

GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER:: Kamrup::DISTRICT
(R.T.I.Branch)

NOTIFICATION

In pursuance of the provisions contained under section 4(1) (b) of the Right to Information Act, 2005, the required information is published for general information in this Information Hand Book.

This publication under section 4 (1) of the Right to Information Act sets out obligations of Public Authorities concerned with District Administration.

1.2. Intended users of this book

Members of public, officers and staff concerned with District Administration will be the users of this Hand Book.

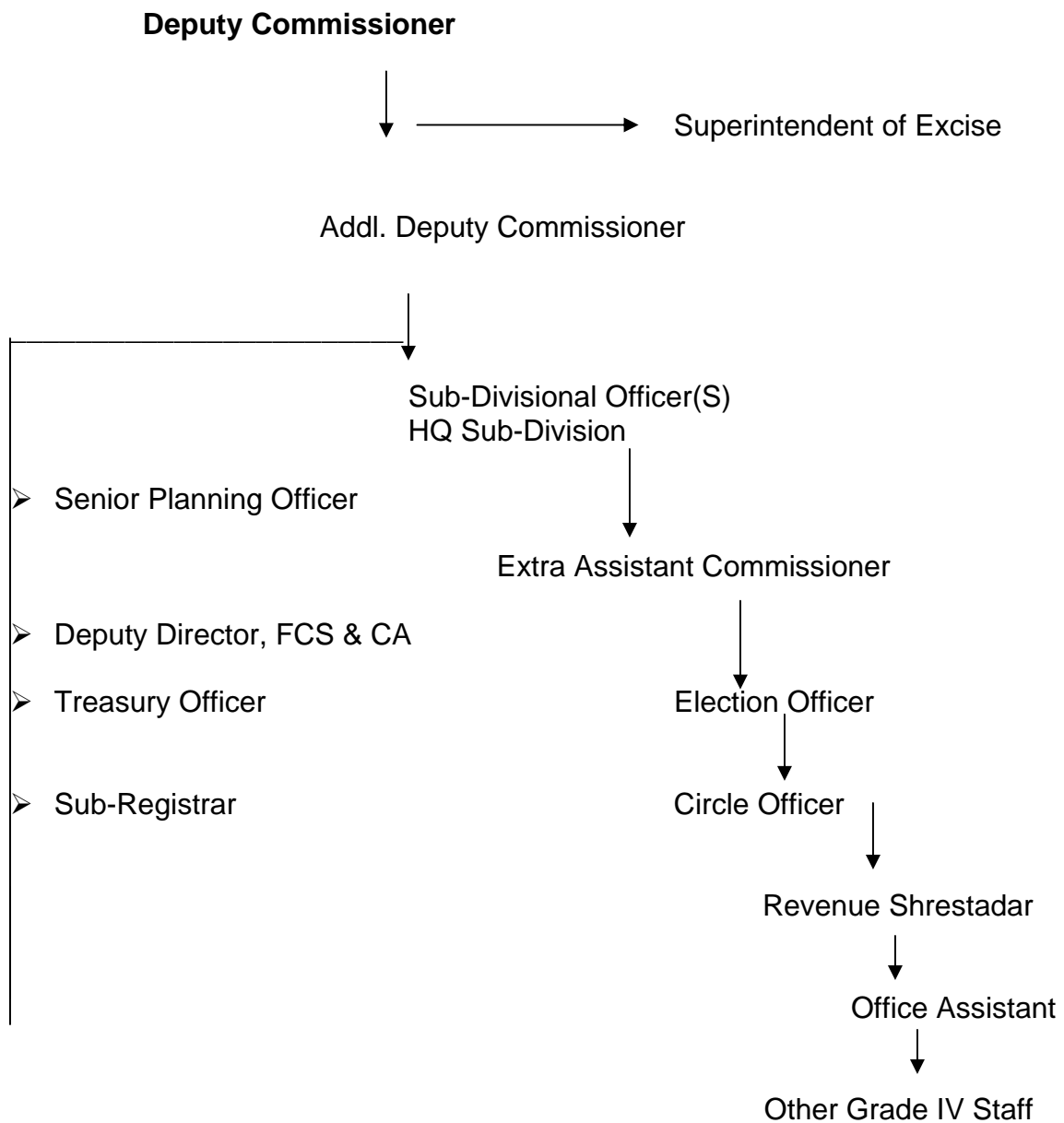
Procedure and Fee Structure for getting information, 4(1)(b)(iii)

Govt. Notification No.AR.78/2005/142 dtd.2.1.2006 on Assam Right to Information (Registration fee and Cost) Rules.

- (a) Every application for obtaining under sub-section (1) of section 6 of the Act shall be accompanied by application fee of Rs.10/- by way of cash against proper receipt or by Demand Draft or Banker's Cheque payable to the Authorized Officer of the Public Authority.
- (b) For providing the information under sub-section (1) of Section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by Demand Draft or Banker's Cheque payable to the Authorized Officer of the Public Authority at the following rates:
 - i) Rupees two for each page (A-4 or A-3 size paper) created or copied.
 - ii) Actual charge or cost price of a copy in larger size paper.
 - iii) Actual cost or price for sample or models; and
 - iv) For inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- (c) For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand Draft or Banker's Cheque payable to Authorized Officer of the Public Authority at the following rates:
 - (i) For information provided in diskette or floppy Rs.50/- per diskette or floppy, and
 - (ii) For information provided in printed form at the price fixed for such publication or Rupees two per page of photocopy for extracts from the publication.

4(1)(b)(i)

ORGANISATION STRUCTURE OF THE OFFICIAL SET UP 4(1)(b)(i)



Working hours for office

The working hours for all offices are from 1000 hrs to 1700 hrs with no break on all working days during the months from March to September and from 1000 hrs to 1615 hrs from the months of October to February.

(Note: Applications/petitions under the Right to Information Act/Rules will be accepted during office hours on the working days only)

Particulars of its Organization, Functions and Duties, Section 4(1)(b)(i)

1. Name & Address: Office of the Deputy Commissioner, Kamrup District, Amingaon.

FUNCTIONS AND DUTIES

ADMINISTRATIVE FUNCTIONS: The Office of the Deputy Commissioner acts as the Administrative Headquarter of the district and maintains constant co-ordination with all Government Department within the district for smooth functioning of the administrative machinery under the existing purview of law, rules and procedure set and framed by the Govt. norms. The office is accountable for maintenance of public peace and democratic procedure. The primary duty of the office is to ensure that the district administration runs smoothly thus ensuring proper maintenance of peace & order, tranquility within the district.

ADMINISTRATIVE DEPARTMENT

Matters relating Administration are dealt with by the following branches.

