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GOVERNMENT OF ASSAM
CHIEF MINISTER'S SECRETARIAT
DISPUR:: GUWAHATI-6
Block-J, Lok Sewa Bhawan

No. CMS 10/2023/18

Dated Dispur, the 19th July, 2024

OFFICE MEMORANDUM

Subject: Establishment of Chief Minister's Secretariat at Dibrugarh.

1. Introduction

The Government of Assam has been undertaking a series of administrative reforms to bring **governance closer to the doorsteps of people** to improve the **ease of living**. Monitoring of the mandates of the line departments, regional review meetings for overseeing the various state and central government scheme implementation and regular review of infrastructure projects for their timely completion have been integral part of good governance efforts of the state government. The Assam Secretariat, more specifically the Chief Minister's Secretariat takes the onus of coordinated development activity with focus on timely implementation of various schemes and projects.

2. Background

To take administration closer to people of Upper Assam region, comprising of the districts of Dibrugarh, Tinsukia, Lakhimpur, Dhemaji, Sivasagar, Charaideo, Majuli, Jorhat and Golaghat, with a population of approximately 79 Lakh (as per 2011 Census) and the land area of 21,264 Sq KM.

These districts have many institutions delivering a multitude of public services and implementing various government schemes/ projects of national importance. Further, Dibrugarh District also has been the headquarters/ functional area for a considerable number of Central and State PSUs like Oil India Limited, Brahmaputra Valley Fertilizers Corporation Ltd, Brahmaputra Crackers & Polymers Ltd, Assam Gas Company Ltd., Assam Petrochemical Ltd.

The problems faced by the people of the region are unique to the region and require focused attention for resolution at the policy level, and at the same time, the localized development needs also need to be addressed. Hence, to accelerate the pace of regional development, it is overwhelmingly felt that an extension of Government in the form of Chief Minister's Secretariat at Dibrugarh, may have a significant impact.

3. Establishment of Chief Minister's Secretariat at Dibrugarh

Considering the unique issues and development needs of the region, a **decision was taken in the Cabinet meeting held at Dibrugarh on 30 January 2023 to establish Chief Minister's Secretariat at Dibrugarh** which will start functioning from Water Resources Guest House. It will also address the imminent need for continuous monitoring of State and Central Government schemes/ projects and for providing speedy resolution to the grievances/ petitions/ applications/ memorandums/ requests for assistance etc. The Chief Minister's Secretariat will be an extension of Assam Secretariat.

Office of the Secretary
to the Government of Assam
Legislative Assembly
Dispur, Guwahati-6

Dy. No. 398
Date 23/07/2024



The nomenclature of the proposed office building will be-

অসম সচিবালয়
CHIEF MINISTER'S SECRETARIAT, DIBRUGARH

4. Summary on Government Establishments in Upper Assam region

The brief of the population and government establishments in the above-mentioned districts are as follows:

Sl.	District	Population (as per 2011 Census)	Area	Circles	Develop- ment Block	GaonPa nch-ayat	ULB	LAC	Police Station
1.	Dibrugarh	13,26,335	3,381 km ²	7	7	93	4	6	13
2.	Tinsukia	13,27,929	3,790 km ²	4	7	85	6	6	18
3.	Lakhimpur	10,42,137	2,277 km ²	7	9	81	4	5	9
4.	Dhemaji	6,86,133	3,237 km ²	4	5	65	2	3	7
5.	Sivasagar	6,79,632	1,599 km ²	4	5	82	5	3	12
6.	Charaideo	4,71,418	1,069 km ²	3	4	36	2	2	8
7.	Majuli	1,67,304	483 km ²	2	2	20	-	1	3
8.	Jorhat	10,92,256	1926 km ²	5	6	90	4	4	7
9.	Golaghat	10,66,888	3502 km ²	6	8	102	5	5	14
Total		78,60,032	21264 km²	42	53	654	32	35	91

5. Location

The newly constructed **Guest House of Water Resources department at Maijan, Dibrugarh** has been selected for establishing Chief Minister's Secretariat at Dibrugarh.

It is anticipated that Hon'ble Chief Minister would be in this office for at least 4 working days every month, along with other officials accompanying the Chief Minister from CM secretariat, Dispur.

6. Arrangements

GAD will make the following arrangements-

- To take over the suggested office building from Water Resources Department.
- To provide the required vehicles.
- Arrangement of Government quarters for Officers and staff posted in the office.
- Security barracks to be set up for the Security Personnel as per the existing security norms of Hon'ble Chief Minister.

The proposed CM Secretariat will have the following facilities:

A. In the first floor:

1. Office of Hon'ble Chief Minister
2. Office of Principal Secretary to Chief Minister
3. Office of PPS to Chief Minister
4. Office of the PS to Principal Secretary to Chief Minister
5. Conference Hall with VC facility
6. VVIP/MIP Lounge

B. In the Ground Floor:

1. Office of Joint Secretary
2. Office of Deputy Secretary/Under Secretary
3. Section Officer's room
4. Section Office
5. Reception Desk
6. Visitors Waiting room
7. Dak room
8. Pantry & Kitchen
9. Office Store

C. Logistics:

1. Office furniture
2. Computer/ Laptop
3. Projector/ TV
4. Stationery
5. Broadband/ Internet

D. Housekeeping: Housekeeping to be outsourced

E. Security: Round-the-clock security will be provided by Police.

7. Budget & Expenditure

The operational expenditure of Chief Minister's Secretariat, Dibrugarh will be borne out of the budgetary allocation of Chief Minister's Secretariat, Dispur. Any additional requirement of fund for the Chief Minister's Secretariat, Dibrugarh will be made under existing Head of Accounts of Chief Minister's Secretariat, Dispur.

