

**GOVERNMENT OF ASSAM  
FINANCE (BUDGET) DEPARTMENT**

No.BB.215/2011/Pv/121

Dated Dispur the 21<sup>st</sup> April, 2017

From : **Dr. Ravi Kota, IAS**  
Commissioner & Secretary to the Govt. of Assam  
Finance Department

To : All Addl Chief Secretaries / Principal Secretaries / Commissioner & Secretaries /  
Secretaries / HoDs.  
..... Department

**Sub: Issue of Ceiling directly to the DDOs – Training on Modified Process.**

In the Budget Speech of Finance Minister, for 2017-18, it was announced that, the Finance Department will be issuing the Ceilings directly to the DDOs based on the proposals received from the HoDs through their respective Administrative Departments.

To facilitate the same it is required to submit to the Finance Department, DDO wise Ceiling Proposals by the concerned HoDs through their respective Administrative Departments. In this regard, the online Ceiling Proposal Submission process has been suitably modified. A training program has been finalized to provide necessary training to the concerned officials of the HoD and the Administrative Departments on the modified process. The training will be conducted from 25<sup>th</sup> April, 2017 till 3<sup>rd</sup> May, 2017 in the Training Hall (1<sup>st</sup> Floor, 'F' Block), e-Governance Unit, Finance Department as per the detailed schedule attached herewith.

The Sr. FA / FA and one dealing assistant from the Administrative Department and the Sr. FAO/FAO and one dealing assistant from the HoD are requested to attend the training as per the following schedule.

Enclo.As above.

Yours faithfully

  
(Dr. Ravi Kota IAS)

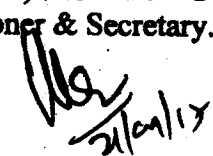
Commissioner & Secretary to the Govt. of Assam  
Finance Department

Memo No.BB.215/2011/Pv/121 – A

Dated Dispur the 21<sup>st</sup> April, 2017

Copy Forwarded to:

1. PS to the Addl. Chief Secretary to the Govt. of Assam, Finance Department for kind information of Addl. Chief Secretary
2. PS to the Commissioner & Secretary (SJ/IH/ST) to the Govt. of Assam, Finance Department for kind information of Commissioner & Secretary.

  
(Dr. Ravi Kota IAS)

Commissioner & Secretary to the Govt. of Assam  
Finance Department

### TRAINING SCHEDULE FOR MODIFIED CERLING SUBMISSION PROCESS

Date	Time	Name of the Dept.	Name of Head of Department
25.04.2017	10:30am - 12:30pm	Finance Taxation	Commissioner of Taxes (TAX)
		Education (Higher) Department	Directorate of Adult Education (AE)
		Irrigation Department	Chief Engineer, Irrigation (IRR)
		Education (Elementary) Department	Directorate of Elementary Education (EE)
		Education (Secondary) Department	Directorate of Secondary Education (SE)
		Fishery Department	Directorate of Fisheries (FIS)
25.04.2017	01:30 pm - 03:30pm	Handloom, Textile & Sericulture Department	Directorate of Handloom and Textiles (HT)
		Animal Husbandry & Veterinary Department	Directorate of Animal Husbandry & Veterinary (AHV)
		Education (Higher) Department	Directorate of Higher Education (HE)
		Home Department	Director General of Police (POL)
		Planning & Development Department	Directorate of Economics & Statistics (ES)
		Election Department	Chief Election Officer (ELE)
25.04.2017	03:30pm - 05:30pm	Public Works Department	Chief Engineer, NH Works
		Mines & Minerals Department	Directorate of Geology & Mining (GAM)
		Finance Establishment B	Directorate of Audit (Local Fund) (AUD)
		Industries and Commerce Department	Commissionerate of Industries & Commerce (IND)
		Cultural Affairs Department	Directorate of Cultural Affairs (CA)
		Education (Secondary) Department	Directorate of Madrassa Education
26.04.2017	10:30am - 12:30pm	Finance Establishment B	Directorate of Accounts & Treasuries (AAT)
		Education (Higher) Department	Directorate of District Gazetteers (GAZ)
		Food & Civil Supplies & Consumer Affairs Department	Controller of Legal Metrology (LM)
		Cultural Affairs Department	Directorate of Library Services (LS)
		Urban Development Department	Directorate of Town and Country Planning (TCP)
		Tourism Department	Directorate of Tourism (TOU)
26.04.2017	01:30 pm - 03:30pm	Transport Department	Directorate of Inland Water Transport (IWT)
		Revenue and Disaster Management Department	Directorate of Land Records and Surveys
		Health and Family Welfare Department	Directorate of Medical Education (DME)
		Water Resources (Flood Control)	Chief Engineer, W.R Deptt. (FC)
		Education (Elementary) Department	Directorate of SCERT (SCE)
		Sports & Youth Welfare Department	Directorate of Sports and Youth Welfare (SYW)
26.04.2017	03:30pm - 05:30pm	Food & Civil Supplies & Consumer Affairs Department	Directorate of Food & Civil Supplies & CF (FCS)
		Animal Husbandry & Veterinary Department	Directorate of Dairy Development (DD)
		Home Department	Directorate of Fire & Emergency Services (FIR)
		Handloom, Textile & Sericulture Deptt.	Directorate of Sericulture (SER)
		Information & Public Relation Deptt.	Directorate of Information & Public Relations (IPR)
		Soil Conservation Department	Directorate of Soil Conservation (SCD)