- A. Administrative Branch
- B. Magistracy Branch

ADMINISTRATIVE BRANCH

- a) Arms & Explosives matters
- b) Cinema, Passport & Citizenship, P.R.C
- c) Permission for meeting, theatrical performance, use of loud speakers
- d) Verification of character & antecedents
- e) Library Matters of D.Cs Office
- f) Jail Matters
- g) R.T.I Act related matters
- h) Small savings matters
- i) Census Matters
- j) Examination matters & other matters relating to holding of APSC/Staff Selection examinations

MAGISTRACY MATTERS

The Branch deals with the following subjects:

- 1) Promulgation of 144 Cr.P.C.
- 2) Registration & disposal of Cr. P.C. cases
- 3) High Court matters relating to cases of Magistracy Branch
- 4) Permission for disposal of unclaimed dead bodies
- 5) Inquest by Magistrates
- 6) Maintenance of law & order & detainment of Magistrates thereof.
- 7) Matters relating Workman Compensation Act, 1923.
- 8) Notary Act, 1952.
- 9) District Vigilance meeting
- 10) Lok Adalat
- 11) Appointment of S.P.O
- 12) N.R.C matters
- 13) Human Rights

CERTIFICATE BRANCH: The Office of the Deputy Commissioner also issues various certificates through the Certificates Branch. The Branch deals with the following subjects:

- i) Issue of Permanent Residence Certificate (PRCs)
- ii) Counter Signature for Caste Certificate
- iii) Legal Heir Certificate
- iv) Birth/Death Certificates
- v) Non Creamy Layer Certificate

CONFIDENTIAL BRANCH

- 1. Confidential/Secret Matters
- 2. Detention under NSA
- 3. Holding of DLCC meeting under Counter Insurgency Operations
- 4. Law & Order
- 5. ACR of Officers & Staff
- 6. Border Dispute (Assam-Meghalaya Border)

NAZARAT BRANCH

The Nazarat Branch under the supervision of D.C/ADC(Nazarat) looks after the following matters.

1. Maintenance of Court Building/D.C's Bungalow/Circuit House etc.
2. Allotment of Govt. quarters to the officers/allotment of rooms in Circuit House
3. Arrangement of vehicles for VVIP/VIP/ARMYCRPF/LAW & Order and Flood duties
4. Arrangement of vehicles for the officers of D.C's Office
5. Maintenance & repairing of Govt. vehicles
6. Issue of POL to Army/CRPF
7. Construction/Renovation of Army/CRPF Camps etc. under C.I. OPs
8. Ceiling/LOC under the Head of Account "2053"/ "2055"/"2070"
9. Telephone matters of D.C's Office/Army Camps/CRPF camps under C.I.Ops
10. Maintenance of EPBX system at D.C's Office
11. Arrangement of postal stamps/office stationary/electrical appliances etc.
12. Arrangements for VVIPs/VIPs visit
13. Arrangement of ceremonial functions like INDEPENDENCE DAY DAY/ REPUBLIC DAY etc.
14. High Court cases relating to vehicles requisition/Army accommodation
15. Arrangement of Hall/refreshment for various meetings at Office and Circuit House etc.
16. Maintenance of Bill Register/ Stock Register/POL register etc.
17. To make ensure of delivery of various daks by Jarikarak, received from different branches of D.C's Office.(Within the district or outside the district)

REVENUE BRANCH

The Deputy Commissioner is also the District Collection and the office of the Deputy Commissioner, Kamrup acts as the Head Quarter for Revenue Administration for the district. The Revenue Circle Officers are the grass root level units of Revenue Administration and all the functions of Revenue Circles are directly supervised by this office. There are different Revenue Branches dealing with specific Revenue Matters. The following are the primary functions related Revenue Administration: Assessment of land revenue, collection of land revenue, maintenance and updating of revenue records, allotment of land to the landless, settlement of land, mutation of new landholders on transfer of land, partition of pattas, re-classification of land and reassessment of land revenue subsequent upon change of use of land, eviction of encroachers from Govt. land, ensuring safeguard to indigenous land holders belonging to protected class.

T.N.BRANCH

This branch deals with the following matters/subjects:

- 1) Records regarding Direct Paying Estate and Maintenance of DPE's Douls.
- 2) Issuance of Land Revenue Clearance Certificates
- 3) Preparation of Mouzaders Commission bills; and Mouza inspection matter
- 4) Cross checking of Treasury Challan of Mouzadars with statements
- 5) Maintenance and updating of Touzi Register/Passing of challans/proper entry of challans/deposits of challans in time.
- 6) Preparation of monthly/Quarterly/Annual Revenue Statements
- 7) Preparation of Mouza Douls and Bedakhali Jarimana Douls and also Grazing Tax.

LAND SETTLEMENT BRANCH

1. The main functions of the land Settlement Branch are to settle/allot Govt. land to individuals, Govt. departments, institutions, organizations etc. The Settlement Branch also issues Annual Patta/Periodic Patta to the allottees as per existing Govt. rules.
2. The rules, regulations, instructions etc. used by the officers/employees for discharging their functions are:
 - A) ALRR-1886
 - B) Assam Land Policy Act-1989

C) Govt. Circulars/ instructions received from time to time

3. There is One Sub-Divisional Land Advisory Committee in Kamrup Sadar Sub-Division constituted by the Government with Deputy Commissioner as Chairman & ADC(Revenue) as Members Secretary, MP, MLA, Chairman/Chairperson of Municipality/Development Authority, Zilla Parishad & Town Committee, Chief Executive Officer, Zilla Parishad are the members. The Committees examine the various proposals in respect of allotment/settlement of Govt. land to various Govt. Deptts. / Institutions/NGOs/public purposes and individuals and recommends/advise the Chairman regarding allotment/settlement of land from time to time. The Committee meeting is held among the nominated members only and not open for general public. However, the minutes of the meeting is accessible to the public.

LAND ACQUISITION BRNACH

Matter relating to acquisition of land for Govt. Departments/PSUs like National Highway, E & D, P.W.D, Development Authority, Oil India Limited, IOCL, Assam Gas Company Limited & acquisition of land for public purpose as per Land Acquisition Act, 1894 of the district is done in this branch. There are also some acquisition of Rehabilitation Grant for rehabilitation of Refugees and erosion affected people.

The Assistants are dealing with the files relating to acquisition of land. The L.R.Staff is engaged in the field work like survey of land, enumeration of Zirat etc. as required for different project works. The payment of acquisition cost is also done after sanction of award approved by the Government against the project works.

LAND CEILING BRANCH

The functions of this branch are settlement/allotment of Ceiling Surplus land to Govt. Deptts., institutions, organizations and individuals etc. as per existing land policy, compensation for Ceiling Acquired land, Land Ceiling Cases.

Distribution of Ceiling Surplus land under MNP schemes, monthly schemes under 20 point programme, Tenancy Cases, Land Ceiling Cases of Tea Gardens & individuals. Allotment of proposals received from the Circles of the Kamrup Sadar Sub-division, preparation of agenda of SDLAC for recommendation, Assembly Question, timely action on letters received from Govt. and public, issuance of Allotment Certificate/Patta etc. works are done in this branch.

There is a Sub-Divisional Land Advisory Committee constituted by the Government with Deputy Commissioner as Chairman.

R.K.Go Branch

- 1) Land records and issue of copy of Sadar Jamabandi
- 2) Revenue Appeal Cases
- 3) Re-assessment of Land Revenue/Re-Classification of land
- 4) Demarcation matters.

