



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

Office Order No. 102

Dated, Guwahati the 10th April 2023.

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. Deka, Superintendent	a) Overall in charge of office administration. b) To deal with all matters connected with the discipline and punctuality in Office. c) Overall in charge of the Accounts Section. d) Work related to preparation of Budget/Distribution of Budget. e) Earmarking the letter received in the office. f) Accounts Section. g) Treasury/A.G. Correspondence. h) Assembly/Parliament question relating to Accts. Section. i) Overall in charge of Stores, AMC works j) Approval / Registration and Stability Certificate of Dibrugarh Zone
2. Smt. Rumi Talukdar, U.D. Asstt.	a) Accounts Section. b) Approval / Registration and Stability Certificate of Jorhat Zone
3. Smt. B Dastidar, U.D.Asstt.	a) In charge of the Establishment Section. b) Maintenance of Service Book and ACRs. c) Assembly/Parliament Question relating to Estt. Section. d) Distribution of work among the staff of Establishment Section. e) Pension works (Sadbhawana) f) Approval / Registration and Stability Certificate of Guwahati Zone (excluding Barak Valley (Cachar, Karimganj, Hailakandi District))
4. Shri Ajit Sarma, U.D. Asstt.	a) Accounts Section b) Approval / Registration and Stability Certificate of Bongaigaon Zone
5. Shri Gajen Das,UDA.	a) Stores b) All AMC works c) Approval / Registration and Stability Certificate of Barak Valley (Cachar, Karimganj, Hailakandi District) Zone. d) Renewal of Kamrup District from Licence No. 2101 and above.
6. Shri Anil Kakoti-LDA.	a) Accounts Section. b) Stores c) Approval / Registration and Stability Certificate of Golaghat District. d) Renewal of Cachar District.
7. Smt. P Devi,L.D. Asstt.	a) Receipt Section. b) Establishment Section.
8. Rafique Ali, LDA.	a) Establishment Section. b) Renewal/Approval / Registration and Stability Certificate of Nagaon and Karimganj District.
9. G.C. Bora,L.D. Asstt.	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,L.D. Asstt.	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).
12. Shri U Goswami, L.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.
16. Smt. Piju Bharali, Draftsman	<ul style="list-style-type: none"> a) Factory Information System. 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 including checking NOC's for new registration. b) Accounts Section c) Approval / Registration and Stability Certificate of Sonitpur District (as allotted) d) Renewal of Sonitpur District from Licence No. 1 to 400.
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.
19. D Sarmah Asstt. Chemist.	<ul style="list-style-type: none"> a) Factory Information System, E-office, EoDB b) Accounts Section. c) In charge of 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)
20. Smt. K Khound Laboratory Asst.	<ul style="list-style-type: none"> 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 1600. e) Approval / Registration and Stability Certificate of Tinsukia District (as allotted).
21. Smt. S Bora, Statistical Officer.	<ul style="list-style-type: none"> 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.
24. Shri R. Borkotoky, Computer.	a) Preparation of Annual Report, Returns, Quarterly Action Plan, Inspection Return etc. b) Approval / Registration and Stability Certificate of Sonitpur District (as allotted) c) Renewal of Sonitpur District from Licence No. 400 and above. d) All AMC Works e) 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) Establishment, Pension works (Sadbhawana). e) All AMC works f) All liasoning works g) Approval / Registration and Stability Certificate of Dibrugarh District (as allotted) h) Renewal/Approval / Registration and Stability Certificate of Hailakandi and Morigaon District

- **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 18th April 2023.**

Sd/-

Chief Inspector of Factories, Assam,
Betkuchi, Lohra, Guwahati-781040.

Memo No. 2242-44

Dated, Guwahati the 10th April 2023.

Copy to:

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

Sd/-

Chief Inspector of Factories, Assam,
Betkuchi, Lohra, Guwahati-781040.