

OFFICE ORDER

For smooth implementation of Inclusive Budget including **Gender, Child, Divyang Budget and Green Budget** initiatives under Finance Department, the **"Inclusive Budget Cell"** housed within Finance (Budget) Department is hereby constituted with the following officials, with the underlined roles and responsibilities and will come into force with immediate effect and until further orders:

Sl. No	Role in IBC	Name of Member	Responsibilities
1	Team Lead	Smti Ayushi Jain, IAS, Joint Secretary to the Govt. of Assam, Finance Department	- Overall monitoring of the Cell. - Represent the Cell on various platforms, forums and official meetings. - Address grievances raised by Cell members and ensure resolution.
2	Assisting Lead	Smt Hiramoni Barman, AFS, Deputy Director, DoAT	- Monitoring of the progress of work allotted to each unit (Gender, Child, Divyang, Green). - Identify, bring to notice of the Team Lead, any issues hampering smooth functioning of the Cell and address any operational bottlenecks. - Prepare or revise the annual action plan of the Cell. - Conduct workshops and training programs. - Circulation of the budget document to departments, heads of departments. - Ministry, NITI Aayog and other stakeholders. - Obtain necessary approvals on Frameworks, budget documents, media contents from competent authority. - Co-ordinate with Budget branch and with Assam Government Press for printing related and other works.

Sl. No	Role in IBC	Name of Member	Responsibilities
3	In-charge	Smt Liza Medhi, AAO, Finance (A&F) Department Shri Kalyan Das, AAO, Finance (A&F) Department Shri Jugabrata Bordoloi, AAO, Finance (Estt-B) Department	- Ensure timely execution of the activities as per action plan. - Ensure quality and timely preparation of budget documents. - Prepare or revise SOP's, OM's etc. - Matters related to the Framework for reporting in the concerned budgets. - Organize necessary meetings / discussions with departments and stakeholder organisations. - Co-ordinate with departments and technical partners for works under the Cell. - Co-ordinate with Media Cell of AS-CFMS for publicity of the activities of the Cell.
4	Administrative Support Staff	Shri Dipu Nath, Jr. Assistant, AS-CFMS. Smt Deborah Daimari, ASO, Finance (A&F) Department. Shri Nita Baruah, Jr.Assistant, Finance (IF) Department. Smt Debo Prasad Mazumdar, Jr. Assistant, Finance (IF) Department.	- Assist the In-charge in implementing the activities under the Cell. - Process on file any matter related to the Cell's functions. - Co-ordinate with stakeholder departments for any matter. - Compile training/workshop reports. - Prepare media contents and co-ordinate with Media Cell for publicity. - Co-ordinate with DAK Cell for dispatch of letters and official communication. - Co-ordinate with AASC, Nazir of Janata Bhawan for smooth conduct of workshops, meetings, discussions etc.

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5	Additional Member	1. Smt Antara Talukdar, ASO, Finance (Estt-A) Department 2. Smt Kasturi Barman, ASO, Finance(IF) Department	• Support the Cell in executing all activities planned under the Cell
6	Designer	To be hired at-least one month in advance to the preparation of budget	• Design the coverpage and layout for budget documents. • Create visual content for social media platforms and publicity campaigns.
7	Multi-tasking Staff	Shri Ankur Jyoti Barman , MTS, AS-CFMS	• Dispatch of official communication to departments etc. • Provide logistical and operational support to the Cell. • Assist in document handling and day-to-day administrative tasks.