

**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)160/2017/88

Dated Dispur, the 13<sup>th</sup> September, 2019.

**OFFICE ORDER**

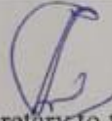
A training program on online Leave and APAR module under HRMS has been fixed for the departments of Janata Bhawan as per the schedule given below at the Computer Centre of Secretariat Administration Department, 1<sup>st</sup> Floor, Block -A, Janata Bhawan.

Sl.	Department	Date and Time
1	Act East Policy	17-09-2019 11.00 AM to 1.00 PM
2	Administrative Reforms & Training Deptt.	17-09-2019 11.00 AM to 1.00 PM
3	Agriculture Deptt.	17-09-2019 11.00 AM to 1.00 PM
4	Animal Husbandry & Veterinary Deptt.	17-09-2019 11.00 AM to 1.00 PM
5	Border Areas Development & Protection Deptt.	17-09-2019 11.00 AM to 1.00 PM
6	Chief Minister's Secretariat	17-09-2019 11.00 AM to 1.00 PM
7	Cooperation Deptt.	17-09-2019 11.00 AM to 1.00 PM
8	Cultural Affairs Deptt.	17-09-2019 11.00 AM to 1.00 PM
9	Education Deptt.	17-09-2019 2.30 PM to 4.30 PM
10	Election Deptt.	17-09-2019 2.30 PM to 4.30 PM
11	Environment & Forest Deptt.	17-09-2019 2.30 PM to 4.30 PM
12	Excise Deptt.	17-09-2019 2.30 PM to 4.30 PM
13	F. & C. S. (A) Deptt.	17-09-2019 2.30 PM to 4.30 PM
14	F. & C. S. (B) Deptt.	17-09-2019 2.30 PM to 4.30 PM
15	Finance (A & F) Deptt.	17-09-2019 2.30 PM to 4.30 PM
16	Finance (Budget) Deptt.	18-09-2019 11.00 PM to 1.00 PM
17	Finance (E.A.) Deptt.	18-09-2019 11.00 PM to 1.00 PM
18	Finance (EC-I) Deptt.	18-09-2019 11.00 PM to 1.00 PM
19	Finance (EC-II) Deptt.	18-09-2019 11.00 PM to 1.00 PM
20	Finance (EC-III) Deptt.	18-09-2019 11.00 PM to 1.00 PM
21	Finance (Estt.-A) Deptt.	18-09-2019 11.00 PM to 1.00 PM

22	Finance (Estt.-B) Deptt.	18-09-2019 11.00 PM to 1.00 PM
23	Finance (PRU) Deptt.	18-09-2019 11.00 PM to 1.00 PM
24	Finance (SIU) Deptt.	18-09-2019 11.00 PM to 1.00 PM
25	Finance (Taxation) Deptt.	18-09-2019 2.30 PM to 4.30 PM
26	Fisheries Deptt.	18-09-2019 2.30 PM to 4.30 PM
27	General Administrative Deptt.	18-09-2019 2.30 PM to 4.30 PM
28	Guwahati Development Deptt.	18-09-2019 2.30 PM to 4.30 PM
29	Handloom Textile & Sericulture Deptt.	18-09-2019 2.30 PM to 4.30 PM
30	Health & F. W. (B) Deptt.	18-09-2019 2.30 PM to 4.30 PM
31	Health & F. W.(A) Deptt.	18-09-2019 2.30 PM to 4.30 PM
32	Hill Areas Deptt.	18-09-2019 2.30 PM to 4.30 PM
33	Home (A) Deptt.	19-09-2019 11.00 AM to 1.00 PM
34	Home (B) Deptt.	19-09-2019 11.00 AM to 1.00 PM
35	Home (C) Deptt.	19-09-2019 11.00 AM to 1.00 PM
36	Implementation of Assam Accord Deptt.	19-09-2019 11.00 AM to 1.00 PM
37	Industries of Commerce Deptt.	19-09-2019 11.00 AM to 1.00 PM
38	Information & Public Relation Deptt.	19-09-2019 11.00 AM to 1.00 PM
39	Information Technology Deptt.	19-09-2019 11.00 AM to 1.00 PM
40	Institutional Finance Deptt.	19-09-2019 11.00 AM to 1.00 PM
41	Irrigation Deptt.	19-09-2019 2.30 PM to 4.30 PM
42	Judicial Deptt.	19-09-2019 2.30 PM to 4.30 PM
43	Labour Welfare Deptt.	19-09-2019 2.30 PM to 4.30 PM
44	Legislative Deptt.	19-09-2019 2.30 PM to 4.30 PM
45	Mines & Minerals Deptt.	19-09-2019 2.30 PM to 4.30 PM
46	P & P. G. Deptt.	19-09-2019 2.30 PM to 4.30 PM
47	P. H. E. Deptt.	19-09-2019 2.30 PM to 4.30 PM
48	P.W.D. Deptt.	19-09-2019 2.30 PM to 4.30 PM