PERSONNEL BRANCH

Personnel Branch deals with the following:

- (a) For Officers: Matters relating to transfer, casual leave, earned leave and allotment of works amongst officers, personnel files of officers, preparation of retirement & Annual Superannuation list.

- (b) For Gr.III: The Dealing Assistants of personnel branch deal the following works:

- (i) Maintaining of Service Book:-Entry of increment in the service books annually and crossing of EB
- (ii) Personnel Files: Putting up of earned leave, GPF advance of staff & Officers
- (iii) Matter relating to transfer: Transfer of assistant from one branch to another after every 3 years or one Sub-Division to another Sub-Division. Kamrup District has two Sub-Divisions, i.e. Kamrup Sadar Sub-Division and Rangia Civil Sub-Division & Eleven circles like chamaria, Nagarbera, Boko, Chaygaon, Goroimari, Palashbari, North-Guwahati, Hajo, Kamalpur, Rangia and Gaureswer(part). The statement of Annual Superannuation list is enclosed for the year 2009-10, which has already been submitted to the Govt. The Pension cases and Appointment Cases are also done from the personnel Branch.

(c) For Gr.IV

(I) Maintaining of Service Book:-Entry of increment in the service books annually and crossing of EB

(II) Personnel Files: Putting up of earned leave, GPF advance of staff & Officers

Matter relating to transfer: Transfer of Gr.IV Staff from one branch to another after every 3 years.

DEVELOPMENT FUNCTIONS

Deputy Commissioner as the Head of the District Administration is responsible for smooth and effective co-ordination among various line department which implement a number of development programmes and schemes.

Monitoring of all developmental works undertaken by different/concerned departments in the district is done by the Office of the Deputy Commissioner, Kamrup. Infrastructure development works carried out by different development departments are monitored through Planning Cell and Development Branch.

PLANNING BRANCH/ CELL

The District Planning Branch/ Cell, Kamrup, deals with the following schemes/ works-

1. Member of Parliament Local Area Dev. Schemes (MPLADS) Schemes.
2. Member of Legislative assembly Local Area Dev. Schemes(MLALADS) Schemes.
3. Schemes under United Fund.
4. Kalpataru Schemes.
5. Buniyad Schemes.
6. Non-Lapsable Central Pool of Resource Fund.(NLCPR)
7. District Development Plan (DDP), Schemes of Development Departments of Kamrup District viz PWD (rural Road), PWD)State Road), PHE, Cultural Affairs, Sports, Agriculture, Soil Conservation, A.H. & Vety, Dairy Development, Fishery, Border, Irrigation, Hand loom & Textiles, Sericulture, Water Resource etc.
8. Border Area Dev. Schemes.
9. Gyanjyoti Scheme.
10. 20 Point & 15 Point Programme.
11. Publication of News Letter.
12. Holding of District Planning & Monitoring Committee meeting.
13. Holding of District Development Committee & follow up- action.
14. Maintenance of all Accounts matters of various schemes, like Cash Book, Pass Book etc.
15. Monitoring & Inspection of various schemes.

DEVELOPMENT BRANCH

The branch deals with development matters undertaken by the various Department like :

1. Education: It includes matter relating to SSA (Sarba Siksha Abhijan), Mid day Meal scheme, Inspector of Schools, DEEO, TLP/ ZSS, Adult Education Office and even college matters.
2. Health: Monitoring, reviewing and supervision of schemes of Health and Family Welfare Deptts with special emphasis on priority sectors like population control, Reproductive and Child health, Control of TB and Leprosy, Prevention of blindness, control of vector borne diseases, AIDS, Health sector reforms and health systems, development with special emphasis on improving health infrastructures.
3. Matters relating to Agriculture and its ancillary Depts like Animal Husbandry & veterinary, Sericulture, Fishery, Horticulture.
Matters of Agriculture includes supervision of activities under Assam Agricultural Competitiveness Project(AACP), Agricultural Technology Management Agency(ATMA)- (wherein extension services of Agriculture, AH & Vety, sericulture, and Fishery Deptts are Clubbed together Through Block Technology Team comprising of Field Officers of the Deptt.) Construction of BRC under AACC, and also progress report on KCC.
4. Matters relating to Town & Country Planning: It includes monitoring/ implementation of schemes of SJSRY/ IDSMT implemented through DUDA with DC as chairman.
5. Matters relating to other deptts like PWD (R), PWD (B), PWD (NH), Forest, Transport, Water Resource Department, Pollution control Board, ITDP, Handloom & Textiles etc. OIL funded schemes for rural development and different schemes undertaken by Social Welfare Department like PHE under which implementation of Swajaldhara scheme in coordination with UNICEF, with special emphasis on providing safe drinking water in tea garden area and also TSC (Total Sanitation Campaign)

Miscellaneous issues like observance of Quami Ekta Divas of Communal Harmony, Week/ Day, matters relating to Women Cell, appointment of agents under National Small Savings Schemes viz Standard Agency System, Mohila Pradhan Khetria Basat Yojana and Public Provident Fund. Moreover, submission of requisite data to Govt for providing recognized freedom fighters pension in the District.

Besides, Deputy Commissioner takes stock of every development matter concerning all Departments in the monthly DDC meeting. Moreover important matters are dealt with by holding meetings/ discussions with concerned heads of deptts.

NATIONAL RURAL HEALTH MISSION: Recognizing the importance of health in the process of economic and social development and with the aim of improving the quality of life of our citizens, the Government of India has resolved to launch the National Rural Health Mission to carry out necessary architectural correction in the basic health care delivery system. Involvement of PRIs and NGOs, improvement of existing health institutions, promoting access to improved health care at household level through engagement of Accredited Social Health Activists (ASHA), constituting VHSC and implementing Janani Suraksha Yojana ,Majani, Mamoni, Samridhir Babe Kichu Samoy etc. The primary objective of the NRHM is to reduce IMR and MMR.

The Deputy Commissioner is the Chairman of District Health Society under the Mission. All works related to the Mission are monitored by the Deputy Commissioner. Infrastructure Development works of CHCs, PHCs and Sub-Centres, Selection of Asha, Immunization Weeks, JSY are supervised and monitored by the Deputy Commissioner.

BAKIJAI BRANCH

Functions and duties of the Branch are recovery of loans of banks financial institutions, Govt. dues from the defaulters on submission of requisition from different organizations/ institutions. Order issued by the officers for services of notices U/S 7, U/S 77 Warrant of Arrest, U/S 29 and Warrant of Attachment U/S 13 & 14 of Bengal Public Demand Recovery Act 1913 are entered in the register by the Assistants and send the same for service on the defaulters through Jarikaraks. The officers are empowered as certificate officer by the Collector of the District.

Decision taken by the officers are followed as per procedure under BPDR Act. The Norms set by it for discharge of its functions are done under BPDR Act 1913 i.e. cases are registered and properly maintained and are processed.

PUBLIC REDRESSAL MECHANISM

The Public Facilitation Center (PFC) set up at the District Head Quarter acts as the direct link between public and the administration. Along with the PFC, there are also the Community Information Center (CIC) at all the 7 (seven) development blocks which acts as the branches of the District Facilitation Center/ PFC.