Any procurement required to be made for Chief Minister's Secretariat, Dibrugarh will be processed by Chief Minister's Secretariat, Dispur.

8. Officers & Staff:

Since the Chief Minister's Secretariat, Dibrugarh will be working under the direct supervision of Chief Minister's Office in Assam Secretariat, no new posts will be created for this office. The proposed organogram for the CM Secretariat is as follows:

SI No.	Officer/ Staff	No. of Officer/ Staff
1.	Joint Secretary to the Hon'ble Chief Minister	1
2.	Deputy Secretary/Under Secretary	1
3.	Stenographer (Grade I)	1
4.	Section Officers	1
5.	Junior Assistants with computer knowledge/ RA/JDO	2
6.	Multi-Tasking Staff (MTS)	5

The District Commissioner, Dibrugarh will be the ex-officio Additional Secretary/Joint Secretary of the Chief Minister's Secretariat, Dibrugarh

Personnel(A) Department shall post the Joint Secretary and Deputy Secretary/Under Secretary from ACS cadre.

General Administrative Department shall post the Stenographer (Grade I), Section Officers, Junior Assistants with computer knowledge and Multi-Tasking Staff for the Chief Minister's Secretariat, Dibrugarh.

Research Assistant/Junior Development Officer shall be posted from Transformation and Development Department.

7. Functions of the Chief Minister's Secretariat at Dibrugarh:

The Chief Minister's Secretariat at Dibrugarh is an organic extension of Chief Minister's Secretariat at Assam Secretariat, Dispur.

The indicative list of the functions of the Chief Minister's Secretariat, Dibrugarh are as follows:

- I. **District/departmental review meetings:**
 - Periodic review meeting of the District Commissioners of the 6 districts related to various government projects/ schemes, Law & Order, Revenue management – land, excise etc., disaster management, administrative reforms including new sub-division arrangements.
 - Periodic review meeting of the Superintendent of Police of the 6 districts related to law and order and other administrative issues including interstate borders.
 - Other Departments related to developmental projects/ schemes.
- II. **Co-ordination with various agencies, organizations etc. for developmental works-**
 - State and Central PSUs located in the districts under reference.
 - NFR- Tinsukia Division, Airport Authority of India – Dibrugarh and Lakhimpur, NHIDCL/NHAI, Telecom players etc.
 - Industry & Commerce related organizations
 - Tea garden related organizations, associations, unions etc.
- III. **Engagement with Public and elected representatives regarding local issues and grievance redressal.**
- IV. **Co-ordination meetings with neighboring States- Arunachal Pradesh/ Nagaland.**
- V. **Public grievance** for receiving and disposal of public petitions/grievances in an effective way.
- VI. **CMRF/Discretionary Fund** for systematic disbursement of funds to the beneficiaries
- VII. **Any other works to be decided by Hon'ble Chief Minister.**

10. Facilitation & follow up with District & Assam Secretariat:

- a. The senior most officer posted there will be the Head of the Office and he will report to Principal Secretary to Chief Minister.
- b. The Joint Secretary/Deputy Secretary/Under Secretary, permanently deployed in the CM Secretariat, Dibrugarh shall follow up with district administration and other agencies/institutions in relation to the ongoing development projects/ schemes.
- c. They shall notify the progress report on a regular basis to the Chief Minister's Secretariat, Dispur and also flag critical delays/ issues etc. for early resolution.
- d. The progress reports from all the concerned districts shall be collected, analyzed and corrective measures, where required, shall be initiated by the Chief Minister's Secretariat, Dibrugarh.


26.7.24
Dr. K.K. Dwivedi, IAS
Principal Secretary to CM

Copy to: -

1. All Hon'ble MLAs.
2. The Chief Secretary, Assam.
3. The Director General of Police, Assam.
4. The Chairman, Assam Public Service Commission, Khanapara The Chairman, Assam Administrative Tribunal, Guwahati.
5. The Chairman, Assam Board of Revenue, Guwahati.
6. All Special/Addl. Chief Secretaries/ Principal Secretaries/Commissioner & Secretaries/ Secretaries to the Govt. of Assam.
7. The Addl. Chief Secretary, Water Resources Department.
8. The Special Commissioner and Special Secretary, PWD(B&NH).
9. The Addl. Director General of Police, Security, Assam.
10. The Addl. Director General of Police, SB, Assam.
11. The Principal Accountant General, Assam, Guwahati-29.
12. The Chief Electoral Officer, Assam.
13. The Resident Commissioner, Government of Assam, Assam House, New Delhi.
14. The Agriculture Production Commissioner, Assam.
15. The Secretary, Assam Legislative Assembly, Dispur.
16. The P.P.S. to Hon'ble Chief Minister, Assam.
17. All Principal Secretaries of the Autonomous Councils.
18. All District Commissioners.
19. The District Commissioner, Dibrugarh.
20. All Superintendent of Police.
21. The Superintendent of Police, Dibrugarh.
22. The Superintendent of Police, CM Security.
23. The Secretary, State Election Commission, Assam.
24. All Heads of Department, Govt. of Assam.
25. The Deputy Director, Assam Govt. Press, Guwahati-21 for publication in the Assam Gazette.
26. The P.S. to Chief State Information Commissioner, Assam.
27. The P.S. to Ministers.
28. Any other concerned.

By order etc.,


19/7/24
Commissioner & Secretary
Chief Minister's Secretariat.