



(2)

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) 106/2019/21

Dated : Dispur, the 16th October, 2019

From : Shri N. Boro
Deputy Secretary to the Govt. of Assam,
Secretariat Administration (E) Department
Dispur, Guwahati-781006.

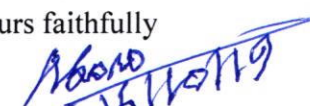
To : 1) Superintendent
Secretariat Administration (E) Department
2) Superintendent
Secretariat Administration (G Cell) Department
3) Superintendent
Secretariat Administration (Accounts) Department
4) Superintendent
Secretariat Administration (Nazarat) Department
5) Superintendent
Secretariat Administration (PF Cell) Department
6) Superintendent
Secretariat Administration (Issue Branch) Department
7) Superintendent
Secretariat Administration (Record and Library) Department
8) Superintendent
Secretariat Administration (Vehicle Cell) Department
9) Superintendent
Gana Seva Bhawan
10) Superintendent
General Administration Department(A)
11) Superintendent
General Administration Department(B)

Sub : Training of Administrative Assistant and Computer Operators regarding
Implementation of online ACR Module.

Sir,

With reference to the subject cited above, I am directed to inform you that a training on "implementation of online ACR Module" and other related modules is scheduled to be held at the Conference room of SAD & GAD, A Block, 2nd Floor and you are therefore requested to direct all Administrative Assistant and Computer Operators of your Department to attend the training as per date and time mentioned at Annexures enclosed herewith.

Yours faithfully


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

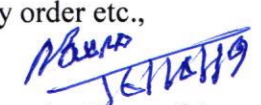
Memo No. S(E) 106/2019/21-A

Dated : Dispur, the 16th October, 2019

Copy to :-

1. P.S. to Commissioner & Secretary to the Govt. of Assam, Secretariat Administration Department, Dispur, Guwahati – 781006 for kind appraisal of Comm & secretary.
2. P.S. to Secretary to the Govt. of Assam, Secretariat Administration Department, Dispur, Guwahati – 781006 for kind appraisal of secretary.
3. SIO, NIC for information with a request to kindly depute Smti. B. Duarah, Technical Director, NIC for the training accordingly.
4. Smti Anindita Kashyap, ACS, Protocol Officer, GAD for kind information.

By order etc.,


Deputy Secretary to the Govt. of Assam,
Secretariat Administration (E) Department

ok

19 th October,2019 from 10.00 A.M to 12.00 A.M		
Sl.No	Name	Department
1	Sri Haricharan Daimary, Sr. A.A	Secretariat Administration(PF Cell) Department
2	Shri Dilip Talukdar	Gana Seva Bhawan
3	Sri Jacob H. Fairiem,Sr. A.A	Secretariat Administration(Vehicle Cell) Department
4	Shri Birendra Kr Dihingia,Sr. A.A	Secretariat Administration (E) Department
5	Smti. Rijumani Devi,Sr. A.A	Secretariat Administration (G Cell) Department
6	Sri Pranab Lahkar,Sr. A.A	Secretariat Administration (Accounts) Department
7	Shri Mriganka Das,Sr. A.A	Secretariat Administration (Accounts) Department
8	Smti. Puja Saikia,Sr. A.A	Secretariat Administration (Accounts) Department
9	Smti. Anudhriti Bhuyan,Sr. A.A	Secretariat Administration (Accounts) Department
10	Sri Satish Baishya (Accountant)	Secretariat Administration (Accounts) Department
11	Sri Sandeep Talukdar (Accountant)	Secretariat Administration (Accounts) Department
12	Smti. Sangeeta Saikia,Sr. A.A	Secretariat Administration (Accounts) Department
13	Jadab Das,Sr. A.A	Secretariat Administration (Nazarat) Department
14	Shri Manash Jyoti Das (Nazir)	Secretariat Administration (Nazarat) Department
15	Shri Sambhu Nath Thakuria,Sr. A.A	Secretariat Administration (Nazarat) Department
16	Smti Nilakshi Goswami (Lokakanya)	Secretariat Administration (Issue Branch) Department
17	Shri Bolen Ch Das,Sr. A.A	Secretariat Administration (Issue Branch) Department
18	Smti. Surjya Lata Kalita,Sr. A.A	Secretariat Administration (Record and Library) Department
19	Smti. Bharati Laskar,Sr. A.A	Secretariat Administration (Record and Library)