Accordingly public petitions are received at the center and acknowledged with tentative date of readdressal are issued to the Petitioners and Applicants.

The Petition/ Applications are sent to concern Branch Officers who ensures timely issuance of certificates and reports. Petitioners receive necessary documents/ certificates/ reply on date already fixed. Monthly report on receipt and disposal of Public Petitions/ Applications are also sent to Govt.

ACCOUNTS BRANCH

The Branch mainly deals with the following subjects:

- a. Preparation of pay bill, arrear bill etc. for D.C., ADC, EAC and others officers.
- b. Preparation of pay bill, arrear bill, pensioner bill etc. for staffs.
- c. Collection of budget, Govt. ceiling etc.
- d. Submission of expenditure statement.

FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS BRANCH:

The Food, Civil Supplies & Consumer Affairs Department of D.C's Office, Kamrup is implementing the following schemes:-

(A) Centrally Sponsored Schemes are-

(i) **BPL Rice Scheme under Targeted Public Distributed System**: The Targeted Public Distribution System (TPDS) was launched in the year 1997 for supply of rice and wheat at a price cheaper than general PDS to the people living Below Poverty Line. In this scheme of the Govt. of India, only rice is supplied to the BPL families of this state since the prime food of the people of this region. Accordingly, in Kamrup District also rice is supplied to BPL families under this scheme.

(iii) **AAY Rice Scheme under Targeted Public Distributed System**: The Antodaya Anna Yojana (AAY) Scheme was launched in the year of 2001 with a view to supply rice and wheat at a price cheaper than BPL scheme to the poorest of the poor from the BPL list. In this scheme also, only rice is supplied to the beneficiaries of the district.

- (iv) **Mid Day Meal(MDM) Scheme:** In the year 2006, the Govt. of India has decided to implement the Mid Day Meal (MDM)Scheme through the PDS network of Food, Civil Supplies & Consumer Affairs Department so that implementation is done efficiently and more fruitfully. This department is concerned with lifting of rice from FCI and to supply up to F.P. Shop level. In regards to Mid Day Meal Scheme, the Govt. of India has allotted 21247.35 **qtls** and 1830.43 **qtls** of rice respectively for UP and LP Schools.

RELIEF & REHABILITATION BRANCH:

- (i) Preparation of proposals for ex-Gratia grant to the next of kins of persons killed by extremists/during extremist violence/group clashes/bomb blasts etc.
- (ii) Maintenance of relief camps at the time of Flood/Disaster/ Natural calamities /Violence etc. & grant of G.R./financial assistance/medical relief to the camp inmates.
- (iii) Matter relating to rehabilitation of affected families during flood & other natural calamities.
- (iv) Administration of the Assam Relief Manual (9)6.
- (v) Maintenance of record of ceiling/funds received from Govt. from time to time under Relief Head.

FISHERY BRANCH

The main functions of this branch are to invite Fishery Tender & Collection of Fishery Revenue under Head of Account"0405"(F) Fishery Revenue.

Settlement of Revenue Fishery including Administration of Assam Fishery Rules 1952 and Administrative of the Assam Land Revenue Regulation (Rules u/s 155 & 156 of the Regulation and Section 6 of the Indian Fisheries Act)

EXCISE BRANCH

The main function of the Excise Department of the District is the collection of excise revenue, Enforcement of Excise and N.D.P.S Act Rules & Executive instructions, other administrative and personnel matters.

Organizational Setup: 1. Deputy Commissioner, Kamrup
2. Superintendent of Excise, Kamrup
3. Deputy Superintendent of Excise, Kamrup
4. Inspectors of Excise/Asstt. Inspector of Excise/Head Excise Constable & Constables
5. Sr. Assistant/Jr. Assistant/O.P.

The Superintendent of Excise is the Chief Executive Excise Officer of the district. He is directly responsible for every branch of the Excise Administration, but works in subordination to the Deputy Commissioner, as regards whom he occupies the position of a technical adviser. Subject to the control of the Deputy Commissioner, he is empowered to issue orders on all Excise matters of the district. He is in immediate charge of the Sardar Excise Office and functions as the head of the District Excise Officer.

No. of Excise Circles in the district	: 5 nos
No. of country shops in the district	: 1 no
No. of IMFL "OFF" shops in the district	: 18 nos
No. of IMFL "ON" shops in the district	: 1 no
No. of Club "ON" shops in the district	: Nil
No. of Bonded Warehouse in the district	: Nil
Distillery & Bottling Plant	: 1 No

4(1)(b)(ii)

POWERS & DUTIES OF ITS OFFICERS:

DEPUTY COMMISSIONER

The Deputy Commissioner's office in every district epitomizes the face of the Government for its citizens. It reflects the endeavour of the State in fulfilling the dreams and aspirations of the people. The mission of this office is to ensure the availability of services provided by the Government to the citizens by minimizing the gap between the public and administration.

The Deputy Commissioner is an Officer of the Govt. of Assam to co-ordinate and supervise, under the superintendence, direction and control of the Govt. of Assam. All works related to administration, development, welfare, revenue, law and order and all other matters pertaining to governance in the district, the Deputy Commissioner is the administrative head of the district and he is the District Magistrate. The Deputy Commissioner is also the District Election Officer and he supervises all works in connection with the preparation, revision and correction of the electoral rolls for all parliamentary, assembly constituencies within the district. The District Election Officer coordinates with the conduct of all elections to parliament and the legislature of the state.

ADDITIONAL DEPUTY COMMISSIONER

Addl. Deputy Commissioners are next to Deputy Commissioner and perform different duties on behalf of the Deputy Commissioner. Separate subjects are dealt by them under the supervision of the Deputy Commissioner. Major subjects like Administration, Magistracy, Revenue, Development, Land Acquisition are dealt by the Addl. Deputy Commissioners. Revenue Appeal cases and miscellaneous cases related to revenue matters come within the purview of their delegated powers. They are also the Addl. District Magistrate.

SUB-DIVISIONAL OFFICER(S)

Sub-Divisional Officer(sadar) perform their duties in the office of the Deputy Commissioner and different matters are allotted to them. They are also Sub-Divisional Magistrates.

EXTRA ASSISTANT COMMISSIONER

Extra Assistant Commissioners are Branch Officers of different branches. They are also Executive Magistrate.

REVENUE SHERISTADAR

Supervision of all the branches dealing with Revenue matters(R.P Branch/RKGO Branch/Ceiling Branch/G.B. Branch/Fishery Branch/Relief Branch/L.A. Branch/Land Settlement Branch/Encroachment Branch/Bakijai Branch/T.N. Branch and Personnel Branch. All files of these branch are routed through R.S. Endorsement of all the letters received for dispatching those letters to the respective branches. Transfer and posting of Gr.III & Gr.IV staff including L.R. Staff which includes the matter of appointment of those staff. Signing of certified Jamabandi copies, arrangement of different committee meetings(LAC meetings), Revenue meeting/staff meeting/land valuation committee meeting/Dist. Level Committee for appointment on compassionate ground etc.

