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FINANCE DEPARTMENT Government of Assam



Directory

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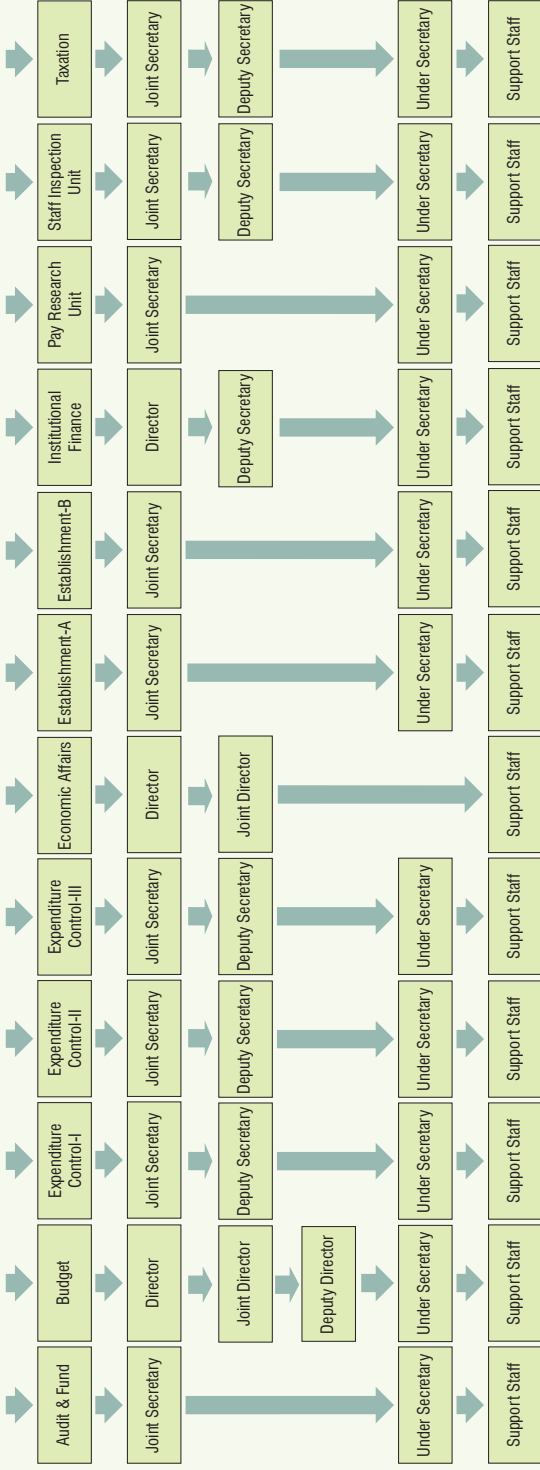
FINANCE DEPARTMENT GRAPHICAL ORGANOGRAM

HON'BLE FINANCE MINISTER

ADDITIONAL CHIEF SECRETARY

PRINCIPAL SECRETARY

COMMISSIONER & SECRETARY AND SECRETARIES



Support Staff includes Senior Research Officer, Research Officer, Superintendent, Senior Administrative Assistant, Junior Administrative Assistant, Computer Operator and Grade IV employees.

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Finance EPABX : 102

Dr. Himanta Biswa Sarma

Hon'ble Minister of

- Finance
- Transformation & Development
- Health & Family Welfare
- PWD

Government of Assam

Assam Secretariat, Block-E, 3rd Floor, Room No. 302,
Dispur, Guwahati-781006

Shri Dharmananda Baruah, ACS

Officer on Special Duty to Minister
e-mail : baruah_790@hotmail.com

Shri N.K. Sarma

PS to Minister
e-mail : nkskp1963@gmail.com

Shri Ashok Kalita

PA to Minister
e-mail : ashokchkalita@gmail.com



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FAX : 0361-2237271
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Finance EPABX :

Shri V. B. Pyarelal, IAS

Additional Chief Secretary

Shri Amarendra Das

P.S.

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Smti Dipali Baishya

P.A.

e-mail : dipalibaishya15@gmail.com

Shri Abhijit Hazarika

Sr. Comp. Operator

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Finance EPABX :

Shri Samir Kr. Sinha, IAS

Principal Secretary
Finance Department

Shri Rafique Ahmed Laskar

Private Secretary

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EPABX : 304

e-mail : jashimlaskar@rediffmail.com



Shri Shyam Jagannathan, IAS

Commissioner & Secretary

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Finance EPABX : 202

Shri Prabal Sinha

PA

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e-mail : prabalsinha13@gmail.com
EPABX : 224

Shri Nitul Barman

Jr. A.A.





