



GOVT. OF ASSAM
OFFICE OF THE CHIEF INSPECTOR OF FACTORIES, ASSAM
NPS International School Lane, Betkuchi, Lokhra, Guwahati-781040.

Office Order No. 85

Dated, Guwahati the 5th May, 2018.

Office Order

In supersession of all previous orders, the following arrangement is made for distribution of works amongst the office staff of office of the Chief Inspector of Factories, Assam, as per allotment shown against their names:-

1. Shri N.N. Das, Registrar	Overall in charge of office administration. To deal with all matters connected with the discipline and punctuality in Office. Overall incharge of the Accounts Section. Work related to preparation of Budget/Distribution of Budget.
2. Shri N.N. Deka, Superintendent.	Earmarking the letter received in the office. Accounts Section. Treasury/A.G. Correspondence. Assembly/Parliament question relating to Accts. Section.
3. Smt. Rumi Talukdar, U.D. Asstt.	Accounts Section.
4. Smt. B Dastidar, U.D. Asstt.	Incharge of the Establishment Section. Maintenance of Service Book and ACRs. Assembly/Parliament Question relating to Estt. Section. Distribution of work among the staff of Establishment Section.
5. Shri S.N. Deka, U.D. Asstt.	Accounts Section.
6. Shri Ajit Sarma, U.D. Asstt.	Accounts Section.
7. Shri Gajen Das, LDA.	New Registration & Approval of Bongaigaon, Dhubri Kokrajhar, Baksa, Chirang, Nalbari & Darrang District. Renewal of Kokrajhar, Baksa, Chirang & Nalbari District.
8. Shri D. Basumatary, LDA.	Accounts Section.
9. Shri Anil Kakoti-LDA.	Accounts Section.
10. Smt. P Devi, L.D. Asstt.	Receipt Section.
11. Rafique Ali, LDA.	Establishment Section. Inspection Report and Returns of Jorhat Zone. New Registration, Approval and Renewal of Lorth Lakhimpur, Dhemaji & Udalguri District.
12. I Rahman, LDA.	Establishment Section. Inspection Report & Return of Bongaigaon Zone.
13. G.C. Bora, L.D. Asstt.	Registration & Approval of Nagaon and Marigaon District. Renewal of Nagaon, Morigaon, Karbi Anglong & Hailakandi District.
14. Shri A Talukdar, L.D. Asstt.	Registration & Approval & Renewal of Goalpara, Karimganj, N C Hills, Cachar District.
15. Shri D. Bora, Stenographer.	Steno and typing works of Chief Inspector of Factories. Matters related to Competent Person and Site Appraisal Committee, Stability Certificate, Conference, meeting, training of Officers, Correspondence with DGFASLI and other Govt. offices, R.T.I. etc. Registration, Approval of Jorhat, Golaghat and Sibsagar District.
16. Shri U Goswami, L.D. Asstt.	Issue/Receipt.
17. Smt. R.M. Dutta, L.D. Asstt.	Establishment Section. Labour Complain, Inspection Report and Returns of Guwahati and Dibrugarh Zone, Prosecution. Submission of Quarterly Action Plan Return. Any other matter allotted by the CIF, Assam.

18. Shri D.J. Choudhury L.D. Asstt.	Renewal of Golaghat, Jorhat & Sibsagar District. Registration & Approval of Sonitpur District. Type.
19. Shri A.D. Bharali, L.D. Asstt.	Website. Online correspondence with Govt./Finance Department/Treasury on finance matter. New Registration, Approval of Dibrugarh District. Renewal of Darrang, Borpheta and KAM/1801 upto date.
20. Smt. Piju Bharali, Draftsman	Issue Receipt. Online works related to Accounts Section. Renewal of Tinsukia & Sonitpur District.
21. Smt. A Das L.D. Asstt.	Accounts Section. Online works related to Accounts Section. New Registration & Approval of Borpheta & Kamrup District.
22. Smt. N Medhi L.D. Asstt.	Website. Registration & Approval Tinsukia, Hailakandi & Karbi Anglong District. Renewal of Kamrup District from KAM/801 to KAM/1800, Bongaigaon & Dhubri District.
23. D Sarma Asstt. Chemist.	Incharge of Industrial Hygiene Laboratory. Website. Online works related to Accounts Section. Renewal of Dibrugarh & Kamrup District from KAM/1 to KAM/800.
24. Smt. K Khound Laboratory Asstt.	Industrial Hygiene Laboratory. Approval of Disaster Management Plans, Accident Report, Dangerous Occurrences.
25. Smt. S Bora, Statistical Officer.	Incharge of Statistics Section. Distribution of work among the staff of Statistics Section.
26. Sri Ramen Barman, S.A. 27. Smti. J.B. Bora, Computer. 28. Shri R. Borkotoky, Computer.	Preparation of Annual Report, Returns, Quarterly Action Plan, Inspection Return etc.

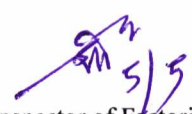
Typing will be done by everybody having computer and allotted by section incharge.
Registration, Approval and Renewal will be done through online only.
This order will come into force with effect from 14th May, 2018.

Chief Inspector of Factories,
Assam, Guwahati-5.

Memo No. EM/158/11,366-96 Dated, Guwahati the 5th May, 2018.

Copy to:

1. Addl. Chief Inspector of Factories/Inspector of Factories/Law Assistant/All Office Staff.
2. Office Order Book.
3. Office file.


Chief Inspector of Factories,
Assam, Guwahati-5.