TREASURY BRANCH

Name of the Public Authority (PA): Deputy Commissioner, Kamrup,
Address: Office of the Deputy Commissioner, Kamrup,
Head of Office : Deputy Commissioner, Kamrup.
Head of Branch : Treasury Officer,
Parent Govt. Deptt. : Finance Department, Govt. of Assam, Dispur
Reporting Authority : Director of Accounts & Treasuries, Assam, Kamrup
Bhawan, Guwahati-6

Jurisdiction : Kamrup District.

Organisation: The Kamrup Treasury office is at present located in the Kamrup metropolitan District. The office has not yet been bifurcated. However, Govt. has already been moved for the bifurcation same.

Functions & Duties: It conducts the functions of Govt. receipts and payment and keep the records of Account Receipt and Payment under various Heads. It renders monthly accounts to the Accountant General(A &E), Assam, Beltola, Guwahati. It also deals with sale of stamps and safe custody of valuable articles like cash, notes, stamps, securities and other Government properties.

Powers and duties of its Officers & Employees: The Deputy Commissioner is personally responsible to Govt. for the due accounting of moneys received and disbursed. He is to satisfy himself by periodical examination of cash, stamps, securities and Money Order forms. He should satisfy himself that the Deposit Registers are kept according to Rules and that all necessary entries are made and initiated at the time of transactions.

Powers and duties of the Treasury Officer : Unless expressly authorized by Accountant General, Assam, a Treasury Officer cannot permit withdrawal of money for any purpose. The Treasury Officer has no general authority to make payments on demands presented at the Treasury, his authority being strictly limited to the making of payments on demands presented at the Treasury, his authority being strictly limited to the making of payment authorized by or under the rules. A Treasury Officer shall not honour a claim which he considers to be disputable and which requires the claimant to refer it to the Accountant General. The Treasury Officer is responsible to the Accountant General for acceptance of the validity of a claim against which he has permitted withdrawal, and for evidence that the payee has actually received the sum withdrawn. A Treasury Officer may correct an arithmetical inaccuracy or a obvious mistake in any bill presented to him for payment but shall intimate the drawing officer about any correction he makes.

4(1)(b)(iii)

The Procedure followed in the decision making process, including channels of supervision and accountability: The Deputy Commissioner is the Head of the Department in the amalgamated establishment of Deputy Commissioner's Office. Deputy Commissioner has empowered some powers to his subordinate officers like Addl. Deputy Commissioner, Sub-Divisional Officers for taking decisions under the rules. Matters of dispute are put up to the Deputy Commissioner for his decision under his jurisdiction. Matters beyond the power and jurisdiction of Deputy Commissioner are referred to the Govt. in the respective Department for their advice or instruction.

The norms set by it for the discharge of its functions: The general norms set by the State Govt. are applicable for discharging various functions by the officers & staff of the Deputy Commissioner's Office.

The rules, regulations, instructions, manuals and records, held it or under its control or used by its employees for discharging its functions: For due discharge of the functions of the office, there are books of Rules in the office.. There are Govt. instructions which also regulate the officers and employees to discharge their duties.

4(1)(b)(iv)

All the works relating to various branches of Deputy Commissioner's Amalgamated Establishment are governed/executed as per rules/Govt. guidelines/regulations received from the Govt. from the time to time.

4(1)(b)(v)

The Office of the Deputy Commissioner/Collector/District Magistrate implements various works like-implementation of various developmental schemes, enforcement of law & order, issue of different type of certificates, issue of Pattas, allotment order in respect of land, revenue collection, issuing of different category of licenses etc. In implementation of all these works, the Deputy Commissioner/District Magistrate/Collector empowers his subordinate Officers to carry out the works by strictly adhering the standing Rules & Regulations, Acts, instructions, manuals etc. The following are some of the examples of Rules/Acts under which, the works are executed.

- a) Arms & Explosives Act
- b) Land Revenue & Regulation Act, 1885
- c) Land Acquisition & Requisition
- d) Land Ceiling Act
- e) E.C. Act
- f) Excise Manual
- g) Police Act
- h) Cr.P.C
- i) I.P.C
- j) M. V.Act
- k) Bengal Public Demand & Recovery Act
- l) North East Volume Local Acts & Rules etc. etc.
- m) Petroleum Act
- n) Prevention of Black Marketing and Maintenance of Essential Commodities Act

4(1)(b)(vi)

The office is keeping all the important data/documents/records in computer as well as in files properly. The following branches of D.C. Office are maintaining guard files branch wise for keeping important instructions/notifications/orders received from Government from time to time.

- Arms & Explosive Branch
- Bakijai Branch
- R.K.G Branch
- Excise Branch
- Food & Civil Supplies Branch
- Nazarat Branch
- Planning & Development Branch
- Registration Branch
- Magistracy Branch
- Administration
- Revenue Branch

4(1)(b)(vii)

This office is no way related to formulation of policy. This office is implementing all the works as per Govt. policy/norms only. However, senior citizens/NGOs are consulted locally as and when required for their views/suggestions.

4(1)(b)(viii)

There are different kinds of Committees, Boards etc. which are constituted by the Deputy Commissioner as per guidelines of the State Govt. for taking decision & the minutes of the meetings are accessible to the public except the minutes of the meetings related to security.

Section 4(1) (b) (ix) & (x)

Directory of the officers and employees in the office of the Deputy Commissioner, Kamrup & Details of remuneration of officers and employees in the office of the Deputy Commissioner, Kamrup.

Sl. No.	Name of Officer's/ Staff	Designation	Date of joining	Pay(in Rs)	Telephone
1	Sri S K Roy ACS	D.C. Kamrup	02/01/10	64824.00	
2	Smti Neera Daulagupu, ACS	E.A.C.	01.1..2009	39327.00	
3	Sri Kamal Kr. Baishya, ACS	A.D.C.	10/01/2011	48142.00	
4	Sri , Krishna Gobinda Bhuyan, ACS	A.D.C	26/02/09	48142.00	
5	Smti. Anuja Bhuyan, ACS	E.A.C	17/01/2011	33915.00	
6	Sri Pranjit Gogoi, ACS	EAC	05/03/09	48142.00	
7	Smti J. Medhi Patgiri ACS	EAC	25/11/09	43823.00	
8	Sri Bishnu Kamal Bora, ACS	SDO (Sadar)	14/02/2011	46746.00	
9	Sri Kumar Surajit Bora ACS	EAC	25/03/08	30146.00	
10	B.B. Dev Choudhury, ACS	ADC	03/04/2010	48142.00	
11	Rohini Kr Choudhury, ACS	ADC	27/10/2010	49320.00	
12	Manas jyoti Baruah, ACS	ADC	01/10/2010	49320.00	
13	Sri Baishali Nayak, ACS	EAC	14/02/2011	41717.00	
14	Sri Manisha Challeng, ACS	EAC	14/02/2011	48142.00	
15	Smti Chandana Goswami	FAO	23/8/2011	33882.00	
16	Sri Hemanta Bharali	AO	31.12.1980	36571.00	
17	Sri Prabodh Sharma	Sr. Asstt.	20.4.1981	30346.00	-
18	Sri Hassan Ali Khandakar	Sr. Asstt.	21.4.1981	30346.00	-
19	Smt Nirupama Mahanta	Sr. Asstt.	25.2.1977	34048.00	-
20	Sri Jiten Medhi	Sr. Asstt.	31.12.1980	29342.00	-
21	Sri Alamgir Hussain	Sr. Asstt.	21.3.1980	34048.00	
22	Sri Ganesh Ch. Kumar	Sr. Asstt.	20.1.1977	34048.00	-
23	Sri Tamiz Ali	Sr. Asstt.	8.5.1981	30346.00	-
24	Sri Chakreswar Kalita	Sr. Asstt.	2.7.1981	29716.00	-
25	Sri Haladhar Das	Sr. Asstt.	28.5.1982	29052.00	-
26	Smt Anita Das Choudhury	Sr. Asstt.	15.12.1982	28420.00	-
27	Sri Prafulla Kalita	Sr. Asstt.	5.5.1981	29052.00	-
28	Sri Kamala Kt. Bania	Sr. Asstt.	15.12.1982	28420.00	-

