



GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: DHUBRI DISTRICT
DHUBRI

NOTIFICATION

In pursuance of the provisions contained under Section 4(I) (b) of the Right to Information Act, 2005, the required information is published for general information in this Information Handbook in respect of amalgamated establishment of Deputy Commissioner, Dhubri .

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

This is in partial modifications of the Notifications issued earlier vide this office Order Memo No DFC /16/2012/RTI/15A dated 7.5.12 consequent upon transfer and posting of a number of officers under DC's amalgamated establishment since last publication.

1.1 Intended users of this book

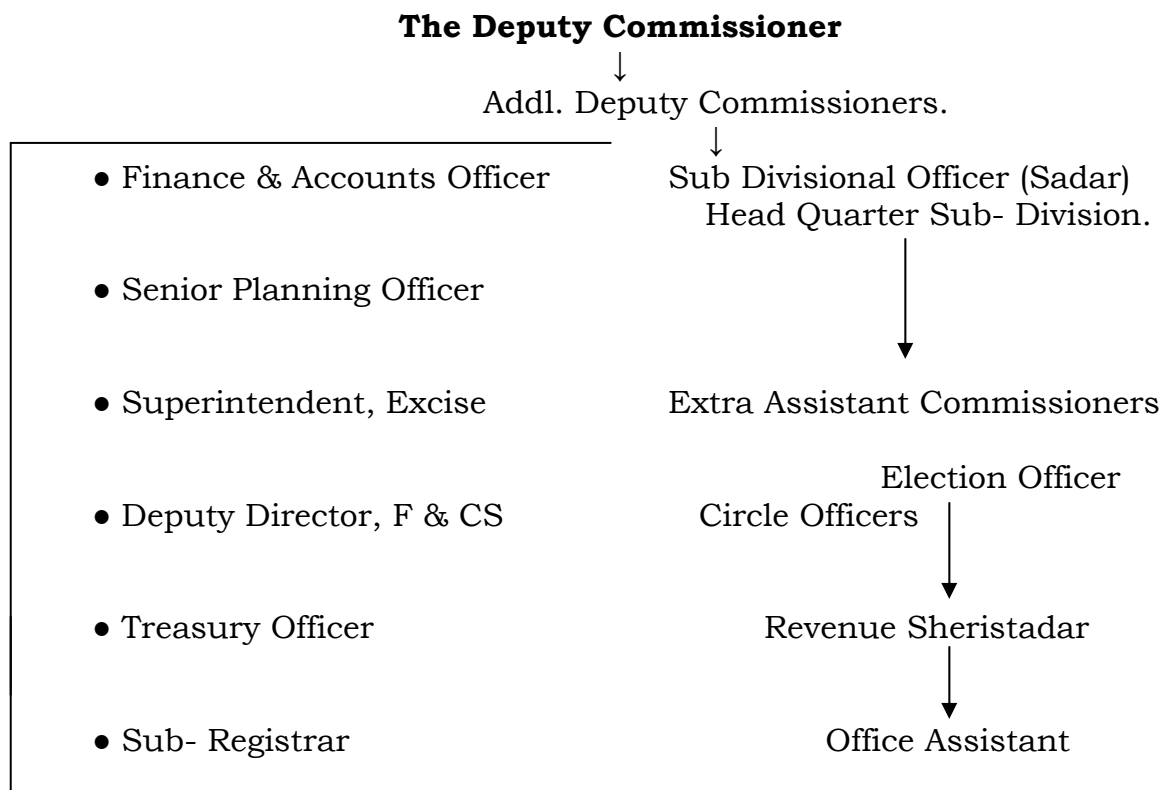
Members of public, officers and staff concerned with District Administration will be the users of this Handbook.

1.2 Appellate Authority and PIOs

Office	Appellate Authority	SPIO	APIO
DC's Office Amalgamated Establishment	Sri Kumud Ch Kalita , ACS, Deputy Commissioner, Dhubri.	Sri N.F.H. Hussain, ACS, Addl. Deputy Commissioner & SPIO, DC's Office, Dhubri.	1. Sri S.Ali Ahmed , EAC, Dhubri & APIO, DC's Office, Dhubri
			2. Sri M.N. Baruah, Circle Officer, Dhubri. & APIO, for Circle Office, Dhubri
			3. Sri J.Brahma, E.O. , Dhubri & APIO for Election Office, Dhubri
			4. S. Kashyap, C.O. Golakganj & APIO, Circle Office, Golakganj
			5. Sri S.Haque, CO(A) Dhubri & I/C C.O. Agomoni & APIO, Agomoni Circle

			6. Deputy Director, F. & C.S., Dhubri & APIO for FCS & CA Branch
			7. Superintendent of Excise, Dhubri & APIO for Excise Branch

STRUCTURE OF THE OFFICIAL SET UP



Working hours for office

The working hours for all offices are from 10-00 hours to 17- 00 hours with no break on all working days during the months from March to September and from 10-00 hours to 16- 15 hours in the months of October to February.