Shri Debeswar Malakar, IAS

Secretary

Phone : 0361-2237307 (0)
e-mail : dmalakar_acs@yahoo.com
Finance EPABX : 204

Smti Kalpana Kalita

PA

EPBAX : 260

Shri Jiten Deka

PA

EPABX : 260



Finance (Audit & Fund) Department

The Subject matters allotted to this branch are:

1. All matters relating to Audit, Special Audit, Provident Fund.
2. Matter relating to Travelling Allowance.
3. Matters relating to various advances made to the Government employees.
4. Matter relating to Telephone connection in Government department.
5. Matter relating to defalcation, embezzlement and other irregularities in respect of Public Fund.
6. Matter relating to writing off irrecoverable loans and other Government dues and remission of revenues.
7. Matter relating to Pre-Audit of arrear claims, permanent advances.
8. Matter relating to revision and interpretation of Contingency Manual
9. Matter relating to Court Cases like ex-gratia, family pension etc.
10. Matter relating to A.C. drawal

Finance (Audit & Fund) Department

Name : Shri Kishore Thakuria, ACS
Designation : Joint Secretary
Job Responsibilities : All the files related to Finance (A&F) Deptt. Should moved through Joint Secretary
Finance EPABX Ext. : 246
Email ID : kishor_thakuria1@yahoo.co.in
Residential Address : Silpukhuri Senapati Road Guwahati-3

Name : Shri Arabinda Barman
Designation : Deputy Secretary
Job Responsibilities : 1. Pension related matter
2. High Court Cases (Pension related)
3. Meeting of the State Level Audit Committee
4. Draft para to be incorporated in the C&AG Report & related issues
5. Any Report submitted by CAG/AG
6. Any matters relating to "Apon Ghar" "Bidya Lakshmi" scheme
7. Write off
8. Special Audit
9. Matters relating to AIFA
10. Review Committee Meeting
11. Audit of Panchayateraj & Urban Local Bodies etc.
12. Adhoc Sanction
13. Endorsement of Audit & Autonomous Bodies
14. PAC meeting and related issues.
Finance EPABX Ext. : 238
Email ID : abarmanif@gmail.com
Residential Address : Japarigog, Kalyanpur Mandakini path House No.25

Finance (Audit & Fund) Department

Name : Smti Nirala Borah
Designation : Under Secretary
Job Responsibilities : 1. Group Insurance Scheme
2. House Rent Allowance
3. Conveyance allowance to Physically Handicapped Employees
4. Milage Allowance
5. Travelling Allowance
6. Leave Travel Concession
7. Daily Allowance
8. Air Journey in connection with Medical Treatment
9. Ex-gratia grant
10. Establish matter
11. RTI
12. Excess recovery and other related matter of House building Aqdvance/Computer Advance/Motor Car Advance
13. House building Advance of all India Service official
14. Release of Mortgaga Bond
15. Telephone matters
16. Liveries
17. Permanent Advance

Finance EPABX Ext. : 245
Email ID : nirala borah1960@gmail. Com
Residential Address : Dispur Capital Complex Qr.No.VIII(M)
P.O. Sachibalay Guwahati-6

Name : Shri Pradip Kr.Deka
Designation : Superintendent
Job Responsibilities : All matter allotted to Deputy Secretary and Under Secretary through Supdt.

Finance EPABX Ext. : 239
Email ID : dekapradipkumar685@gmail.com
Residential Address : Govt.Qr.No.B-403, Jawaharnagar, Housefed Complex, Khanapara, Guwahati-781029

Finance (Audit & Fund) Department

Name : Shri Dinesh Kalita
Designation : Sr. A A
Job Responsibilities : 1. Pension related matter
2. House Rent allowances
3. High Court Cases
4. Adhoc Santion
5. Misc. matter
6. Group Insurance
Finance EPABX Ext. : 239
Email ID :
Residential Address : House fed Complex, Tribura Road, Jawahar Nagar,
Khanapar-29

Name : Shri Banshidhar Kakati
Designation : Sr. A A
Job Responsibilities : 1. PAC meeting
2. RTI matter
3. Assembly matter
4. Misc. matter (AIFA)
5. Establishment matter
6. Air Journey in connection with Medical Treatment
Mobile Number : 7002016843
Finance EPABX Ext. : 239
Email ID : bansidharkakaty@gmail.com
Residential Address : Qr. No.: LIG-IB, Rukmini Nagar, Dispur, Guwahati-6

