

ANNUAL ADMINISTRATIVE REPORT OF THE GENERAL ADMINISTRATION
DEPARTMENT
FOR THE YEAR 2007- 08

1. MANDATE OF THE DEPARTMENT

(a) The Department mainly looks after :-

- The establishment matters of the District Administration, Sub-Divisional Administration/Divisional Commissioners/ Directorate of Sainik Welfare/ Assam Houses at Shillong, Kolkata, Delhi, Mumbai.
- Protocol matters & State Guest.
- Celebration of National Days and other days.
- Construction and maintenance of the secretariat building/quarters of government employees falling under GAD, Assam House.
- Regulation of cinemas, licensing of cinemas.
- Delimitation of constituencies.
- Creation of new districts & Sub-Divisions.
- Declaration of Govt. holidays/restricted holidays.
- Accommodation in Assam House/ Bhawans.
- Telephones of Ministers/Officials etc.
- Condolence meeting on passing away of High Dignitaries.
- Allotment of Govt. quarters.
- Matter relating to Census.

(b) Acts & Rules administered by the Department :-

The following Act/Rules are administered by the Department :-

- a. The Assam Cinema (Regulation) Act 1953.
- b. The Assam Cinema (Regulation) Rules 1960 and its amendments
- c. The Assam Cinema (Regulation and Exhibition of Film by Video Cassette Recorders) 1993 and its amendments.
- d. The Assam Cinema (Regulation) Amendment Rules, 2006
- e. The Assam Ministerial District Establishment Service Rules 1967 and its Amendment Rules 1999.
- f. The Assam Cinema (Regulation) Amendment Rules, 2007

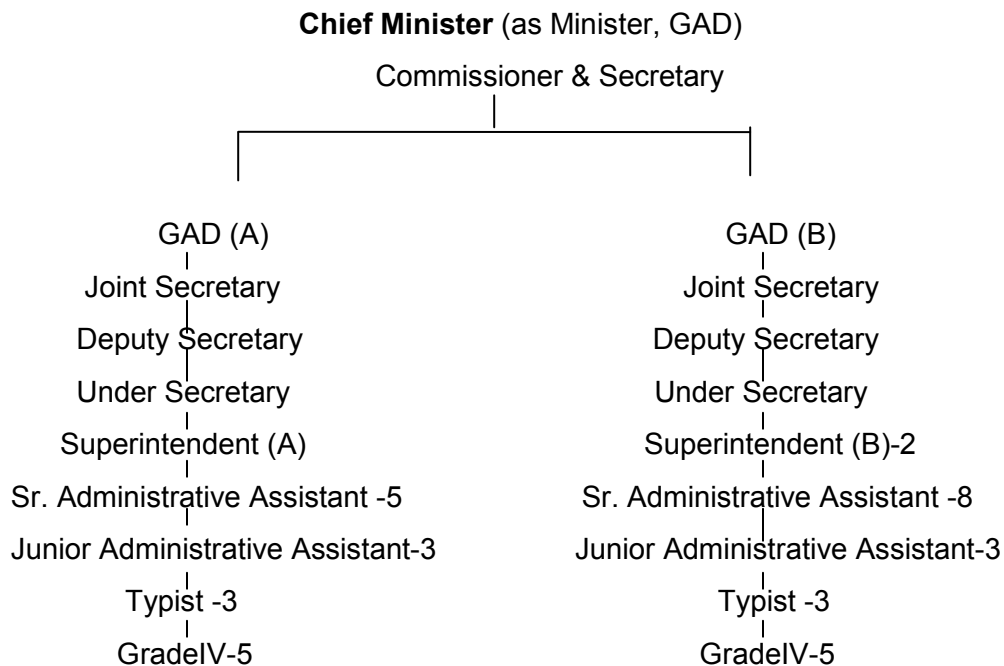
2. DESCRIPTION OF THE ORGANIZATIONAL STRUCTURE

(a) **General Administration Department:**

The General Administration Department is headed by the Honb'le Chief Minister as Minister, General Administration Department. There is one Commissioner & Secretary, 2 (two) Joint Secretaries, 2 (two) Deputy Secretaries and 1 (one) Under Secretary. The Department is divided into two Branches-General Administration (A) & (B) Department, each of which is looked after by 1 (one) Superintendent in General Administration (A) Department and 2 (two) Superintendents in General Administration Department (B) Department, Supported by Ministerial Staff. In addition to this, the Protocol matter is looked after by one Joint Secretary level officer as State Protocol officer who is assisted by 4/5 Protocol Officers.

