



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

Office Order No.82

Dated, Guwahati the 6th April 2024.

**Functional Responsibilities of Officers and
Staffs of Head Office**

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. Sri S K Gurung, Inspector of Factories, HO.	<ul style="list-style-type: none"> a) Overall in-charge of the Accounts Section. b) Site Appraisal Committee. c) Treasury/AG correspondance. d) Overall in-charge of stores, AMC works. e) Assembly/Parliamentary question relating to Accounts Section. f) Overall in-charge of E-office & EODB. g) Matters related to RTI and Sadhvabana. h) Any other work that may be found necessary to be attended to not covered by above. i) Overall in-charge of Industrial Hygiene Laboratory, its use and revampment.
2. Sri S K Borbora, Inspector of Factories, HO.	<ul style="list-style-type: none"> a) Overall in-charge of office administration. b) To deal with all matters connected with discipline and punctuality in office including attendance. c) Overall in-charge of Establishment section. d) Overall in-charge of Labour complaint. e) Legal matters. f) Assembly Parliamentary question relating to Estt. Section. g) Overall in-charge of Factory Information System and its use to full potential. h) Overall in-charge of Statistics Section. i) Training of officers. j) Correspondence with DGFASLI and other Govt. organization etc. k) Overall in-charge of Disaster Management Plan, Account report, Inspection Report, Compliance, Dangerous occurrences and all OSH matters. l) Any other work that may be deemed necessary to be looked into.
3. Smt. B Dastidar, Superintendent.	<ul style="list-style-type: none"> a) Accounts Section. b) Establishment Section. c) Maintenance of Service Book and ACRs. d) Assembly/Parliamentary Question relating to the Estt. Section. e) Distribution of work among the staffs of Estt. Section. f) Pension works (Kritogyota). g) Approval/Registration/Stability Certificate of Guwahati Zone excluding Barak Valley. h) Earmarking the letter received in the office. i) Mukhya Mantri Lok Sevak Arogya Yojana (MMLSAY)
4. Shri Gajen Das,UDA.	<ul style="list-style-type: none"> a) Stores b) All AMC works c) Approval / Registration and Stability Certificate of Barak Valley d) Renewal of Kamrup District from Licence No. 2101 and above. e) Office attendance matters, punctuality and discipline.
5. Shri Anil Kakoti- U.DA.	<ul style="list-style-type: none"> a) Accounts Section. b) Stores and AMC. c) Approval / Registration and Stability Certificate of Golaghat District. d) Renewal of Cachar District.
7. Smt. P Devi, U.D. Asstt.	<ul style="list-style-type: none"> a) Receipt Section. b) Establishment Section.
8. Rafique Ali, U.D.A.	<ul style="list-style-type: none"> a) Establishment Section. b) Renewal/Approval / Registration and Stability Certificate of Nagaon and Karimganj District.

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9. G.C. Bora, U.D. Asstt.	<ul style="list-style-type: none"> a) Establishment Section. b) Accounts Section c) Renewal/Approval / Registration and Stability Certificate of Jorhat District. d) Renewal of Golaghat District.
10. Shri A Talukdar, U.D.Asstt.	<ul style="list-style-type: none"> a) Accounts Section b) Renewal/Approval / Registration and Stability Certificate of Sibsagar District. c) Renewal of Tinsukia District from Licence No. 601 and above.
11. Shri D. Bora, Stenographer.	<ul style="list-style-type: none"> a) Steno and typing works of Chief Inspector of Factories. b) Matters related to Competent Person and Site Appraisal Committee, Conference, meeting, training of Officers, Correspondence with DGFASLI and other Govt. offices, R.T.I. etc. c) Approval / Registration and Stability Certificate of Kamrup District (as allotted). d) DSC.
12. Shri U Goswami, U.D.Asstt.	<ul style="list-style-type: none"> a) Issue/Receipt. b) Establishment c) Renewal/Approval / Registration and Stability Certificate of Udalguri, Darang District d) Renewal Kamrup District from Licence No. 1 to 700
13. Smt. R.M. Dutta, L.D. Asstt.	<ul style="list-style-type: none"> a) Inspection and Compliance b) Renewal/Approval / Registration and Stability Certificate of Nalbari, Barpeta, Lakhimpur and Dhemaji District
14. Shri D.J. Choudhury L.D. Asstt.	<ul style="list-style-type: none"> a) Factory Information System, E-office, EoDB b) Accounts c) Approval / Registration and Stability Certificate of Cachar District. d) Renewal of Dibrugarh District.
15. Shri A.D. Bharali, L.D. Asstt.	<ul style="list-style-type: none"> a) Factory Information System, E-office, EoDB b) Website. c) Online Correspondence with Govt. / Finance Department/ Treasury on Finance Matters d) Accounts e) Pension works (Sadbhawana) f) Approval / Registration and Stability Certificate of Tinsukia District (as allotted) g) Renewal/ Approval / Registration and Stability Certificate of Chirang, Goalpara, North Cachar Hills, Karbi-Anglong District. h) All IT matters. i) DSC.
16. Smt. Piju Bharali, Draftsman	<ul style="list-style-type: none"> a) Factory Information System and its uploading for all modules with relevant inputs.. b) Accounts Section. c) Renewal/Approval / Registration and Stability Certificate of Bongaigaon , Kokrajhar, Dhubri & Baksa District
17. Smt. A Das L.D. Asstt.	<ul style="list-style-type: none"> a) Labour Complaint, All legal matters. b) Accounts Section c) Approval / Registration and Stability Certificate of Sonitpur District (as allotted) d) Renewal of Sonitpur District.
18. Smt. N Medhi L.D. Asstt.	<ul style="list-style-type: none"> a) Factory Information System, E-office, EoDB b) Accounts Section. c) Website. d) Pension works (Sadbhawana) e) Approval / Registration and Stability Certificate of Kamrup District (as allotted). f) Renewal of Tinsukia District from Licence No. 1 to 600. g) DSC.
19. D Sarmah Asstt. Chemist.	<ul style="list-style-type: none"> a) Factory Information System, E-office, EoDB b) Accounts Section. c) Industrial Hygiene Laboratory. d) Renewal of Kamrup District from Licence No. 1601 to 2100. e) Approval / Registration and Stability Certificate of Dibrugarh District (as allotted) f) DSC.