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

Particulars of Officers under DC's amalgamated establishment including the SDO© of 2(Two) outlying subdivisions

Sl. No.	Name of Officers	Present Posting	Phone No. (STD 03662)	Mobile No.
1.	Sri Kumud Ch Kalita ACS	Deputy Commissioner, Dhubri	230050(O) 230419(O) 230030(R) 230303(R) Fax : 232760(O) 230019(R)	98967-42295

2.	Sri R. Barman, ACS	Addl. Deputy Commissioner, Dhubri	230266	98540-20917
3.	Sri S.Z.Hazarika, ACS	Addl. Deputy Commissioner, Dhubri	230022	94350-75007
4.	Sri N.F.H.Hussain, ACS	Addl. Deputy Commissioner, Dhubri	230055	94351-25965
5.	Sri N.A. Laskar, ACS	Addl. Deputy Commissioner, Dhubri	230058	94350-24033
6.	Sri R. Malakar, ACS,	SDO(Sadar), Dhubri	-	94350-83967
7	Sri S. A. Ahmed, ACS	EAC, Dhubri ,	-	94351-26531
8	Sri J. Brahma, ACS	Election Officer, Dhubri	-	94350-89619
9	Sri M.N. Baruah, ACS	Circle Officer, Dhubri	-	94350-54123
10	Sri S. Haque, ACS	Circle Officer(A), Dhubri and C.O .I/C Agomoni	-	96789-47408
11	Sri S. Kashyap, ACS	C.O , Golakganj	-	8876559976
12	Sri M.L.Surekha, ACS	Sub-Divisional Officer (C), Bilasipara.	250275(O) 250388®	94014-54338
13	Sri P.K.Saikia, ACS	Sub-Divisional Officer (C), Hatsingimari.	286624(O) 286626®	99541-06869
14	Sri P.Rabha	Deputy Director, FCS & CA, Dhubri	-	94350-01097
15.	Sri D.Sarma	Supdt of Excise, Dhubri	-	94350-87297
16.	Sri M.K Saha	Treasury Officer, Dhubri & I/C FAO, DC's Office, Dhubri	230531	94351-18990
17	Sri K. Kalita	DIO, NIC, Dhubri District Unit	230068	94353-27454
18.	Nabab Ali	Head Assistant & I/C RS , DC's Office	-	9957911186
19	F.H Khandakar	Nazir, DC's Office, Dhubri	230049	9435129811

Particulars of Organisation, Functions and Duties

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

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 Govt. Departments within the district for the smooth functioning of the administrative machinery under the existing purview of law, rules and procedure set and framed by the Govt.

The office is accountable for maintenance of public peace and tranquility. The primary duty of the office is to ensure that the district administration runs

smoothly, thus ensuring preservation and proper maintenance of peace, order & tranquillity within the district.

The functions of the different Branches of the office are briefly outlined below to give an overall idea and is not exhaustive.

● **ADMINISTRATIVE DEPARTMENT:**

Matters relating to Administration are dealt with by the following branches: - 1. Administrative Branch & 2. Magistracy Branch.

● **ADMINISTRATIVE BRANCH:** - This Branch mainly deals with the following subjects:

- i. Arms & Explosives and Magazine matters.
- ii. Cinema & Passport.
- iii. Permission for meeting, theatrical performances use of loudspeakers etc.
- iv. Jail matters.
- v. R.T.I. Act related matters under RTI Cell.
- vi. Issue of Permanent Residence Certificate. (PRCs), but only for higher education purpose.
- vii. Counter Signature of Caste Certificate.
- viii. Legal Heir Certificate.
- ix. Non Creamy Layer Certificate
- X. Hotel matters.
- xi. Cable TV Network.
- xii. Matters related to Freedom Fighters.
- xiii. Memorandum.
- xiv. Pollution & environment related matters.
- xv. Under Trail Prisoner (UTP) related matters.

