



GOVERNMENT OF ASSAM  
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT  
DISPUR :: GUWAHATI-6

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No.S(E)39/2020/31

Dated Dispur, the 12<sup>th</sup> January, 2021.

**NOTICE**

The following officials of Assam Secretariat are hereby directed to undergo hands-on training on **e-Filing under eOffice** to be held at the **Computer Training Centre, Secretariat Administration Department, 1st Floor, Block-A, Janata Bhawan** as per schedule below:

Sl.	Name, Designation & Department	Date & Time
1	Shri Anil Kr. Das, Under Secretary, Animal Husbandry & Veterinary Department	18 <sup>th</sup> January, 2021 10.30 AM - 1.00 PM
2	Smti Anamika Medhi, Under Secretary, Administrative Reforms & Training Department	
3	Shri Sankar Charan Talukdar, Under Secretary, A.R. & T (Secretariat Training School) Department	
4	Shri Susen Doley, Under Secretary, Cultural Affairs Department	
5	Shri Gurucharan Das, Under Secretary, Fishery Department	
6	Shri Janak Konwar, Under Secretary, Handloom, Textiles & Sericulture Department	
7	Shri Sarat Hazarika, Under Secretary, Hill Areas Development Department	
8	Shri Bipin Ch. Talukdar, Under Secretary, Passport Department	
9	Shri Pabindra Bezbaruah, Under Secretary, Printing & Stationery Department	
10	Shri Ratna Daimary, Under Secretary, Science & Technology Department	
11	Shri Ratan Kr. Das, Under Secretary, Skill, Employment & Entrepreneurship Department	

Sl.	Name, Designation & Department	Date & Time
12	Shri Dipak Kr. Bora, Under Secretary, Soil Conservation Department	18 <sup>th</sup> January, 2021 2.00 PM – 4.30 PM
13	Smti Achitra Sonowal, Under Secretary, Hill Areas Development Department	
14	Shri Swadesh Ranjan Chakraborty, Under Secretary, Passport Department	
15	Shri Anupam Bora, Superintendent, Animal Husbandry & Veterinary Department	
16	Shri Haricharan Daimary, Superintendent, Administrative Reforms & Training Department	
17	Shri Parananda Goswami, Superintendent, A. R. & T (Secretariat Training School) Department	
18	Annapurna Sutradhar, Superintendent, Cultural Affairs Department	
19	Smti Bharati Pathak, Superintendent, Fishery Department	
20	Shri Jayanta Das, Superintendent, Handloom, Textiles & Sericulture Department	
21	Shri Manik Kr. Dadhara, Superintendent, Hill Areas Development Department	
22	Shri Dwijen Barman, Superintendent, Mines & Minerals Department	
23	Shri Pratul Ch.Sarma, Superintendent, Passport Department	19 <sup>th</sup> January, 2021 10.30 PM – 1.00 PM
24	Smti Ashamoni Doley, Superintendent, Printing & Stationery Department	
25	Sri Bichitra Pd. Deuri, Superintendent, Science & Technology Department	
26	Shri Rajib Rabha, Superintendent, Skill, Employment & Entrepreneurship Department	
27	Sri Mujibul Haque, Superintendent, Soil Conservation Department	
28	Smti. Kabita Saikia, Superintendent, Cultural Affairs Department	
29	Sri Rajgirihi Singh, Superintendent, Printing & Stationery Department	
30	Sri Sakayat Hussain, Superintendent, Skill, Employment & Entrepreneurship Department	

