to construction & Monitoring Cell. xiv. Matters related to preparation of periodic report on the performance of Handloom Sector. xv. Any other matters to be entrusted by the Director. He will endorse files to the Director, H&T, Assam.	
2.	Sri Ranjeet Deka, Joint Director, Handloom & Textiles, Assam	He will be the In-Charge of the Establishment Branch, Exhibition & Publicity Cell and Co-operative Section along with the following additional works :- <ul style="list-style-type: none"> i. Nodal Officer of World Bank Project APART. ii. Inspection and supervision of all Departmental Offices, including the implementation of all schemes in Lakhimpur, Dhemaji, Dibrugarh, Kamrup(M), Kamrup and Morigaon Dist. He will submit report directly to DHT. 	

		<ul style="list-style-type: none"> iii. Zonal Officer for monitoring the training programme under SAMARTH Scheme of Dhemaji, Dibrugarh, Lakhimpur, Tinsukia District & Biswanath Sub-Divission. He will submit report directly to DHT. iv. Any other matters to be entrusted by the Director, H&T, Assam. <p>He will endorse all files to the Director, H&T, Assam.</p>	
3.	Shri D. J. Mazumdar, Joint Director, Handloom & Textiles, Assam	<p>He will be the In charge of the General Branch and Loan & Audit Cell along with the following works.</p> <ul style="list-style-type: none"> i. Inspection and supervision of all departmental office including the implementation of all schemes in Tinsukia, Nagaon, Karimganj, Cachar and Hailakandi District. He will submit report directly to DHT. ii. Zonal Officer for monitoring the training programme under SAMARTH Scheme of Cachar, Golaghat, Jorhat, Sivasagar, Darrang, Charideo & Majuli District. He will submit report directly to DHT. iii. Any other matters to be entrusted by the Director, Handloom & Textiles, Assam iv. Manual and E-Tender Processing. <p>He will endorse all files to the Director, H&T, Assam.</p>	
4.	Shri J. D. Sarmah, Deputy Director, Handloom & Textiles, Assam	<ul style="list-style-type: none"> i. All Matters related to Planning branch. ii. Matter related to State Plan (all schemes). iii. Matter related to Disaster Management. iv. Matter related to SWANIRBHAR NAARI. v. Preparation of Annual Budget (SOPD). vi. Nodal officer for E-Samiksha to assist the Secretary to the Govt. of Assam, Handloom Textile & Sericulture Department, Dispur, Ghy-06. vii. Liasoning with the State Protocol Officer. viii. Matter related to sustainable Development Goals. ix. Matter related to Handloom (Reservation of Articles for production) Act. 1985 & G.I. x. All power loom related matter. xi. Website management of this Directorate. He will endorse files directly to DHT. xii. Inspection and supervision of all departmental office including the implementation of all schemes in Dhubri, South Salmara, Goalapara, Hojai and Bongaigaon District. He will submit report directly to DHT. xiii. E-Tendering (Uploading). xiv. Any other matters to be entrusted by the Director, Handloom & Textiles, Assam. <p>He will endorse all files except point no. xi, xii, xiii through the Additional Director, H&T, Assam. In absence of the Additional Director he will endorse the files to the Director directly.</p>	