● **MAGISTRACY BRANCH:-**

This Branch deals with the following subjects:-

- i. Promulgation of 144 Cr. P.C.
- ii. Registration & disposal of Cr. P.C. cases.
- iii. All Court matters as Nodal Branch
- iv. Permission for disposal of unclaimed dead bodies.
- v. Inquest by Magistrate
- vi. Maintenance of law & order and detailment of Magistrates thereof.
- vii. Appointment of GP and PP.
- viii. Lok Adalat etc.
- ix. N.R.C. matters.
- x. Matters relating to Counter Insurgency Operation
- xi. Matters relating to Human Rights
- ix) Verification of character & antecedents.
- xii. Prosecution sanctions under different Acts as empowered to District Magistrate
- xiii. Delayed Registration of Births & Deaths.
- xiv. Issue /Renewal of license of petition writers.
- xv. Issue of Senior Citizen Certificate.

● **CONFIDENTIAL BRANCH:-**

The following subjects are being dealt with in the Confidential Branch.

1. Confidential / Secret matters.
2. Detention under N.S.A.
3. D.L.C.C. meetings on security (CIO)
4. A.C.R. of officers & staffs.

● **NAZARAT BRANCH:-**

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

i) MAIN SECTION:

1. Maintenance of Court Building / D.C.'s Bungalow / Circuit House, etc.
2. Allotment of Govt. Quarters to the officers.
3. Arrangement of vehicles for VIP , L & O and Flood duties, etc on requisition from other Govt. Departments as well as on hire .
4. Maintenance/Repair & Arrangement of vehicles for the officers of D.C.'s Office.
5. Drawal of bills under the Head of Account 2053, 2029, 2070 & 2055(CIO) etc on receipt of FOC/Ceiling from Govt. and payment thereof.
6. Telephone matters of D.C.'s Office
7. Maintenance of EPBX system of D.C.'s Office.
8. Arrangement of postal stamp / office stationeries / electric appliances etc.
9. All arrangements for visit of VIP/VVIP .
10. Arrangement of ceremonial functions like Independence Day and Republic Day.
11. Arrangement of all meetings /functions
12. Circuit House accommodation.
13. Maintenance of cash Book and all other relevant records relating to financial transactions under DC's establishment
14. Any other miscellaneous matters.
15. Serving of all letters /notices through the Process Servers attached to the Branch.

ii) BAKIJAI SECTION:

Functions and duties of this Branch are recovery of loans of banks financial institutions, Govt. dues from the defaulters / loanees on submission of requisition from concerned Govt. Departments/ Agency / Banks/institutions.

The cases are dealt with by officers notified as Certificate Officer who take steps for recovery of such loans etc as per provision of Bengal Public Demand Recovery Act 1913..

• REVENUE BRANCH:

The Deputy Commissioner is also the District Collector, and the office of the Deputy Commissioner, Dhubri 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 the specific Revenue matters. The primary functions related to Revenue Administration are the following: 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 of Govt.. land, ensuring safeguard to indigenous land holders belonging to protected class.

However, some of the such duties and functions of the Deputy Commissioner, Dhubri are now vested on the Settlement Officer, Dhubri in view of ongoing Resettlement Operation in the district which is the final stage of completion. The functions of different Sections of Revenue Branch are outlined below briefly:

i) LAND SETTLEMENT SECTION:

1. The main functions of the Land Settlement Section are to settle / allot Govt. land to individuals, Govt. Departments institutions, organizations etc.
2. The rules, regulations, instructions etc used by the officers / employees for discharging their functions are :
 - a. Assam Land Revenue & Regulations – 1886 / Assam Land Records Manual
 - b. Land Policy, 1989.
 - c. Govt. Circulars / Instructions received from time to time.
3. Eviction of encroachers from Govt. land
4. Computersation of Land Records Project (CLR) / e-ponjeeyan.

There is a Sub-divisional Land Advisory Committee under Dhubri Sadar Subdivision constituted by the Govt. with the Deputy Commissioner as the chairman & Addl. Deputy Commissioner (Revenue) as the Member Secretary, MP/MLAs ; President of Zila Parishad, Chairman / Chairperson of Dhubri Municipality Board/Gauripur Town Committee, Dhubri-Gauripur Development Authority having jurisdiction within the Sub division as members of the Land Advisory Committee. The Committee examines the various proposals in respect of allotment / settlement of Govt. Land to various Govt. Department / Institutions / NGOs / public purposes and individuals and recommends / advises the chairman regarding allotment / settlement of land from time to time.
5. Chapter X & XI.
6. Gaon Burah.
7. Land Sale Permission.
8. Issue of NOC for setting up of Brick Kiln.

ii) LAND ACQUISITION SECTION:

This Section deals with acquisition of private land required by any Govt. Department /organization/Agency for a public purpose viz Roadways, Railways, Irrigation, BSF and such other departments as per their requirements on receipt of formal proposal. Such LA cases are dealt with by the Deputy Commissioner as Collector through the ADC who is notified as Land Acquisition Officer and Collector as per provision of Land Acquisition Act, 1894. There are separate LR staff known as LA Survey Staff (Mondals) who do the field work under one Supervisory Kanungo. (SK).