Sd/-
16/10/19

	Name	Department
20	Smti Jhinti Priya Gautam, Jr. A.A	Secretariat Administration (E) Department
21	Shri Mrinmoy Kumar Nath Jr. A.A	Secretariat Administration (E) Department
22	Shri Bidyut Bora, Jr. A.A	Secretariat Administration (E) Department
23	Shri Swagata Bharadwaj Jr. A.A	Secretariat Administration (G Cell) Department
24	Shri Janmi Joy Kalita, Jr. A.A	Secretariat Administration (E) Department
25	Shri Nayan Jyoti Sarma Jr. A.A	Secretariat Administration (Accounts) Department
26	Shri Nayan Jyoti Kalita Jr. A.A	Secretariat Administration (Accounts) Department
27	Smti. Mridusmita Sarma Jr. A.A	Secretariat Administration (Accounts) Department
28	Shri Gourav Das Jr. A.A	Secretariat Administration (Accounts) Department
29	Shri Biswajit Baishya Jr. A.A	Secretariat Administration (Nazarat) Department
30	Smti Farida Begum Jr. A.A	Secretariat Administration (Nazarat) Department
31	Smti Anuska Neog Jr. A.A	Secretariat Administration (Issue Branch) Department
32	Smti. Sunanda Dutta, Jr. A.A	Secretariat Administration (Issue Branch) Department
33	Smti Mira Basumatary, CO	Secretariat Administration (E) Department
34	Arunav Goswami, CO	Secretariat Administration (E) Department
35	Partha Sarathi Borah, CO	Secretariat Administration (E) Department
36	Pranjali Devi, CO	Secretariat Administration (Accounts) Department
37	Mrinal Jyoti Kalita, CO	Secretariat Administration (Nazarat) Department
39	Shri Dipak Khataniar, CO	Secretariat Administration (Vehicle Cell) Department
40	Shri Diganta Gogoi, CO	Secretariat Administration (PF Cell) Department
41	Smti Mary Nath	Gana Seva Bhawan
42	Shri Bibhu Ranjan Chakraborty	Gana Seva Bhawan

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16/10/19

19 th October,2019 from 12.00 P.M to 2.00PM		
1	Smti. Annamai Saikia	Secretariat Administration(PF Cell) Department
2	Shri Dadul Kakoti,	Secretariat Administration Department
3	Smti. Ankurita Baruah	Secretariat Administration (E) Department
4	Smti. Chandana Moral	Secretariat Administration Department
5	Sri Ram Bahadur Gurung,	Secretariat Administration (E) Department
6	Smti. Rijumani Devi	Secretariat Administration (G Cell) Department
7	Smti Pallabi Saikia	Secretariat Administration (E) Department
8	Sri Arabinda Rajbongshi	Secretariat Administration (Accounts) Department
9	Sri Bhulanath Borah	Secretariat Administration (Accounts) Department
10	Sri Mridul Kr. Das	Secretariat Administration (Accounts) Department
11	Sri Jawaharlal Narzary	Secretariat Administration (Accounts) Department
12	Smti. Kashmiri Chetia	Secretariat Administration (Accounts) Department
13	Sri Ajit Deka	Secretariat Administration (Accounts) Department
14	Shri Jagadish Tanti(Cashier-A)	Secretariat Administration (Accounts) Department
15	Shri Paresh Ch. Goswami, Cashier(B)	Secretariat Administration (Accounts) Department
16	Smti. Sulata Barman	Secretariat Administration (Nazarat) Department
17	Smti. Rina Deka Barman,CO	Secretariat Administration (Nazarat) Department
18	Sri Ramen Sarmah	Secretariat Administration (Nazarat) Department
19	Sri Binoy Krishna Saha, CO	Secretariat Administration (Issue Branch) Department
20	Smti. Satya Rekha (Kaur) Saikia (Gr-IV)	Secretariat Administration (Issue Branch) Department
21	Smti Hasina Begum	Secretariat Administration (Record and Library) Department
22	Shri Pallabi Bashya	Secretariat Administration Department
23	Shri Arup Talukdar	Secretariat Administration(Vehicle Cell) Department
24	Smti Mitali Baruah	Secretariat Administration (G Cell) Department

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 15/10/19

25	Shri Nilim Jyoti Gogoi	Secretariat Administration (E) Department
26	Shri Himon Jyoti Bez	Secretariat Administration (E) Department
27	Smti Manju Bora	Gana Seva Bhawan
28	Shri Bhaskar Bora	Gana Seva Bhawan
29	Shri Pulin Pegu	Secretariat Administration Department
30	Shri Hari Ch. Boro	Secretariat Administration (Accounts) Department
31	Shri Dadul Kr. Nath	Secretariat Administration (Accounts) Department
32	Shri Diganta Kr. Sarma	Secretariat Administration (Nazarat) Department
33	Smti Niruma Chetia Borpatragohain	Secretariat Administration (Issue Branch) Department
34	Shri Aparaj Priyam Sarmah	Secretariat Administration (E) Department
35	Shri Nayan Kalita	Secretariat Administration (E) Department
36	Shri Madan Thapa	Secretariat Administration (PF Cell) Department
37	Shri Gautam Ch. Das	Secretariat Administration (Accounts) Department
38	Shri Amrit Ch. Roy	Secretariat Administration (Nazarat) Department
39	Smti Sunanda Dutta	Secretariat Administration (Issue Branch) Department
40	Shri Kishore Kr. Bhattacharjee	Secretariat Administration (Issue Branch) Department
41	Smti Rina Devi	Gana Seva Bhawan
42	Smti Dimpri Dowania	Gana Seva Bhawan