5.	Sri Maheswar Kalita Deputy Director, Handloom & Textiles, Assam	<ul style="list-style-type: none"> i. All matter related to General branch. ii. He will act as SPIO of the office of the Directorate of Handloom & Textiles, Assam. iii. Matters related to Examination of Handloom Training Centers and Handloom Training Institute. iv. Nodal Officer for State Assembly Session. v. Inspection and supervision of all departmental office including the implementation of all schemes in Hojai, Jorhat, Sonitpur, Golaghat and Bishwanath District. He will submit report directly to DHT. vi. All matter related to Exhibition and Publicity Cell . <ul style="list-style-type: none"> vii. Any other matters to be entrusted by the Director, Handloom & Textiles, Assam. viii. Matter related to Bench Marking of items for procurement under SWANIRBHAR NAARI. ix. Manual and E-Tender Processing <p>He will endorse files through the concern Joint Director, Handloom & Textiles, Assam. except point. no.- v and through the Additional Director, H&T, Assam against point no. viii. In absence of the Additional Director & concern Joint Director he will endorse files to the Director directly.</p>	
6.	Sri Bidyut Dutta, Deputy Director, Handloom & Textiles, Assam	<p>He will be the In charge of the Accounts Branch, Record branch and vehicle related works. He will endorse file to the Director, H&T, Assam directly</p> <ul style="list-style-type: none"> i. He will act as D.D.O. of the Directorate of Handloom & Textiles, Assam. ii. Matters related to Record branch. iii. Cluster Development Programme under NHDP, Ministry of Textiles, Govt. of India. iv. All Block Level Cluster under NHDP. v. Mega Handloom Cluster, Handloom Craft village and Handloom Museum under NHDP. vi. Inspection and supervision of all departmental office including the implementation of all schemes in Darrang, Barpeta, Nalbari, Sivasagar, Charideo and Bajali District. He will submit report directly to DHT. vii. Matters related to Establishment Branch. viii. Any other matters to be entrusted by the Director, Handloom & Textiles, Assam. <p>He will endorse all related files of against point no. i to iv directly to the Director, H&T, Assam. Files related to point no. v he will endorse file through Additional Director, H&T, Assam and all files related to Establishment Branch through the concern Joint Director, Handloom & Textiles, Assam. In absence of Additional Director, H&T, Assam/Joint Director, H&T, Assam he will endorse establishment related files to the Director directly.</p> <p>As D.D.O. he shall ensure adherence of AFRBM/all financial rules etc. and all such are subject to approval of Director, H&T, Assam.</p>	

7.	Smt. Rita Devi, C.T.O	<ul style="list-style-type: none"> i. Matters related to Handloom (Reservation of Articles for Production) Act 1985 & G.I. ii. All Power loom related matters. iii. Matter related to formation of Handloom Producer Company & Registration under MSME etc. v. Matter related to registration under Handloom Mark, Silk Mark etc. vi. Nodal Officer for Handloom Mark vii. Matters related to Examination of Handloom Training Centers & Handloom Training Institutes. <p>She will endorse all files of point. no. I to vi through the Deputy Director, H&T, Assam (planning branch) and against point. No. vii through the Deputy Director, H&T, Assam (General branch) of the Examination related matter.</p>	
8	Shri P. Baruah, Research Officer,	<ul style="list-style-type: none"> i. Integrated Handloom Park, Kaziranga ii. CHCDS, Sivasagar. iii. Matters related to SAMARTH Scheme as Asstt. Nodal Officer. iv. Matters related to preparation of periodic report on the performance of Handloom Sector. v. Preparation of Finance Minister's Budget Speech and Governor Address etc. vi. Preparation of Annual Administrative Report. vii. Nodal Officer for CPGRAMS. viii. Nodal officer of "MISSION SADBHAVANA 2.0" ix. Liaison with the State Protocol Officer. x. All matters related to statistical data of all activities of the Department. ix. Zonal Officer to look after and monitor the SAMARTH Scheme of Kamrup, Nagaon, Morigaon, Hojai, Sonitpur, Goalpara and Karbi-Anglong Dist. He will submit report directly to DHT. xi. Monitoring of all departmental Schemes and preparation of outcome report of the Central Sector schemes. xii. Keeping records of all departmental assets, preparation and maintenance of asset register of the Deptt. xiii. Other Misc. Matters to be entrusted by Director. <p>He will endorse all files through the Additional Director, H&T, Assam.</p>	
7.	Shri D. Bordoloi, A.R.O.	<ul style="list-style-type: none"> i. Matters related to all Court Cases, He will endorse file through the concerned Deputy Director, H&T, Assam. ii. All Block Level Cluster under NHDP. iii. Cluster Development Programme under NHDP, Ministry of Textiles, Govt. of India. iv. Mega Handloom Cluster, Handloom Craft village and Handloom Museum under NHDP. 	