Finance (Audit & Fund) Department

Name : Shri Ashad Ali
Designation : Sr. A A
Job Responsibilities : 1. SLAC meeting Draft Paras in the C&AG Report
2. Entrustment of Audit of Autonomous Bodies
3. Any report submitted by C&AG/AG
4. Audit of Panchayati Raj & Urban Local Bodies
5. PAC meeting
6. Review Committee on Audit Paras
Finance EPABX Ext. : 239
Email ID : aashad.2015@gmail.com
Residential Address : Notbama House fed Complex, Block, B-202,
Sigubari, GHY-38

Name : Shri Subash Kalita
Designation : Sr. A A
Job Responsibilities : 1. Mileage Allowances
2. Traveling Allowances
3. LTC
4. Daily Allowances
5. Apon Ghar & Vidya Lakshmi Schemes
6. PIL Cases
Finance EPABX Ext. : 239
Email ID : kalitasubash39@gmail.com
Residential Address : Game Village

Finance (Audit & Fund) Department

Name : Shri Duljit Singha
Designation : Jr. A A
Job Responsibilities : 1. Write off
2. Ex-gratia grant
3. Spl. Audit
4. C.A to Physucally Handicapped Employees
5. All Computer related matter/ E-Office system
Finance EPABX Ext. : 239
Email ID : duljit2000@gmail.com
Residential Address : Mathura Nagar, Dispur-6

Name : Smti Shewali Das
Designation : Jr.AA
Job Responsibilities : 1. Excess recovery of House building advance/ Motor Car Adv & Computer advance.
2. House Buiding Advances All India Service Official
3. Released of Mortge Bond etc.
4. Telephone matters/ Liveries
5. Permanent Advance
Finance EPABX Ext. : 239
Email ID : das.shewali@gmail.com
Residential Address : Gharamara, Guwahati-38

Name : Smti Lakshimai Phukan
Designation : Jr. A A
Job Responsibilities : 1. Diarist (File and letters)
Finance EPABX Ext. : 239
Email ID : lakhimai.bora@gov.in
Residential Address : Super Market, Dispur, GHY-6

Finance (Budget) Department

The Subject matters allotted to this branch are:

1. Matters relating to preparation and presentation of Budget, Appropriation Bill, Supplementary Demand, Supplementary Appropriation / preparation of Finance Minister's budget Speech, Communication of Budget.
2. Contingency Fund, Recommendation of sanction of advances from there and recoupment thereto, issue of budget Errata.
3. Estimates, Debt Deposits and matters relating thereto.
4. Appropriation Accounts.
5. Matters relating to Open Market Borrowings (OMB) of the State Government.
6. Ways & Means Advances, Cash Management.
7. Matter relating to Treasuries (except Establishment matters).
8. Interest of Debt, Security deposits
9. Opening of Personnel Ledger Account
10. Matter relating to accounting procedure, classification of expenditure.
11. Preparation of Performance Budget / Outcome / Gender Budget.
12. Issue of FOC.
13. Administration of Public Debt relating to OMB, Central Loan.
14. Matters relating to SDRF etc.
15. Regularization of Expenditure.
16. Implementation of Financial Emergency.
17. Monitoring of the budgetary position of the State Government.

Finance (Budget) Department

Name : Shri Kailash Karthik N, IAS
Designation : Joint Secretary
Job Responsibilities : All Matters related to Finance (Budget) Department
Finance EPABX Ext. :
Email ID : kailashkarthik@gmail.com
Residential Address : Borbari, Guwahati-36

Name : Shri Purnendu Sarma, AFS
Designation : Director
Job Responsibilities : 1. Matters relating to preparation and presentation of Budget, Appropriation Bill, Supplementary Demand, Supplementary Appropriation / preparation of Finance Minister's budget Speech, Communication of Budget.
2. Estimates, Debt Deposits and matters relating thereto.
3. Matters relating to Open Market Borrowings (OMB) of the State Government. Ways & Means Advances, Cash Management.
4. Interest of Debt, Security deposits.
5. Preparation of Performance Budget / Outcome / Gender Budget.
6. Issue of FOC.
7. Administration of Public Debt relating to OMB, Central Loan.
8. Implementation of Financial Emergency.
9. Monitoring of the budgetary position of the State Government.
Finance EPABX Ext. : 225
Email ID : purnendusarma.10@gmail.com
Residential Address : Forest Gate, Hengrabari, Guwahati