Sl.	Name, Designation & Department	Date & Time
31	Sri Animesh Das, Superintendent, Skill, Employment & Entrepreneurship Department	19 <sup>th</sup> January, 2021 10.30 AM – 1.00
32	Smti Mouchumi Baruah, Sr.A.A., Animal Husbandry & Veterinary Department	
33	Shri Sabha Ram Daimary, Sr.A.A., A. R. & T (Secretariat Training School) Department	
34	Shri Ajit Pathak, Sr.A.A., Cultural Affairs Department	19 <sup>th</sup> January, 2021 2.00 PM – 4.30 PM
35	Smti. Kalpana Das Bora, Sr.A.A., Fishery Department	
36	Shri Rajdhar Das, Sr.A.A., Handloom, Textiles & Sericulture Department	
37	Shri Mohan Teron, Sr.A.A., Hill Areas Development Department	
38	Shri Girin Ch. Mali, Sr.A.A., Mines & Minerals Department	
39	Shri Uttam Bora, Sr.A.A., Passport Department	
40	Shri Pranjal Pratim Borah, Sr.A.A., Printing & Stationery Department	
41	Smti. Bijoya Yein, Sr.A.A., Science & Technology Department	
42	Smti. Kaku Goswami, Sr.A.A., Skill, Employment & Entrepreneurship Department	
43	Smti. Sushmita Sarma, Sr.A.A., Soil Conservation Department	
44	Smti. Rupali Bora, Sr.A.A., Animal Husbandry & Veterinary Department	
45	Shri Subhajit Paul, Sr.A.A., Administrative Reforms & Training Department	20 <sup>th</sup> January, 2021 10.30 AM – 1.00 PM
46	Smti. Panchali Dutta, Sr.A.A., Cultural Affairs Depart	
47	Smti. Tapati Medhi, Sr.A.A., Fishery Department	
48	Smti. Prativa Yein, Sr.A.A., Handloom, Textiles & Sericulture Department	
49	Shri Pranjal Roy, Sr.A.A., Hill Areas Development Department	

Sl.	Name, Designation & Department	Date & Time
50	Shri Hiren Deka, Sr.A.A., Mines & Minerals Department	20 <sup>th</sup> January, 2021 10.30 AM – 1.00 PM
51	Shri Nabajyoti Borthakur, Sr.A.A., Passport Department	
52	Smti. Anima Boro, Sr.A.A., Printing & Stationery Department	
53	Smti. Jyotirupa Thakur, Sr.A.A., Science & Technology Department	
54	Shri Ananta Ram Kalita, Sr.A.A., Skill, Employment & Entrepreneurship Department	
55	Shri Brajen Ch. Deka, Sr.A.A., Soil Conservation Department	
56	Shri Banshidhar Kakati, Sr.A.A., Animal Husbandry & Veterinary Department	20 <sup>th</sup> January, 2021 2.00 PM – 4.30 PM
57	Shri Pradip Ch. Bordoloi, Sr.A.A., Administrative Reforms & Training Department	
58	Smti. Bobita Gogoi, Jr.A.A., Administrative Reforms & Training Department	
59	Shri Anthony Kharmodai, Jr.A.A., Cultural Affairs Department	
60	Smti. Monmi Barthakur, Jr.A.A., Fishery Department	
61	Shri Ranjan Dutta, Sr.A.A., Handloom, Textiles & Sericulture Department	
62	Shri Allen Kuki, Sr.A.A., Hill Areas Development Department	
63	Smti. Rita Moni Deuri, Jr.A.A., Mines & Minerals Department	
64	Smti. Kalyani Kakati Bora, Sr.A.A., Passport Department	
65	Smti. Purbali Bhattacharjee, Sr.A.A., Printing & Stationery Department	
66	Shri Mehdiuz Zaman, Jr.A.A., Science & Technology Department	

Sl.	Name, Designation & Department	Date & Time	
67	Smti. Jyotsna Bhuyan, Sr.A.A., Skill, Employment & Entrepreneurship Department	21 <sup>st</sup> January, 2021 10.30 AM – 1.00 PM	
68	Smti. Swapnali Mohan, Sr.A.A., Soil Conservation Department		
69	Smti. Shewali Das, Sr.A.A., Animal Husbandry & Veterinary Department		
70	Smti. Anju Sarma, Jr.A.A., Cultural Affairs Department		
71	Smti. Pooja Choudhury, Jr.A.A., Fishery Department		
72	Smti. Chandana Das, Jr.A.A., Handloom, Textiles & Sericulture Department		
73	Shri Nripen Teron, Sr.A.A., Hill Areas Development Department		
74	Smti. Noikham Chowhai, Jr.A.A., Mines & Minerals Department		
75	Smti. Barnali Bharali, Sr.Gr.CO, Passport Department		
76	Shri Atul Kr. Das, Sr.A.A., Printing & Stationery Department		
77	Shri Dilip Sen Deka, Jr.A.A., Science & Technology Department		
78	Shri Satyajit Deka, Sr.A.A., Skill, Employment & Entrepreneurship Department		21 <sup>st</sup> January, 2021 2.00 PM – 4.30 PM
79	Smti. Puspanjali Basumatary, Jr.A.A., Soil Conservation Department		
80	Shri Pronay Deori, Sr.A.A., Animal Husbandry & Veterinary Department		
81	Smti Dimpri Neog, Sr.A.A., A.R. & T (Secretariat Training School) Department		
82	Smti. Rolina Haflongbar, Jr.A.A., Administrative Reforms & Training Department		
83	Smti. Debjani Das, Jr.A.A., Cultural Affairs Department		
84	Shri Kishor Kr. Lahakar, Jr.A.A., Fishery Department		
85	Shri Diganta Gogoi, Jr.A.A., Handloom, Textiles & Sericulture Department		