29	Sri Mantripal Deuri	Sr. Asstt.	21.4.1983	28420.00	-
30	Sri Runjun Sarma	Sr. Asstt.	18.12.1982	28420.00	-
31	Sri Munindra Nath Sarma	Sr. Asstt.	9.5.1977	31292.00	-
32	Sri Biren Ch. Tamuly	Sr. Asstt.	1.8.1990	26014.00	-
33	Sri Prafulla Ch. Sarma	Sr. Asstt.	5.9.1983	24205.00	-
34	Smt Renu Devi	Sr. Asstt.	16.5.1986	20750.00	-
35	Smt Suchitra Sengupta	Sr. Asstt.	19.11.1985	23342.00	-
36	Sri Dibakar Boro	Jr. Asstt.	20.11.1995	21200.00	-
37	Sri Thaneswar Kalita	SR. Asstt.	3.7.1987	22328.00	-
38	Sri Bhupen Kalita	Sr. Asstt.	1.1.1988	20253.00	-
39	Sri Dhiren Ch. Das	Jr. Asstt.	31.5.1988	19208.00	-
40	Sri Niren Ch. Garo	Sr. Asstt.	18.1.1990	19672.00	-
41	Sri Nilamani Kalita	Jr. Asstt.	28.2.1990	17897.00	-
42	Sri Nilomani Mahanta	Jr. Asstt.	12.4.1991	17897.00	-
43	Sri Jogendra N. Sarma	Jr. Asstt.	9.4.1990	17897.00	-
44	Smt Dipali Kalita	Jr. Asstt.	25.9.1991	17897.00	-
45	Sri John Kr. Choudhury	Jr. Asstt.	24.9.1991	17897.00	-
46	Sri Doloi Rahang	Sr. Asstt.	12.1.1990	19672.00	-
47	Sri Pratap Deka	Jr. Asstt.	16.10.1990	17897.00	-
48	Sri Kishore Kumar	Jr. Asstt.	10.9.1990	17897.00	-
49	Smt Dipali Das	Sr. Asstt.	27.7.1987	22328.00	-
50	Sri Pabitra Kr. Deka	Jr. Asstt.	5.2.1990	17897.00	-
51	Sri Dharanidhar Barman	Jr. Asstt.	12.7.1996	17348.00	-
52	Sri Atul Das	Jr. Asstt.	27.5.1998	16901.00	-
53	Sri Dipak Ch. Das	Jr. Asstt.	19.3.1998	16901.00	-
54	Sri Dharendra Nath Kalita	Jr. Asstt.	10.5.2000	16468.00	-
55	Smt Dipali Sarma	Jr. Asstt.	1.6.2004	17897.00	-
56	Smt Dipika Sarkar	Jr. Asstt.	1.6.2005	17897.00	-
57	Sri Dilip Barman	Jr. Asstt.	3.4.1995	17581.00	-
58	Md. Nazrul Islam	Jr. Asstt.	8.8.2011	14118.00	-
59	Sri Tapan Kr. Das	Jr. Asstt.	13.2.1989	18245.00	-

60	Sri Sankar Das	Driver	9.10.1985	18046.00	
61	Sri Bhabananda Das	Driver	28.6.1990	16502.00	
62	Sri Jagat Koibarta	Jr. Asstt.	24.10.08	14118.00	
63	Smt Reena Deka	Sr. Asstt.	31.12.1980	34048.00	
64	Sri Paresh Ch. Das	Jr. Asstt.	3.6.1988	20536.00	
65	Sri Chittaranjan Kalita	Jr. Asstt.	24.11.1987	20536.00	
66	Smt Rajita Teron	Jr. Asstt.	27.10.2008	14118.00	
67	Sri Tutu G. Momin	Jr. Asstt.	23.10.2008	14118.00	
68	Sri Kishor Kr. Pathak	S.A.	25.1.1977	34098.00	
69	Sri Basu Dev Das	Jr. Asstt.	24.10.08	14118.00	
70	Smt Chandana Thakuria	Jr. Asstt.	27.10.2008	14118.00	
71	Sri Abhimanya Rabha	Jr. Asstt.	27.10.2008	14118.00	
72	Smt Gitali Rabha	Jr. Asstt.	4.11.08	14118.00	
73	Smt Munu Boro	Jr. Asstt.	27.10.08	14118.00	
74	Sri Shyam Sundar Kalita	Sr. Asstt.	18.4.1981	30363.00	
75	Sri Bharat Kalita	Sr. Asstt.	20.6.2011	26428.00	
76	Sri Gobinda Das	Sr. Asstt.	25.5.2011	20536.00	
77	Sri Bulen Ch. Boro	Jr. Asstt.	5.11.08	14118.00	
78	Sri Nayanmoni Das	Jr. Asstt.	24.9.2010	14118.00	
79	Sri Bidur Das	Jr. Asstt.	20.6.2011	14118.00	
80	Smt Debjani Dihidar	Jr. Asstt.	1.2.2006	17897.00	
81	Smt Anita Marak	Jr. Asstt.	24.10.2008	14118.00	
82	Sri Pankaj Kr. Gogoi	Jr. Asstt.	23.10.2008	14118.00	
83	Smt Bina Modak	Jr. Asstt.	30.11.1987	20536.00	
84	Sri Atowar Rahman	Jr. Asstt.	1.1.1981	12848.00	
85	Sri Tarun Choudhury	Jr. Asstt.	23.3.1998	16402.00	
86	Sri Ranjit Ali	Sr. Asstt.	13.10.1982	29052.00	
87	Sri Nareswar Nath	Jr. Asstt.	4.4.1995	17062.00	
88	Sri Gagan Choudhury	Sr. Asstt.	30.4.1981	32148.00	
89	Sri Pulak Talukdar	Sr. Asstt.	20.4.1981	29443.00	
90	Sri Sunil Kherkatary	Sr.Asstt..	26.4.1983	27575.00	
91	Sri Bharat Ch. Kalita	Jr. Asstt.	24.9.1986	23213.00	