Presently , there is one Major Railway Project viz construction of New Moinaguri- Jogighopa BG Line Project which is passing through entire North bank of the district starting from Interstate Border at Chagolia and ending at Bahalpur under Chapor Revenue circle bordering Bongaigaon District for which 49 Nos LA cases have been initiated.

iii) LAND CEILING SECTION:

The functions of this Section are for settlement / allotment of Ceiling Surplus land to individuals as Recorded Tenants or others as landless under MNP programme as well as Govt. Departments, institutions, organizations etc. as per provisions of Land Ceiling Act, 1956, existing land policy, fixation of house rent of private houses hired by Govt. Departments , compensation for Land Ceiling Cases/Acquired Estate .

iv) R.K.G SECTION:

1. Maintenance of Land records and issue of copy of Sadar Jamabandi.
2. Revenue Appeal Cases.
3. Reassessment of Land Revenue / Re-Classification of land.
4. Char Survey.
5. Demarcation matters.

As stated earlier, some of the functions are now vested with the Settlement Officer, Dhubri for ongoing Resettlement Operation in Dhubri district.

v) T.N. SECTION:

This Section deals with the following matters / subjects.

1. Records regarding Direct Paying Estate and maintaining of DPE's Douls.
2. Preparation of Mouzadars Commission bills; and Mouza inspection matter.
3. Cross checking of Treasury Challan of Mouzadars with statements.
4. Maintenance and updating of Touzi Register / Passing of challans / Proper entry of challans / deposits of challans in time.
5. Preparation of monthly / Quarterly / Annual Revenue statements.
6. And preparation of Tahsil/ Mouza Douls and Bedakhali Jarimana Douls and also Grazing Tax matters.
7. Renovation of Circle & Tahsil offices.
8. Treasury inspection matters.
9. Partition cases.

It is mentioned here that in erstwhile Goalpara district, Tahsildary system of Revenue Collection is prevalent still now. The Circle Officer of a Circle acts as the Tahsildar who has a separate establishment known as Tahsil office with separate staff for collection of Revenue. Dhubri sub division has 2(Two) Small Mouza for which revenue is collected through the Mouzadar besides the Tahsildars. . .

vi) FISHERY SECTION:

Its main functions are to settlement, supervision & Collection of Fishery Revenue under Head of Account "0405" (F) Fishery Revenue for 40% Govt. Fishery settled by the Deputy Commissioner as empowered by Govt. .

Besides, 60% Govt. fisheries which are settled by the Govt. are also administered through this Branch.

• PERSONNEL BRANCH:

i) MAIN SECTION:

1. Matters relating to transfer, posting, leave of all officers under DC's amalgamated establishment.
2. Appointment/transfer/posting/retirement of all Grade III/IV/LR staff under DC's amalgamated establishment
3. Maintenance of Service Books /Service Roll of all staff.
4. Grant of leave , sanction of Advance/Loan etc
5. The Pension matters of retired staff.
6. Examination matters & other matters relating to holding of APSC / Staff Selection Commission examinations.

ii) ACCOUNTS SECTION:

The Section mainly deals with the following subjects:-

- i) Preparation of pay bill etc of all officers U/H 2053/ DA 2070-OAS / 2029-LR etc.
- ii) Preparation of pay bill, arrear bill, pension bill etc. for all staffs.
- iii) Collection of budget, Govt. ceiling etc.
- iv) Submission of budget.
- v) Submission of expenditure statement.

iii) AUDIT CELL:

This Cell act as Nodal Agency for submission of replies to Audit Objections/Paras relating to audit of the accounts by the Comptroller & Auditor General of India of all the Branches/Sections under DC's establishment.

• DEVELOPMENT & PLANNING BRANCH:

i) DCP CELL: The district Planning Branch / Cell, Dhubri deals with the following schemes /works:-

1. Member of Parliament Local Area Development Schemes (MPLADS). {Lok Sabha & Rajya Sabha}
2. Member of Legislative Assembly Local Area Development Schemes (MLALADS).
3. Schemes under United Fund.
4. Kalpataru Schemes.
5. Buniad Schemes.
6. Non-Lapsable Central Pool of Resource Fund (NLCPR).
7. Gyanjyoti Schemes.
8. 20 Point & 15 Point Programme.
9. MSDP (Multi-Sectoral Development Programme)
10. Holding of District Planning & Monitoring Committee Meeting
11. Holding of District Development Committee Meeting & follow up-action.
12. Maintenance of all Accounts of funds received for various schemes
13. Monitoring & Inspection of various schemes.

