

GOVERNMENT OF ASSAM
LEGISLATIVE DEPARTMENT

eFile No.82391/15

Dated Dispur, the 18th March, 2024

OFFICE ORDER

In partial modification of this department's earlier Office Order No.E-82391/15, dated 15th March, 2024, the subject of works of the Legislative Department are re-allocated among the Section Officer and Assistant Section Officers as details below with immediate effect and until further order:

Sl. No	Name and Designation of the Staff	Subject allocated
1	Smt. Tapati Medhi, Section Officer	She will look after the works allotted to Sri Arun Jyoti Kalita, ASO, Smt. Papori Das, ASO, Sri Bhaskar Pegu, ASO and Sri Gautom Gogoi, Jr.A.A. and day to day affairs relating to the Legislative Department for smooth functioning of the Department.
2	Sri Arunjyoti Kalita, ASO	All matter relating to drafting & vetting of Rules, MoU, Cabinet Memorandum, Notification etc. Citizen Charter. Matter relating to Supreme Court/High Court cases Matter relating to CPGRAMS, Project Sadbhabana, e-office & e-governance Estt. Matter of Legislative Department including submission of ACRs Any order matters as entrusted by the Section Officers or Senior Officers.
3	Smt. Papori Das, ASO	All Budget and Audit matters under Legislative Department. Matter relating to Official Language Wing. Parliamentary Questions/Assembly Questions & other Assembly related matters Any other matters as entrusted by the Section Officers or Senior Officers.
4	Sri Gautom Gogoi, Jr.A.A.	Establishment matter relating to ASLSA, DLSAs, GHCLS, TLSCs, Lok Adalats and State Law Commission, Assam Defence Pleaders and Amicus Curiae Bills. Right to Information. Matter relating to departmental meeting and tours of officers. All matter relating to establishment of Legal Services Officers Salary bills of staff of State Law Commission, GHCLS and staff under Legislative Department

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		Bills of Officers under Legislative Department. Any order matters as entrusted by the Section Officers or Senior Officers
5	Sri Hareswar Deka, Typist	Receipt and dispatch of DAK, Files in addition to his earlier duties.

Signed by

Geetanjali Das Saikia

Secretary to the Govt. of Assam,
Date: 27-03-2024 15:32:30
Legislative Department.

Memo NO. eFile No.82391/15-A

Dated Dispur, the 18th March, 2024

Copy for information and necessary action to:

1. The Joint Secretary/Deputy Secretary, Legislative Deptt.
2. PS to the Secretary to the Govt of Assam, Legislative Department.
3. All the Asstt. Section Officer/Jr.Admn. Asstt, Legislative Department.
4. The S.O., Legislative Deptt.

Signed by By order etc,

Dipen Chandra Saikia

Date: 27-03-2024 15:35:11

Joint Secretary to the Govt. of
Assam,
Legislative Department.