92	Sri Beliram Das	Jr. Asstt.	30.7.1986	20113.00	
93	Smt Dipali Das	Jr. Asstt.	27.7.1987	20110.00	
94	Sri Gobinda Das	Jr. Asstt.	21.11.1987	18330.00	
95	Smt Pranita Baishya	Jr. Asstt.	16.2.1990	17706.00	
96	Smt Sangita Borkakati	Jr. Asstt.	19.10.1990	17897.00	
97	Sri Bipul Choudhury	Jr. Asstt.	27.3.1995	17062.00	
98	Smt Barnali Kalita	Jr. Asstt.	13.1.1995	16836.00	
99	Smt Puspallata Das	Jr. Asstt.	6.1.1997	17368.00	
100	Sri Kumud Ch.Soud	Jr. Asstt.	7.3.1995	17062.00	
101	Sri Putul Kr. Rabha	Sr. Asstt.	25.11.1987	21135.00	
102	Sri Krishna Deka	Sr. Asstt.	20.1.1977	34048.00	
103	Sri Jyotish Ch. Kalita	Sr. Asstt.	19.10.1982	26786.00	
104	Sri Dwipen Rabha	Jr. Asstt.	27.10.2008	13697.00	
105	Sri Akram Hussain	Jr. Asstt.	1.6.2001	15983.00	
106	Sri Rohini Kr. Sarma	Copyist	1.7.1978	20536.00	
107	Sri Gopal Ch. Boro	Copyist	25.6.1987	20536.00	
108	Sri Golok Ch. Deka	Copyist	9.3.1987	20536.00	
109	Smt Pakhila Bhagawati	Copyist	8.5.1987	19928.00	
110	Sri Chakradhar Das	Copyist	8.5.1987	18330.00	
111	Sri Ratna Kt. Baruah	Jarikarak	15.2.74	18344.00	
112	Sri Mahendra Das	Jarikarak	17.9.89	16402.00	
113	Sri Tarikuddin Ahmed	Jarikarak	12.12.90	14593.00	
114	Sri Sirajuddin Ahmed	Jarikarak	28.11.90	17530.00	
115	Sri Sanatan Malakar	Jarikarak	1.1.96	14394.00	
116	Sri Babul Ali Choudhury	Jarikarak	12.7.96	14178.00	
117	Sri Prabin Kalita	Jarikarak	2.11.93	1 4394.00	
118	Sri Upen Langthasa	Jarikarak	31.12.2008	11330.00	
119	Sri Lakhipriya Boro	Jarikarak	27.10.08	11898.00	
120	Sri Putul Rahang	Jarikarak	31.12.2008	11898.00	
121	Sri Atul Ch. Deka	Jarikarak	10.4.67	21034.00	
122	Sri Sankar Prd. Roy	Jarikarak	5.12.73	18710.00	
123	Sri Pankaj Boro	Jarikarak	23.10.08	11898.00	

124	Sri Hemanta Taw	Jarikarak	20.6.2011	11898.00	
125	Sri Dipak Kalita	Jarikarak	22.12.89	14394.00	
126	Sri Sarat Deka	Jarikarak	4.4.79	18030.00	
127	Sri Ajit Deka	Jarikarak	3.4.95	14394.00	
128	Sri Binod Deka	Jarikarak	28.7.79	17497.00	
129	Sri Sailen Nath	Jarikarak	17.7.79	17497.00	
130	Sri Dinesh Das	Jarikarak	17.8.79	17497.00	
131	Sri Jay Kt. Kalita	Jarikarak	22.8.79	17497.00	
132	Sri Rina Das	Jarikarak	11.7.96	13761.00	
133	Sri Hiteswae Deka	Jarikarak	17.7.79	17530.00	
134	Sri Nirmal Das	O.P.	1.4.76	17182.00	
135	Sri Narendra Kalita	O.P.	17.10.74	17530.00	
136	Sri Cahakradhar Kalita (1)	O.P.	12.3.76	17182.00	
137	Sri Chakradhar kalita (2)	O.P.	18.8.87	17182.00	
138	Sri Siddhi Ram Kalita	O.P.	1.3.86	15522.00	
139	Sri Gobinda Saharia	O.P.	1.3.86	15522.00	
140	Sri Kanu Dev	O.P.	7.1.87	15307.00	
141	Sri Bichitra Bezbaruah	O.P.	25.1.87	15307.00	
142	Sri Jatindra Nath Talukdar	O.P.	1.6.88	14874.00	
143	Sri Bishnu Ram Boro	O.P.	10.11.89	14410.00	
144	Sri Nagen Medhi	O.P.	14.4.90	14194.00	
145	Sri Uday Ch. Das	O.P.	2.8.90	14194.00	
146	Sri Sarat Kalita	O.P.	1.4.95	13982.00	
147	Sri Sarat Ch. Deka	O.P.	22.8.84	15738.00	
148	Smt Manju Das	O.P.	5.9.95	14194.00	
149	Sri Gopal Deka	O.P.	11.7.96	13801.00	
150	Sri Sailen Boro	O.P.	19.3.98	13454.00	
151	Sri Zamshed Ali	O.P.	17.9.98	13454.00	
152	Sri Gul Mahammad Ali	O.P.	19.3.98	13969.00	
153	Sri Maznur Ali	O.P.	1.12.89	14193.00	
154	Sri Akan Ali	O.P.	19.2.92	13816.00	
155	Sri Amulya Das	Mali	14.2.85	15522.00	

156	Smt Bhanu Sarma	O.P.	26.6.87	15074.00	
157	Sri Bhupen Das	O.P.	23.10.08	11611.00	
158	Smt Parbati Basfor	O.P.	31.12.2008	11611.00	
159	Smt Tilama Das	O.P.	27.10.08	11611.00	
160	Sri Ashok Rabha	O.P.	4.11.08	11611.00	
161	Smt Mirina Boro	O.P.	23.10.08	11611.00	
162	Sri Kadam D. Sira	Chowkider	31.3.2010	11038.00	
163	Sri Mridul Das	Chowkider	31.3.2010	11038.00	
164	Sri Dharmendra Barman	Chowkider	31.3.2010	11038.00	
165	Sri Chandra Barman	O.P.	1.11.75	17182.00	
166	Sri Bahakti Ram Deaka	O.P.	5.2.90	14193.00	
167	Sri Nripen Ch. Hira	O.P.	23.10.2008	11611.00	
168	Sri Satyendra Deka	O.P. (Mali)	19.3.98	13333.00	
169	Sri Hamid Ali	O.P.	25.8.94	13552.00	
170	Sri Gajen Rabha	O.P.	31.10.08	11024.00	
171	Sri Bipul Boro	O.P.	23.10.08	11611.00	
172	Sri Mohanlal Basfor	O.P.	27.10.08	11024.00	
173	Sri Subal Das	O.P.	12.9.71	16361.00	
174	Sri Ganesh Das	Chowkider	15.5.72	17320.00	
175	Sri Sunil Das	Chowkider	10.8.90	17320.00	
176	Sri Siraj Ali	Chowkider	2.6.88	14438.00	
177	Sri Narmohan Das	Chowkider	1.3.90	13777.00	
178	Sri Gakuli Boro	O.P.	25.6.93	13552.00	
179	Sri Hemanta Kalita	O.P.	19.12.89	13150.00	
180	Sri Hiren Talukdar	O.P.	11.7.96	12425.00	
181	Sri Dhireswar Rajbangshi	O.P.	5.5.89	13987.00	
182	Sri Pradip Das	O.P.	19.3.98	12989.00	
183	Sri Bindu Ram Daimari	C.M.	16.11.89	13987.00	
184	Sri Sarat Das	C.M.	3.4.95	13552.00	
185	Sri Grimbarson Sangma	C.M.	31.3.2010	10413.00	
186	Sri Hriday Das	C.M.	31.3.2010	10413.00	
187	Sri Brijesh Singh	C.M.	31.3.2010	11475.00	