The ADC (Development) looks after the DCP Cell with assistance from the Senior Planning Officer, Assistant Planning Officers and Research Assistants under the Cell.

ii) DEVELOPMENT SECTION:

The Branch deals with development matters undertaken by the various Departments like:

1. Education: It includes matters relating to SSA (Sarba Siksha Abhijan) Scheme, RMSA , Mid Day Meal scheme and such other schemes under one Addl. Deputy Commissioner entrusted specifically to look after Education matter. Sri MR Gogoi ADC is presently notified as ADC(Education), Dhubri
2. Health: Monitoring, reviewing and supervision of all schemes under Health and Family Welfare departments including NRHM with special emphasis on population control, Reproductive and Child health, Control of TB and Leprosy, Prevention of AIDS, Health sector reforms and Health systems, development with special emphasis on improving health infrastructures are under the supervision of one Addl. Deputy Commissioner notified as ADC (Health).Presently, Sri N.A Laskar is notified as ADC(Health)
3. Matters relating to agriculture and its ancilliary Departments like Animal Husbandry & Veterinary, Sericulture, Fishery and Horticulture are under the supervision of the Addl. Deputy Commissioner (Agriculture), Dhubri.
4. Schemes implemented by various Engineering Departments. Presently, Sri S.Z Hazarika is notified as ADC(Health)
5. Rural Development Schemes implemented by District Rural Development Agency

The Deputy Commissioner as the Head of the District Administration is responsible for smooth and effective coordination among various line departments 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, Dhubri.

Infrastructure development works carried out by different development departments are monitored through Planning Cell and Development Branch.

iii) BORDER CELL

Dhubri district having international border with Bangladesh and Inter State border with Meghalaya and West Bengal requires to deal with all contentious issues relating to Interstate /international border separately and hence this Cell has been constituted with Additional Deputy Commissioner notified as ADC (Border) to look after border affairs exclusively with regular interaction/coordination with BSF which has been deployed in the district for keeping vigil over the border with Bangladesh. Presently, Sri N.A Laskar is notified as ADC(Border)

Besides, Govt. of India has been providing substantial for speedy development of Border areas under BADP (SCA) & 13th Finance Commission for Border Blocks, schemes with annual allocation of fund. All such proposals/schemes are processed through this Cell with approval of the District Level Selection Committee and forwarded to Govt. for sanction. Fund is also placed with the DC, Dhubri who releases such funds to the Line Departments after proper monitoring.

• PUBLIC REDRESSAL MECHANISM:

The Facilitation Centre (FC) has been set up at the District Head Quarter to act as the direct link between public and the administration

Accordingly public Petitions / Applications are received and registered at the centre and acknowledged with tentative date of redressal are issued to the Petitioners and Applicants.

The Petitions / Applications are sent to the concerned Branch Officers who ensures timely submission of required information.

However, the G2C services are yet to be routed through the FC and these services are still provided manually.

Monthly report on receipt and disposal of Public Petitions / Applications are also sent to Government.

• FOOD CIVIL SUPPLIES & CONSUMER AFFAIRS BRANCH:

The FCS & CA Branch functions under the direct supervision of the Deputy Commissioner, Dhubri who is assisted by one ADC. The Branch has one Deputy Director and Inspectors/Sub Inspectors whose prime duty is to check and ensure proper functioning of Public Distribution System

Under the PDS, rice under BPL/AAY/APL./MMASY and such other essential commodities like SK Oil, Atta, levy sugar are distributed through the PDS Network. Dhubri subdivisions has 16 GPSS with agents under them for rural areas and Dhubri and Gauripur Towns have 143 Nos. Fair Price Shops.

Besides, the FCS & CA Branch also provides free LPG connections preferably to women under BPL category under Randhajyoti Scheme as per year wise target received from Govt.

There are Vigilance & Monitoring Committees at various levels to monitor the functioning of the PDS Network which has been reorganized by Govt. recently with District Level Committee/Sub divisional level/LA Constituency Level/FP Shop Level etc.

Besides as per order of the Supreme Court of India in WP© NO 196/2001, steps have already been taken to bring transparency to the PDS Network including uploading of all allotments in District Website, SMS Alerts, publication of Route Plan for carrying PDS commodities, digitization of beneficiary Data etc which can be viewed in the District Website

● **DISASTER MANAGEMENT BRANCH:**

This Branch deals with the following works:-

In case of a natural calamity like flood or earthquake:

1. Maintenance of relief camps including grant of financial and medical relief to the inmates.
2. Rehabilitation schemes to settle displaced persons.
3. Matters relating to rehabilitation of displaced persons affected by natural calamities.
4. Administration of the Assam Relief Manual

DISTRICT DISASTER MANAGEMENT AUTHORITY:

Recently, a district level Disaster Management Authority has been constituted with one Additional Deputy Commissioner as Executive Officer who is assisted by one Project Officer appointed on contractual basis by the Assam State Disaster Management Authority to deal with situations arising out of natural calamities.