Maha
16/10/19

19 th October,2019 from 3.00 P.M to 5.00PM		
1	Smti Olympia Sarma	Secretariat Administration (E) Department
2	Shri Bhaskar Jyoti Das	Secretariat Administration (G Cell) Department
3	Shri Darshan Nunisa	Secretariat Administration (E) Department
4	Smti Chitrani Konwar	Secretariat Administration (E) Department
5	Smti Chumi Kalita	Secretariat Administration (G Cell) Department
6	Shri Montu Kr. Borah	Secretariat Administration (E) Department
7	Shri Manik Dadhara	Secretariat Administration (Accounts) Department
8	Smti Swarnali Hore	Secretariat Administration (Accounts) Department
9	Shri Rajat Rongpi	Secretariat Administration (Accounts) Department
10	Smti Sumita Das Dey	Secretariat Administration (Accounts) Department
11	Sri Kamal Barman	Secretariat Administration (Accounts) Department
12	Shri Nagen Deuri	Secretariat Administration (Accounts) Department
13	Shri Dinesh Singh	Secretariat Administration (Accounts) Department
14	Shri Pradip Kr Sarma	Secretariat Administration (Accounts) Department
15	Smti Pallavi Pathak	Secretariat Administration (Accounts) Department
16	Shri Jutika Talukdar	Secretariat Administration (Nazarat) Department
17	Shri Mukut Bayan	Secretariat Administration (Nazarat) Department
18	Shri Uddhab Medhi	Secretariat Administration (Issue Branch) Department
19	Shri Kamakhya Nath	Secretariat Administration (Issue Branch) Department
20	Shri Bhairab Barman	Secretariat Administration (Record and Library) Department
21	Shri Haren Ch. Deka	Secretariat Administration (Record and Library) Department
22	Shri Jajneswar Rajkhowa	Gana Seva Bhawan
23	Smti Nirala Kalita	Gana Seva Bhawan
24	Shri Biswajit Bora	Secretariat Administration (G Cell) Department
25	Shri Partha Pratim Gogoi	Secretariat Administration (G Cell) Department
26	Smti Utpala Saikia	Secretariat Administration (G Cell) Department
27	Shri Dul Ch. Bora	Secretariat Administration (E) Department
28	Shri Lalit Dutta	Secretariat Administration (E) Department
29	Shri Nayan Jyoti Dutta	Secretariat Administration (Accounts) Department
30	Smti Krishnashree Gogoi	Secretariat Administration (Accounts) Department
31	Smti Mala Pathak	Secretariat Administration (Nazarat) Department
32	Shri Maneswar Goswami	Secretariat Administration (Issue Branch) Department
33	Smti Rimlee Borah	Gana Seva Bhawan
34	Smti Nikita Phukan	Gana Seva Bhawan
35	Smti Swapna Hazarika	Gana Seva Bhawan
36	Shri Saumen Das	Secretariat Administration (E) Department
37	Shri Pranab Baro	Secretariat Administration(Vehicle Cell) Department
38	Shri Babul Pamehgam	Secretariat Administration (Accounts) Department
39	Smti Bhanupriya Basumatary	Secretariat Administration (Nazarat) Department
40	Shri Dhrubajyoti Bezbaruah	Secretariat Administration (Issue Branch) Department
41	Smti Rekhamoni Morang	Gana Seva Bhawan

M. Barman
16/10/19

21 st October,2019 from 10.00 A.M to 12.00 P.M		
Sl.No	Name	Department
1	Sri Amitabh Goswami	General Administration Department
2	Smti Amrita Baruah	General Administration Department
3	Sri Dhruva Jyoti Borkakati	General Administration Department
4	Sri Bibikananda Das	General Administration Department
5	Smti Rita Moni Borkakati	General Administration Department
6	Shri Seiminlal Changsan	General Administration Department
7	Shri Arjun Ch. Haloi	General Administration Department
8	Shri Khirod Kumar Sarmah	General Administration Department
9	Shri Rahul Kashyap	General Administration Department
10	Shri Pratyasha Dutta	General Administration Department
11	Shri Kishore Dutta	General Administration Department
12	Shri Urmimala Mahanta	General Administration Department

21 st October,2019 from 12.00 P.M to 2.00 P.M		
Sl.No	Name	Department
1	Smti Hemlata Taro	General Administration Department
2	Shri Kirti Kamal Talukdar	General Administration Department
3	Smti. Bornali Gogoi	General Administration Department
4	Shri Mohan Barua	General Administration Department
5	Sri Dipjyoti Nath	General Administration Department
6	Shri Pinku Sarma	General Administration Department
7	Shri Debraj Purkayastha	General Administration Department
8	Shri Dhruvajyoti Patowary	General Administration Department
9	Smti Niru Borah Baruah	General Administration Department
10	Shri Hemen Medhi	General Administration Department
11	Shri Abhijit Kakoti	General Administration Department

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