188	Sri Rupram Kalita	O.P.	31.12.1980	15706.00	
189	Smt. Renu Kalita	O.P.	27.6.1999	13333.00	

The Telephone Nos. of the Office of the Deputy Commissioner, Kamrup are follows:-

1. Deputy Commissioner, Kamrup:- 03612684404(o)
00612684412(F)
2. EPABX Nos.:- 03612684405
&
03612684407
to
03612684411

Food & Civil Supplies Branch

Sl. No.	Name of Officer's/ Staff	Designation	Date of joining	Pay(in Rs)
190	Sri Deba Prasad Goswami	Dy. Director,FCS&CA	01/02/2011	42867.00
191	Sri Kamakhya Patowary	Supdt. FCS&CA	06/03/09	35327.00
192	Sri Muzibuddin Ahmed	Inspector,FCS&CA	01/11/2010	25566.00
193	Sri Hemanta Pathak	-do-	01/01/2011	25881.00
194	Sri Atfur Rahman	-do-	01/01/2011	38796.00
195	Sri Tapan Nath	-do-	03/03/09	26351.00
196	Syed Fajlul Kader	-do-	01/02/2011	23010.00
197	Sri Pratul Ch. Goswami	Accountant	02/01/2009	33136.00
198	Sri Heramba Kr. Talukdar	Senior Asstt.	18-05-03	22461.00
199	Sri Madhab Barman	Jr.Asstt.	18-05-03	17581.00

Section 4(1) (b) (xi)

Details of allocation of Budget & Disbursement made in the office of the Deputy Commissioner, Kamrup

Budge Allocation: Budget is allotted for payment of salary, wages and traveling allowances to the officers and employees. Budget allocation is also provided for contingency expenditure of the office.

Head of Account, budget allotment and monthly expenditure statement are shown below for the year of 2011-2012

Sl No	Head of Account	Total requirement of fund(in lakh)	Budget received during the year 2011-2012(in lakh)
1	2053- Dist Admin. 093(422) 093- Dist H.Q. Estt-01 Salary	Rs.3,35,60,000.00	Rs. 3,40,00,000.00
2	2053- Dist Admn 094- P.S. Estt-01 Salary	Rs.44,55,000.00	Rs.45,00,000.00
3	2070-OAS etc. 535- Circuit & Session House	NIL	NIL
4	2029-LR-103 -01-Salaries	Rs.3,15,00,000.00	Rs.3,35,10,000.00
5	2029-LR-001,-01 Salaries 2029-LR- 001-02 Wages	Rs.60,00,000.00 Rs. 108,000.00	Rs.13,280,000.00 Rs. 70,000.00
6	2029-LR-800-DE-01 Salary	Rs.13,60,000.00	Rs.18,20,000.00

Section 4(1)(b) (xii)

Manner or execution of subsidy programme

The Food & Civil Supplies Department of Deputy Commissioner's Office is implementing the following Subsidy programme.

- AAY ()
- BPL ()
- APL Rice () These are Central Govt. sponsored schemes
- APL Atta ()
- S.K.Oil ()
- Levy Sugar ()

- Randhanjyoti () This is a State Govt. sponsored scheme.

The process of selection of all the AAY, BPL and Randhandjyhoti is done by Gaon Panchayat as per norms & guidelines of the Govt. The other schemes are implemented by Food & Civil Supplies Department as per norms & guidelines.

Section 4(1)(b) (xiii)

Particulars of recipients of concession, permits or authorizations granted by it.

The following beneficiaries under different schemes of Food & Civil Supplies Deptt. are getting benefits of concession and then articles are distributed through the PDS Agents.

- BPL- 60753 nos (FIC)
- AAY- 31876 nos (FIC)
- APL-105526 nos (FIC)
- Randhan jyoti- 1st Phase- 595 nos
2nd Phase-3031 nos
3rd Phase- 806 nos
4th Phase- 427 nos

Section 4(1)(b) (xiv)

Details in respect of the information, available to or held by it , reduced in Electronic Form

e-District and e-governance initiative is being started in the district to provide govt. services and information to the citizens in their locality itself through the use of ICT in a reliable, time bound and transparent manner devoid of corruption, inconveniences and harassment, through private Kiosks at a nominal fee. Internet facility through kiosks was intended to open new vista of on line business and accelerate the economic transformation of rural economy and also to help the administrator to check the overlapping of schemes and monitoring the implementation effectively. It was also expected that the system would help the planner in better management of available resources. This unconventional model of public delivery system also aimed to introduce transparency and reduce corruption in the system.

Section 4(1)(b) (xv)

Particulars of facilities available to the citizen for obtaining information in the office of the Deputy Commissioner, Kamrup, if maintained for public use.

Last year we propose to purchase one Touch Screen KISOK in the public facilitation centre of the Deputy Commissioner's Office, Kamrup for public use with internet facility. But we could not install the same due to non availability of Fund. This year also we have proposed to install one Touch Screen **KISOK** in the in the Public facilitation center of the office premises of the Deputy Commissioner's Office, Kamrup for public use with internet facility. So that public coming to D.C. Office, Kamrup can take the benefit of this service during office hours i.e. from 10.00 a.m. to 5.00 p.m. All kind information of D.C. Office be accessed through LAN & downloaded by using this **Touch Screen KIOSK**.

Section 4(1)(b) (xvi)

Names, designations and other particulars of Public Information Officers;

Name of Appellate Authority & PIO / APIO of D.C's Office, Kamrup

Office	Appellate Authority	PIO	APIO
D.C's Office Kamrup.	Shri S K Roy, ACS	Shri K.G.Bhuyan, ACS	Sri Pranjit Gogoi
	D .C . Kamrup	A.D.C , Kamrup	SDO (S) , Kamrup

Section 4(1)(b) (xvii)

Such other information as may be prescribed; and thereafter update these publication every year.

Not available

Deputy Commissioner
Kamrup

Memo No.KPE-41/2008/

Date:-

Copy to:-

1.The Secretary & Registrar, Assam Information Commission, Dispur, Ghy.-6.

Deputy Commissioner
Kamrup.