● **EXCISE BRANCH:**

The main functions 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. The organizational set up:

1. Deputy Commissioner, Dhubri.
2. Superintendent of Excise, Dhubri.
3. Deputy Superintendent of Excise, Dhubri.
4. Inspector of Excise / Assistant Inspector of Excise / Head Excise Constable & Constables.
5. Office staff

The Superintendent of Excise is the departmental head in the district who works under supervision and control of the Deputy Commissioner. The basic information of the Branch is furnished below:

No. of Excise Circles in the district →	2 (Two)
No. of Licenced Premises →	48 (Forty Eight)
No. of Country Spirit shops in the district→	Nil.
No. of IMFL “OFF” shops →	21 (Twenty One)
No. of IMFL “ON” shops →	16 (Sixteen)
No. of Club “ON” shops →	Nil.
No. of IMFL Bonded Warehouses →	2 (Two)
IMFL whole sale shop →	2 (Two)
No. of denatured Spirit Shop →	7 (Seven)
No. of MCT licence →	2 (Two)

Information of Revenue Collection: Target of revenue fixed by the Govt. was 7.50 Crores for the financial year 2011-12 and achievement was Rs. 9,63,01,298/-

● **TREASURY BRANCH:**

Name of the Public Authority (PA):-	Deputy Commissioner, Dhubri.
Address	:- Office of the Deputy Commissioner, Dhubri.
Head of Office	:- Deputy Commissioner.
Head of the Branch	:- Treasury Officer, Dhubri.
Parent Govt. Deptt.	:- Finance Department, Govt.. of Assam, Dispur.
Reporting Authority	:- Director of Accounts & Treasuries, Assam, Kar-Bhawan, Dispur.
Jurisdiction	:- Dhubri Sadar & Hatsingimari sub divisions. .

● **FUNCTIONS AND DUTIES: -**

It conducts the functions of Govt.. receipts and payments and keeps the records of Account Receipts and payments 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 valuables like cash, notes, stamps, securities and other government properties.

NIC, DHUBRI DISTRICT UNIT:

National Informatics Centre (NIC) is a Central Govt. Organization under the Ministry of Communication & Information Technology (MCIT). Every district has a NIC District Unit which is attached to the district administration. NIC District Unit works under the overall supervision and control of the Deputy Commissioner. NIC Dhubri District Unit is presently manned by one District Informatics Officer and one District Informatics Associate. The NIC provides technical support to the District Authority and other Govt. Departments on all computerized projects as the Nodal Agency.

POWERS AND DUTIES OF 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 public and administration.

The Deputy Commissioner is an officer of the Government of Assam belonging to All India or Assam Civil Service 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 the Parliament and the Legislature of the State.

• ADDITIONAL DEPUTY COMMISSIONERS:-

Addl. Deputy Commissioners are next in hierarchy to the Deputy Commissioner and perform different duties on behalf of the Deputy Commissioner. Separate subjects are dealt with by them under the supervision of the Deputy Commissioner. Major subjects like Administration, Magistracy, Revenue, Development and Land Acquisition are dealt with by the Addl. Deputy Commissioners. Revenue Appeal Cases and miscellaneous cases related to revenue matters come within the ambit of their delegated powers. Some of the powers are also directly exercised by them wherein the DM/ADM or DC/ADC has equal/same powers as per provisions of law/rule.

• SUB-DIVISIONAL OFFICER (S):-

Sub-Divisional Officers (Sadar) perform their duties in the office of the Deputy Commissioner, and different matters are allotted to them. They work under supervision and control of DC/ADC. They also perform duties as Sub-Divisional Magistrates.

• EXTRA ASSISTANT COMMISSIONERS:-

Extra Assistant Commissioners are Branch Officers of different branches allotted to them and work under supervision and control of DC/ADC. . They also perform duties as Executive Magistrates.

● **ELECTION OFFICER:**

The Election Officer, Dhubri performs the duties and functions of all election related matters including Revision of Electoral Roll, Publication of Electoral Roll and conduct of Election under the supervision and control of the Deputy Commissioner, Dhubri who is also the District Election Officer for the Sadar Subdivision.

FINANCE & ACCOUNTS OFFICER (FAO):

The Finance & Accounts Officer advises the DC/ADC in all financial matters. At present, the Treasury Officer, Dhubri is holding the additional charge of FAO as the post is lying vacant.