28.04.2017	10:30am - 12:30pm	Labour & Employment Department	Directorate of Employment & Crafts Man Training (ECT)
		Agriculture Department	Directorate of Agriculture (AGR)
		Welfare of Plain Tribes & Backward Classes Department	Directorate of Welfare of Plains, Tribes & Backward Classes (WPT)
		Environment & Forest Department	Principal Chief Conservator of Forest (FOR)
		Education (Technical) Department	Directorate of Technical Education (TE)
		Home Department	Inspector General of Prisons (PRI)
28.04.2017	01:30 pm - 03:30pm	Social Welfare Department	Directorate of Social Welfare (SWD)
		Co-operation Department	Registrar of Cooperative Societies (COP)
		General Administration Department	Directorate of Sainik Welfare (SW)
		Home Department	DG of Civil Defence & CG of Home Guards (HG)
		Labour & Employment Department	Labour Commissionerate (LED)
		Excise Department	Commissioner of Excise (EXI)
28.04.2017	03:30pm - 05:30pm	Transport Department	Commissioner of Transport (TRA)
		Health and Family Welfare Department	Directorate of Health Services (HS)
		Assam Legislative Assembly Secretariat	Assam Legislative Assembly Secretariat (ALA)
		Political (Vigilance Cell) Department	Director of Vigilance and Anti-corruption
		Political (Vigilance Cell) Department	Directorate of Forensic Science Laboratory (FSL)
		Printing & Stationery Department	Directorate of Printing & Stationery (PSD)
29.04.2017	10:30am - 12:30pm	Minorities Development Department	Assam State Commission for Minority
		Welfare of Plain Tribes & Backward Classes Department	Bodo Land Territorial Council
		Public Works (Buildings & NH) Department	Chief Engineer, Building (PWB)
		Public Health Engineering Department	Chief Engineer, Public Health Engineering (PHE)
29.04.2017	01:30 pm - 03:30pm	Public Works (Roads) Department	Chief Engineer, Roads (PWR)
		Health and Family Welfare Department	Chief Medical Officer, ESI scheme
		Panchayat & Rural Development Department	Commissionerate, P&RD, Assam (PRD)
		Health and Family Welfare Department	Directorate of Health Services (FW)
		Political Department	
		Judicial Department	Guwahati High Court (GHC)
29.04.2017	03:30pm - 05:30pm	Scheduled Areas	Karbi Anglong Autonomous Council
			North Cachar Hills Autonomous Council
		Secretariat Administration Department	Secretariat Administration Department (SAD)
		Governor Secretariat	Governor's Secretariat
		Pension & Public Grievances	Directorate of Pension
		Administrative Reforms and Training Department	
02.05.2017	10:30am - 12:30pm	Personnel Department	
		Legislative Department	
		Power (Electricity), Mines & Minerals Department	Chief Electrical Inspector cum Adviser
		Revenue & Disaster management	Dir. of Land Requisition, Acquisition and Reforms

02.05.2017	1:30pm - 3:30pm	Labour & Employment Department	Chief Inspector of Boilers
		Welfare of Plain Tribes & Backward Classes Department	Directorate of WSC
		Labour & Employment Department	Chief Inspector of Factories
		Hill Areas Department	Development Commissioner for Hill Areas
02.05.2017	03:30pm - 05:30pm	Minorities Development Department	Director of Char Area Development
		Municipal Administrative Department	Directorate of Municipal Administration
		Cultural Affairs Department	Directorate of Archaeology
		Welfare of Plain Tribes & Backward Classes Department	Directorate of Assam Institute of Research for Tribal and SC
		Health and Family Welfare Department	Directorate of AYUSH
		Development of Border Areas Department	Directorate of Border Areas
03.05.2017	10:30am - 12:30pm	Finance Establishment B	Directorate of Financial Inspection
		Finance Establishment B	Registration of Firms and Societies
		Agriculture Department	Directorate of Horticulture
		Cultural Affairs Department	Directorate of Museum
		Education (Technical) Department	Directorate of Historical & Antiquarian Studies
		Science & Technology Department	Directorate of Science & Technology
03.05.2017	1:30pm - 3:30pm	Finance Establishment B	Directorate of Small Savings
		Secretariat Administration Department	Directorate of State Archives Organization
		PWD(Roads) Department	Chief Engineer, Border Roads
		Finance Establishment B	Directorate of State Lotteries
		Guwahati Development Department	
		Industries and Commerce Department	Directorate of Tea
		Welfare of Plain Tribes & Backward Classes Department	Directorate of Tea Garden & Ex Tea Garden Tribes (TEA)