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20. Smt. K Khound Laboratory Asst.	a) Factory Information System. b) Industrial Hygiene Laboratory. c) Approval of Disaster Management Plans, Accident Report, Dangerous Occurrences. d) Renewal of Kamrup District from Licence No. 701 to 1100. e) Approval / Registration and Stability Certificate of Tinsukia District (as allotted). f) DSC.
21. Smt. S Bora, Statistical Officer.	a) In charge of Statistics Section. b) Compilation of Monthly & Quarterly Inspection/Compliance Return Reports, Half Yearly & Annual Returns. c) Distribution of work among the staff of Statistics Section.
22. Sri Ramen Barman, S.A.	a) Preparation of Annual Report, Returns, Quarterly Action Plan, Inspection Return etc.
23. Smti. J.B. Bora, Computer.	a) Preparation of Annual Report, Returns, Quarterly Action Plan, Inspection Return etc. and other assignments by the i/c. officer of Statistics cell.
24. Shri R. Borkotoky, Computer.	a) Preparation of Annual Report, Returns, Quarterly Action Plan, Inspection Return etc. b) All AMC Works. c) Any other assignments by the i/c. officer of Statistics cell. d) All liasoning works.
25. Shri Pankaj Rajbongshi, L.D. Asst.	a) Factory Information System, E-office, EoDB b) Accounts Section. c) Online Correspondence with Govt. / Finance Department/ Treasury on Finance Matters d) All AMC works e) All liasoning works f) Approval / Registration and Stability Certificate of Dibrugarh District (as allotted) g) Renewal/Approval / Registration and Stability Certificate of Hailakandi and Morigaon District. h) DSC.
26. Nanay Jyoti Barman	a) Accounts Section. b) Renewal of Kamrup District from Licence No.1101 to 1600. c) Approval/Registration and Stability Certificate of Sonitpur District (as allotted). d) Updation of different books/registers related to Accounts, pay bills etc.
27. Ghanakanta Das	a) Establishment Section. b) Pension works. c) Mukhya Mantri Lok Sevak Arogya Yojana (MMLSAY). d) Leave Records and other works as allotted.

- **Shri G.K. Bora, Senior Inspector of Factories, Zonal Factory Office, Guwahati and Smt. Ankita Bhattacharyya, L.D.A., District Factory Office, Guwahati are require to render services as an when necessary with interest of the functioning of Head Office.**
- **All the above staff will perform other works & duties (including FIS) in addition to the above, as and when directed by his/her seniors.**
- **Typing will be done by everybody having computer.**
- **This order will come into force with effect from 6th April,2024.**

SD/- S K Dey
Chief Inspector of Factories,
Assam, Guwahati-40.

CIF-ESTT000/1/2023-ESTT-CIF-Chief Inspectorate of Factories Assam

I/522944/2024
Memo No.E-313922

Dated,Guwahati the 6th April 2024.

Copy to:

1. Shri G.K. Bora, Senior Inspector of Factories, Zonal Factory Office, Guwahati.
2. Smt. Ankita Bhattacharyya, L.D. Asstt. , District Factory Office, Guwahati.
3. Office Order Book.
4. Office file.

Chief Inspector of Factories,
Assam, Guwahati-40.