		<ul style="list-style-type: none"> v. Matters related to State Plan Schemes. vi. Matters related to preparation of periodic report on the performance of Handloom Sector. vii. Preparation of Finance Minister's Budget Speech and Governor Address etc. viii. Preparation of Annual Administrative Report. ix. All matters related to statistical data of all activities of the Department. x. Monitoring of all departmental Schemes and preparation of outcome report of the schemes. xi. Keeping records of all departmental assets, preparation and maintenance of asset register of the Deptt. xii. Nodal Officer for Compliance burden exercise of the Directorate, H&T, Assam. He will endorse file through concern Deputy Director, H&T, Assam xiii. Zonal Officer to look after and monitor the SAMARTH Scheme of Baksa, Kokrajhar, Gosaigaon, Bongaigaon Nalbari and Barpeta Dist. He will submit report directly to DHT. xiv. Other Misc. Matters to be entrusted by the Director. <p>He will endorse files against point no. ii, iii and iv through the Deputy Director H&T, Assam (Establishment Branch), against point no. v through the Deputy Director H&T, Assam (Planning Branch) and against point no. vi to xi through the Research Officer, DHT, Assam.</p>	
10	Shri Paraesh Kakati i/c Sub Registrar of Coop Societies	<ul style="list-style-type: none"> i. All matters related to Coop societies as per Job Chart of Sub Registrar of Coop Societies. ii. Any other Misc. Matters entrusted by Director. <p>He will endorse files through the i/c. DRCS. In absence of i/c. DRCS he will endorse file directly to the Director, H &T, Assam.</p>	
11.	Shri Arun Deka Asstt. Executive Engineer	<ul style="list-style-type: none"> i. Matters related to Construction and Monitoring of works under this Directorate. ii. Supervision/Inspections of all the Construction/schemes taken up by the Directorate. iii. Preparation of Plan and Estimate of schemes related to departmental construction. iv. Preparation of details project report. v. To act as Liaison Officer with the Public Works Department/other technical department for obtaining Technical Sanction of the schemes for implementation. vi. All technical matters of Expos and Central sector schemes. vii. Manual and E-Tender processing. viii. Maintenance of all records relating to construction. iii. Any other Misc. Matters entrusted by Director. <p>He will endorse files through the Addl. Director, H &T, Assam.</p>	

12	Shri. Sitala Kumari Das, Registrar	<p>i. All matters assigned to Registrar of this Directorate as per Govt. circular including transfer posting of Grade-III & Grade-IV (Non-technical) post.</p> <p>ii. Matters relating to Pension.</p> <p>iii. Supervision of the functioning of all the branches</p> <p>iv. Maintenance of the Attendance Register of this Directorate.</p> <p>v. Any other matter entrusted by the authority as and when required.</p> <p>She will endorse all files through the concerned Deputy Director, H&T, Assam (Estt. Branch).</p>	
----	------------------------------------	--	--

The Registrar, Directorate of Handloom & Textiles, Assam will ensure attendance, punctuality of all cadres of staff belonging to Grade-III & Grade-IV employees in the Directorate during working days. She will put up the daily attendance registrar to Joint Director (Estt.), H&T, Assam at 10.00 A.M. sharp after completion of her verification within 10.00 A.M. to avoid any kind of unauthorized absence, late attendance etc.

It is also to be ensured that all matters should be disposed up 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 will report to the branch/cell in charge of the section or Director, Handloom & Textiles, Assam to avoid further delay.

The Deputy Directors, Handloom & Textiles, Assam, i/c. DRCS and the A.E.E.(C) shall monitor the pending works by obtaining the list of pending works of Dealing Assistants of their respective Branch/Section weekly on the 1st Office hours of every 1st day of subsequent week and report to the Joint Director, H&T of the concerned Section for appraisal of the Director, H&T, 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.

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

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

Yours faithfully,

Sdt A. Mahanta, ACS

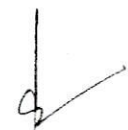
Director,
Handloom & Textiles, Assam.

Memo No : DHTE. 43/97/pt/54 -A

Dated Guwahati the 6/2 2023

Copy for information and necessary action to :-

1. The 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. All Branch Superintendent of this Directorate.


Director,
Handloom & Textiles, Assam.