There is one Resident Commissioner based in Assam Bhawan, New Delhi and trade adviser & Director of Movements based in Kolkata Assam House, Kolkata. They are separate establishments under the direct control of Resident commissioner - Trade Adviser & Director of Movements respectively.

The organizational structure of the Department:-



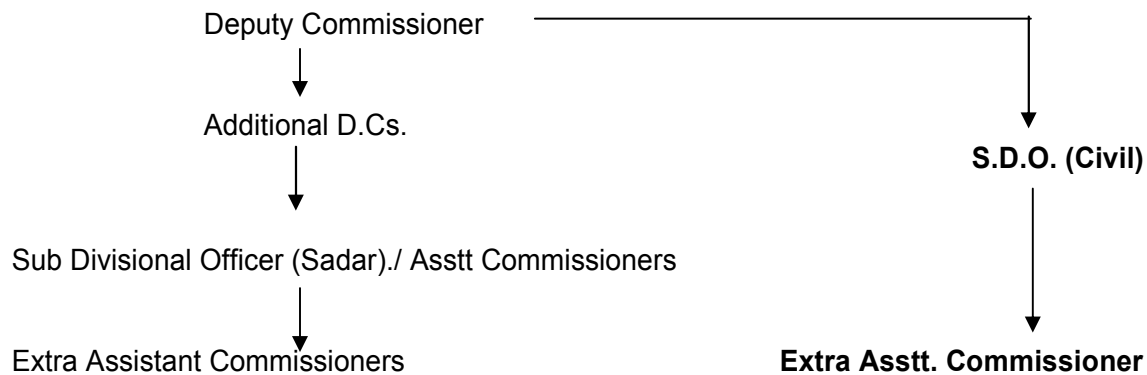
b) Other Subordinate Offices :-

(i) Commissioner of Divisions (four)

There are four Divisional Commissioners namely Lower Assam, North Assam, Upper Assam and Hills & Barak Valley Divisional Commissioner. The office of the Divisional Commissioner is headed by the Divisional Commissioner and he is assisted by other officer and ministerial staff.

(ii) Deputy Commissioner

The administrative structure of the Deputy Commissioner's office is shown below.



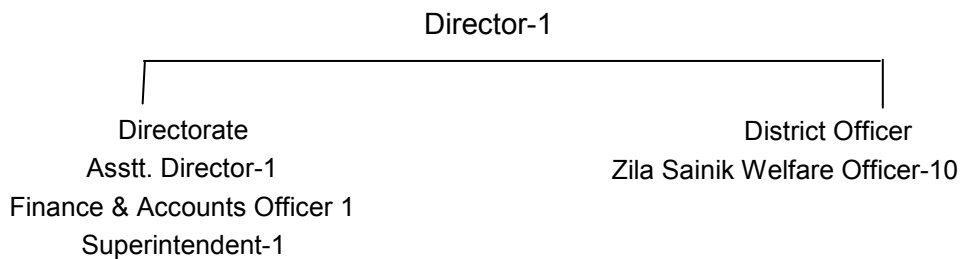
3. Activities of the Department:-

- (a) Description of the main plans/programmes work implemented by Department :-
 - (i) Formulation of Five year and Annual Plans
 - (ii) Formulation of Budget estimate, Performance Budget & Control of budgets of both Plan & Non Plan.
 - (iii) Maintenance of appropriation and re-appropriation accounts and audits,
 - (iv) Implementation of various Plan scheme.
 - (v) Implementation of Cabinet decision/Govt. policy.
 - (vi) Construction/Repairing/Renovation of Deputy Commissioner/Sub Divisional Officer (Both Residential/Non residential) Circuit House, Govt. Quarters including Assam Houses/ Assam Bhawan.
 - (vii) Construction works of Raj Bhawan.

The Officers of the Department during the period from April 2007 to March, 2008.