49	Panchayat & RD (A) Deptt.	20-09-2019 11.00 AM to 1.00 PM
50	Panchayat & RD (B) Deptt.	20-09-2019 11.00 AM to 1.00 PM
51	Panchayat & RD (C) Deptt.	20-09-2019 11.00 AM to 1.00 PM
52	Parliamentary Affairs Deptt.	20-09-2019 11.00 AM to 1.00 PM
53	Passport Deptt.	20-09-2019 11.00 AM to 1.00 PM
54	Personnel (A) Deptt.	20-09-2019 11.00 AM to 1.00 PM
55	Personnel (B) Deptt.	20-09-2019 11.00 AM to 1.00 PM
56	Political (A) Deptt. (including Vigilance Cell & Cabinet Cell)	20-09-2019 11.00 AM to 1.00 PM
57	Political (B) Deptt.	20-09-2019 2.30 PM to 4.30 PM
58	Power (E) Deptt.	20-09-2019 2.30 PM to 4.30 PM
59	Printing & Stationary Deptt.	20-09-2019 2.30 PM to 4.30 PM
60	Public Enterprises Deptt.	20-09-2019 2.30 PM to 4.30 PM
61	Revenue & D. M. (D.M. Cell) Deptt.	20-09-2019 2.30 PM to 4.30 PM
62	Revenue & D. M. (G) Deptt.	20-09-2019 2.30 PM to 4.30 PM
63	Revenue & D. M. (L.R) Deptt.	20-09-2019 2.30 PM to 4.30 PM
64	Revenue & D. M. (Registration) Deptt.	20-09-2019 2.30 PM to 4.30 PM

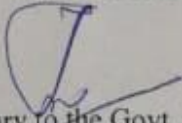
  
 Joint Secretary to the Govt. of Assam,  
 Secretariat Administration Department  
 Dated Dispur, the 13<sup>th</sup> September, 2019.

Memo No. S(E) 160/2017/88-A

Copy to:

1. P.S. to Commissioner & Secretary to the Govt. of Assam, Secretariat Administration Deptt. for kind information of Commissioner & Secretary.
2. P.S. to Secretary to the Govt. of Assam, SA Deptt. for kind information of the Secretary.
3. Shri T. K. Gogoi, Sr. Technical Director, NIC, Dispur, Ghy-06 for information and necessary action. He is requested kindly to prepare and submit a schedule for the same training for 3 more sessions for 20 other departments.
4. Departments concerned. They are requested to designate 1 (one) Superintendent and 2 (two) Dealing Assistants (Jr.A.A./Sr.A.A.) to participate in the training. Departments are requested to ensure participation of the concerned officials in the training program.
5. Nazir, S.A. (Nazarat) Department. He is requested to arrange tea and snacks for the participants of the training.
6. sad.assam.gov.in
7. Office copy.

By Order etc.,

  
 Joint Secretary to the Govt. of Assam,  
 Secretariat Administration Department