Sl.	Name, Designation & Department	Date & Time
86	Shri Akhil Ch. Roy, Sr.A.A., Hill Areas Development Department	21 <sup>st</sup> January, 2021 2.00 PM – 4.30 PM
87	Shri Munir Hazarika, Jr.A.A., Mines & Minerals Department	
88	Smti. Mayurima Sarmah, Sr.Gr.CO, Passport Department	
89	Smti. Mitu Patiri, Jr.A.A., Printing & Stationery Department	22 <sup>nd</sup> January, 2021 10.30 PM – 1.00 PM
90	Smti. Nikita Phukan, Jr.A.A., Science & Technology Department	
91	Smti. Phulmani Basumatary, Jr.A.A., Skill, Employment & Entrepreneurship Department	
92	Shri Pankaj Deka, Sr.Gr.CO, Soil Conservation Department	
93	Shri Sharfaraz Choudhury, Jr.A.A., Animal Husbandry & Veterinary Department	
94	Smti. Ila Mitra Roy, Sr.A.A., Administrative Reforms & Training Department	
95	Smti. Jasmin Sultana, Jr.A.A., Cultural Affairs Department	
96	Shri Paban Saharia, Sr.Gr.CO, Fishery Department	
97	Shri Upendrajit Pachani, CO, Handloom, Textiles & Sericulture Department	
98	Shri Jwngshar Basumatary, Jr.A.A., Hill Areas Development Department	
99	Shri Chandan Saikia, CO, Mines & Minerals Department	22 <sup>nd</sup> January, 2021 2.00 PM – 4.30 PM
100	Smti. Dimpi Dowania, Sr.Gr.CO, Printing & Stationery Department	
101	Shri Pronab Chorei, Sr.Gr.CO, Science & Technology Department	
102	Shri Kaushik Ram Baruah, Jr.A.A., Skill, Employment & Entrepreneurship Department	
103	Smti. Juri Choudhury, CO, Animal Husbandry & Veterinary Department	

Sl.	Name, Designation & Department	Date & Time
104	Shri Dipankar Deka, Jr.A.A., Administrative Reforms & Training Department	22 <sup>nd</sup> January, 2021 2.00 PM – 4.30 PM
105	Shri Manoranjan Kakati, Sr.Gr.CO, Cultural Affairs Department	
106	Smti. Upama Ray, CO, Hill Areas Development Department	
107	Shri Rajiv Nayan Goswami, CO, Science & Technology Department	
108	Shri Dhruvajyoti Patowary, Jr.A.A., Skill, Employment & Entrepreneurship Department	
109	Smti. Babita Bhattacharjya, CO, Cultural Affairs Department	
110	Shri Fungkha Basumatary, CO, Skill, Employment & Entrepreneurship Department	
111	Shri Jyoti Prasad Sarma, CO, Administrative Reforms & Training Department	

*sd/-*  
Deputy Secretary to the Govt. of Assam,  
Secretariat Administration Department.

Memo No.S(E)39/2020/31-A

Dated Dispur, the 12<sup>th</sup> January, 2021.

Copy for information and necessary action to:-

1. P.S. to the Commissioner & Secretary to the Govt. of Assam, SA Department, Dispur, Ghy-06.
2. P.S. to the Secretary to the Govt. of Assam, SA Department, Dispur, Ghy-06.
3. The Deputy Secretary/ Joint Secretary to the Govt. of Assam, .....  
..... Department with a request to ensure participation of the nominees.
4. The Nazir, Janata Bhawan. He is requested to provide light refreshment to the participants during the training.
5. Shri T. K. Gogoi, Sr. Technical Director, NIC, Dispur, Ghy-06.
6. Smti. Nilufer Yasmin, Team Lead, eOffice, S.A. Department, Dispur, Ghy-06.
7. Content Manager, S.A. (E) Department for uploading in the departmental website.
8. Persons concerned.

By Order etc.,

*[Signature]*  
Deputy Secretary to the Govt. of Assam,  
Secretariat Administration Department