SL. No	Name of Officers	Position held	Tenure
1	Shri Mrinal Kr. Baruah, IAS	Commissioner & Secretary	1/4/2007 to 30/11/2007
2	Sri P.K. Borthakur. IAS	Commissioner & Secretary	1/12/07 to 31/3/2008
3	Sri P. Saikia, ACS	Joint Secretary	1/4/06 to 29/6/2007
4	Sri I. Haque, A.C.S.	Joint Secretary	23/7/07 to 31/3/2008
5	Shri S. Gohain Baruah, ACS	Deputy Secretary, & State Protocol Officer.	1/4/07 to 27/1/2007
6	-do-	Joint Secretary & SPO	28/11/07 to 31/3/08
7	Sri P. Pator	Deputy Secretary.	1/4/07 to 29/11/2007
	-do-	Joint Secretary	30/11/07 to 23/12/07
8	Sri S.A.Hazarika	Under Secy & PO	1/4/07 to 28/2/2008
	Sri S.A.Hazarika	Deputy Secy & PO	29/2/08 to 31/3/2008
9	Sri P.R.Khound,ACS	Under Secy & PO	1/4/07 to 6/11/2007
10	Sri D.N.Bordoloi,ACS	Deputy Secy	6/12/07 to 31/3/2008
11	Sri S.Gogoi	Under Secy	1/4/07 to 3 1/10/2007
12	Sri B.Patowari.	Under Secy	6/2/08 to 31/3/2008
13	Sri G.Das, A.C.S.	Protocol Officer	1/4/07 to 31/3/2008
14	Sri G.Baruah, ACS,	-do-	-do-
15	Sri M.Sonowal,ACS.	-do-	-do-
16	Sri A.Z.Choudhury,	Supt.	2/4/07 to 3 1/3/2008
17	Sri S.C.Bhattacharjee	-do-	1/4/07 to 3 1/3/2008
18	Sri R.Chanda	-do-	1/4/07 to 31/1 2/2007
19	Sri A. Bora,	-do-	1/4/07 to 3 1/1/2008

2. (b) Directorate of Sainik Welare:-



4. Brief description of schemes:-

Sl. No.	Head of Account	Works taken up	Implementing Agency
1	4059-C.O on PWD (Plan & Non Plan)	Construction/repairing/renovation of Office of the Commissioner of Division/Deputy Commissioner's Offices/Office of the Sub Divisional Officers (Civil/Circuit Houses/Assam Houses/Assam Bhawans/Purchase of Quarters for Officers/Staff of Secretariat/ Construction of Video Conferencing Studios in all Districts Head Quarters/Construction of Ministers Quarters/Providing furniture in the new Secretariate/ Setting up of Directorate Complex etc.	PWD
2	4216-C.O on Housing (PWD) Non Plan)	Construction/repairing/renovation of residential quarters of officers/staff of the Divisional Commissioners/ Deputy Commissioners/Sub Divisional Officers/Circuit Houses/Assam Houses/Assam Bhawans etc.	PWD
3	4216-C.O on Housing (PWD) (Non Plan) & 2216-Housing (Non Plan)	a) Construction/repairing/renovation/furnishing of Raj Bhawan and residential quarters of Officers. Staff of Raj Bhawan. b) Repairing/renovation of residential quarters of officers/staff of the Secretariat including Sr. Officers quarters at Jawaharnagar, Khanapara.	PWD
4	2053-District Administration	Expenses in connection with District Establishment, Division of Commissbner-792 irrecoverable loans write off other expenses etc.	D.C/S.D.O.
5	2070-OAS-115-Guest House & Govt. Hostels	Expenses in connection with the administration of the Guest House, Govt. Hostels etc.	D.C/S.D.O. Resident C o m m i s - sioner TA & DM/Liaison Officer Assam House Shillong

5. New initiatives and innovative steps taken by the Department to improve its functioning by increasing the use of information technology and/or through any other reform measures.

(a) Amendment of Assam Cinema (Regulation) Rules 1960.

The Assam Cinema (Regulation) Rules, 2,3,4,5,6,7,9,10,12,15,16,19,27,74 and Heading of Part II have been amended.

6. The General Administration Department has purchased 50 nos of GMDA Flats (25 two bedded and 25 three bedded) in Games Village at Sarusajai and at Tripura Road for Grade-III employees and officers of Assam Secretariat.