● **REVENUE SHERISTADAR:-**

Revenue Sheristadar supervises all the branches dealing with Revenue matters (R.P. Branch / R.K.Go 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 branches are routed through R.S. Endorsement of all the letters received for dispatching those letters to the respective branches. The post of RS has been upgraded to gazetted rank He acts as connecting force between the Authority and the staff as Deputy Commissioner deals with matters pertaining to all Grade III & IV staff through him.

PRESENT STAFF POSITION UNDER DC'S AMALGAMATED ESTABLISHMENT INCLUDING ALL SUBORDINATE OFFICES :

A. Ministerial Staff

1. Administrative Officer	:	vacant
2. Revenue Seristadar in DC's Office	:	vacant
2. Head Assistant in DC's Office	:	01(One)
3. Head Assistant in SDO© Offices Bilasipara & Hatsingimari	:	02(vacant)
4. Supervisory Assistants	:	05(vacant)
4. Senior Assistant	:	63
5. Junior Assistants	:	110
6. Head Jarikarak	:	01
7. Process Servers	:	72
8. Office Peon	:	68
9. Tahsil Guard	:	04
10. Mali	:	02
11. Room Bearers(Circuit House)	:	02
12. Sweepers(Regular & consolidated Pay)	:	05
13. Drivers	:	07

B. LR Staff:

1. The posts of SK/LM for different circles of the district are now under administrative jurisdiction of the Settlement Officer, Dhubri & Kokrajhar districts in view of ongoing Resettlement Operation though they are permanent staff of the Deputy Commissioner, Dhubri . They are presently working in different Circles of the district under Assistant Settlement Officers.

2. Besides, 14 Nos Misc Mondals are working are posted in different Revenue Circles under jurisdiction of Revenue Circle Officers.

3. Besides, the office has following LR staff:

i) LA Survey staff:

SK : 01 (vacant)

LA Surveyor: 04(2 in DC's office & one each at Bilasipara & Hatsingimari

4. There are 2 Ceiling Mondals against 3 posts . Out of which one is attached to DC's Office , Dhubri and the other with SDO© Bilaspara.

Present work allotment amongst officers under DC's Office, Dhubri is shown below:

Sl.No.	Name of Officer		Works allotted
1.	Sri R. Barman, Addl. Deputy Commissioner, Dhubri	1.	Registration
		2.	Home Guard
		3.	I/C- PD ITDP & SDWO
		4.	Bakajai
		5.	PG Cell/ FC/ NREGS Grievance Cell.
		6.	Fishery
		7.	Land sale permission of Hatsingimari Sub Division.
2.	Sri S.Z. Hazarika Addl. Deputy Commissioner, Dhubri	1.	Planning & Development.
		2.	Record Room
		3.	S.D.PL.O.
		4.	ADC (Agriculture)
		5.	Treasury matters
		6.	Administration
3.	Sri N.F.H. Hussain, Addl. Deputy Commissioner, Dhubri.	1.	RTI matters as SPIO
		2.	Personnel
		3.	FCS & CA
		4.	All Revenue matters (Land Settlement, RKG, Revenue Reforms, TN, Acquired Estate, Appeals Encroachment and Eviction, CLR Project and Land Acquisition & Requisition as ADC/LAO, inspection of Circle and Tahsils.
		5.	Magistracy
4.	Sri N.A. Laskar, Addl. Deputy Commissioner, Dhubri	1.	Border Cell including BADP schemes.
		2.	MSDP
		3.	Panchayat Cell.
		4.	Addl. Deputy Commissioner (Health)
		5.	Nazarat
		6.	Land sale permission of Dhubri Sub Division.
		7.	Countersignature/ issue of Caste certificate, Domicile certificate/ Residential certificate/Permanent Residential Certificate for higher education purpose.

5.	Sri R. Malakar, SDO(S), Dhubri	1.	Administration as Branch Officer
		2.	Revenue (Land Acquisition) as B.O
		3.	E-Governance cell.
		4.	PG Cell/ FC/ NREGS Grievance Cell
		5.	Women's Cell
		6.	Protocol duty
		7.	Registration of delayed birth/death.
		8.	Cr. PC Cases
		9.	Assigned Bakijai cases.
		10.	Revenue (Reforms) including Acquired Estate as B.O.
		11.	Magistracy as B.O.
6.	Sri Jagadish Brahma , Election Officer, Dhubri	1.	Election matter
		2.	Any other assigned duty
7.	Sri Surman Ali Ahmed Extra Asstt. Commissioner, Dhubri	1.	All Revenue matters (Land Settlement, RKG, Revenue Reforms, TN, Encroachment and Eviction
		2.	Fisheries
		3.	RIT cell as BO/APIO
		4.	Record Room
		5.	CLR Project as BO and Nodal Officer
		6.	D.M. Branch as B.O.
		7.	Protocol Duty
		8.	CrPc cases
		9.	Assigned Bakijai cases
		10.	Personnel Branch as B.O.
		11.	Panchayat Cell as B.O.
		12.	Registration matters as B.O.

Note: Consequent upon transfer of Sri M.R Gogoi, ADC, Dhubri, his works are now looked after by Sri N.A Laskar, ADC, Dhubri temporarily until vide order Memo No DPE 2/2011/271(A) dated 2.6.12 as shown below:

1. Election
2. Census
3. Land sale permission Bilasipara Sub Division.
4. Disaster Management Branch
5. Civil Defence
6. Mid Day Meal Scheme including District Nodal Officer
7. All matters relating to Education.

Monthly remuneration received by officers /staff under DC's Office, Dhubri as per Pay scale based on ROP 2010 along with pay last pay drawn for the month of March/2012(In respect of officers only) are shown below:

MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS/EMPLOYEES AS PER THE PAY SCALES SHOWN BELOW AGAINST THEIR NAMES:-

Sl. No.	Name	Designation	Pay Band	Scale	Grade Pay	Last Pay drawn (as on March/2012 or as applicable)
1.	Sri Kumud Ch Kalita	D.C	4	12000/- to 40000/-	7400/-	Rs 50,767.00

2.	Sri Rajatendu Barman	ADC	4	12000/- to 40000/-	6600/-	Rs. 46960.00
3.	Sri N.F.H Hussain	ADC	4	12000/- to 40000/-	6600/-	Rs. 45838.00
4.	Sri S. Z. Hazarika	ADC	4	12000/- to 40000/-	6600/-	Rs. 45838.00
5.	Sri N.A Laskar	ADC	4	12000/- to 40000/-	6600/-	Rs. 45838.00
6.	Sri R. Malakar	S.D.O (S)	4	12000/- to 40000/-	6600/-	Rs 43,387.00
5.	Sri S. Ali Ahmed	EAC	4	12000/- to 40000/-	5400/-	Rs 35,599.00

PAY SCALE OF STAFF

Sl. No.	Designation	Pay Band	Scale	Grade Pay
1.	Steno Grade - I	4	12000/- to 40000/-	5900/-
2.	Revenue Sheristadar/ Administrative Officer	3	8000/- to 35000/-	4900/-
3.	Head Asstt.	2	5200/- to 20200/-	3100/-
4.	S.A	2	5200/- to 20200/-	2900/-
5.	Sr. Asstt.	2	5200/- to 20200/-	2900/-
6.	Jr. Asstt.	2	5200/- to 20200/-	2200/-
7.	Driver	2	5200/- to 20200/-	2100/-
8.	Head Jarikarak	2	5200/- to 20200/-	2000/-

• **Budget allocation and Expenditure under Major Heads:**

The fund is provided by the Govt. under Major Head of Account – 2053, 2029 and 2070, D.C.'s office, Dhubri for salaries of officers/staff as well as to meet other contingent and recurring expenditure to run the office. The budget allocation along with fund received & expenditure incurred thereof for the year 2011-12 under the above 3(Three) heads are shown in **Annexure – I.II & III.**

Sd/-
(Kumud Ch. Kalita)
Deputy Commissioner
Dhubri

Memo No. DFC-16 /2012/RTI/ (A) Dated Dhubri the _____ June /2012

Copy to:

1. The Commissioner & Secretary to the Govt of Assam, General Administration Department, Dispur for favour of information.
2. The Commissioner & Secretary to the Govt of Assam, Revenue & DM Department, Dispur for favour of information.
3. The Commissioner , Lower Assam Division , Guwahati for favour of information.
4. The Staff Officer to the Chief Secretary , Govt of Assam , Dispur for kind appraisal of the Chief Secretary.
5. The Secretary & Registrar, State Information Commission, Assam Housefed Complex, Dispur for favour of information.
6. All heads of offices of Dhubri district.
7. The SDO© Bilasipara/Hatsingimari for information and necessary action.

8. All Circle Officers of Dhubri sub division for information and necessary action.
9. The DIPRO, Dhubri for information and necessary action.
10. The DIO ,NIC Dhubri for information and necessary action. He is requested to upload the above in District Website
11. Nazir, DC's office, Dhubri for display in office Notice Board.

Sd/-
(Kumud Ch. Kalita)
Deputy Commissioner
Dhubri