Finance (Budget) Department

- Name** : Shri Promod Borah, AFS
- Designation** : Deputy Director
- Job Responsibilities** :
1. Matters relating to preparation and presentation of Budget, Appropriation Bill, Supplementary Demand, Supplementary Appropriation / preparation of Finance Minister's budget Speech, Communication of Budget.
 2. Estimates, Debt Deposits and matters relating thereto.
 3. Matters relating to Open Market Borrowings (OMB) of the State Government. Ways & Means Advances, Cash Management.
 4. Interest of Debt, Security deposits.
 5. Preparation of Performance Budget / Outcome / Gender Budget.
 6. Issue of FOC.
 7. Administration of Public Debt relating to OMB, Central Loan.
 8. Implementation of Financial Emergency.
 9. Monitoring of the budgetary position of the State Government.
- Finance EPABX Ext.** : 263
- Email ID** : promodborah98@gmail.com
- Residential Address** : Flat No.4-C, Surya Enclave, Wireless

Finance (Budget) Department

- Name** : Shri Dilip Kr. Borah, AFS
- Designation** : Deputy Director
- Job Responsibilities** :
1. Matters relating to preparation and presentation of Budget, Appropriation Bill, Supplementary Demand, Supplementary Appropriation / preparation of Finance Minister's budget Speech, Communication of Budget.
 2. Estimates, Debt Deposits and matters relating thereto.
 3. Matters relating to Open Market Borrowings (OMB) of the State Government. Ways & Means Advances, Cash Management.
 4. Interest of Debt, Security deposits.
 5. Preparation of Performance Budget / Outcome / Gender Budget.
 6. Issue of FOC.
 7. Administration of Public Debt relating to OMB, Central Loan.
 8. Implementation of Financial Emergency.
 9. Monitoring of the budgetary position of the State Government
- Finance EPABX Ext.** : 216
- Email ID** : borah.dilipkumar1@gmail.com
- Residential Address** : Beau mansion, 12-Naharani Path, Dispur

Finance (Budget) Department

- Name** : Shri Sudarshan Sarma
- Designation** : Under Secretary
- Job Responsibilities** :
1. Matters relating to preparation and presentation of Budget, Appropriation Bill, Supplementary Demand, Supplementary Appropriation / preparation of Finance Minister's budget Speech, Communication of Budget.
 2. Estimates, Debt Deposits and matters relating thereto.
 3. Matters relating to Open Market Borrowings (OMB) of the State Government. Ways & Means Advances, Cash Management.
 4. Interest of Debt, Security deposits.
 5. Preparation of Performance Budget / Outcome / Gender Budget.
 6. Issue of FOC.
 7. Administration of Public Debt relating to OMB, Central Loan.
 8. Implementation of Financial Emergency.
 9. Monitoring of the budgetary position of the State Government
- Finance EPABX Ext.** :
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- Residential Address** : Lichu Bagaon, Hengrabari Lakhi Nagar Path, Hengrabari, Guwahati-36

Finance (Budget) Department

- Name** : Smti. Purnima Hazarika Deori
- Designation** : Superintendent
- Job Responsibilities** :
1. Matters relating to preparation and presentation of Budget, Appropriation Bill, Supplementary Demand, Supplementary Appropriation / preparation of Finance Minister's budget Speech, Communication of Budget.
 2. Estimates, Debt Deposits and matters relating thereto.
 3. Matters relating to Open Market Borrowings (OMB) of the State Government. Ways & Means Advances, Cash Management.
 4. Interest of Debt, Security deposits.
 5. Preparation of Performance Budget / Outcome / Gender Budget.
 6. Issue of FOC.
 7. Administration of Public Debt relating to OMB, Central Loan.
 8. Implementation of Financial Emergency.
 9. Monitoring of the budgetary position of the State Government
- Finance EPABX Ext.** : 261
- Email ID** : purnimahazarikadeori @gmail.com
- Residential Address** : kahilipara, Guwahati-19

Finance (Budget) Department

- Name** : Shri Balen Kr. Deka
- Designation** : Superintendent
- Job Responsibilities** :
1. Matters relating to preparation and presentation of Budget, Appropriation Bill, Supplementary Demand, Supplementary Appropriation / preparation of Finance Minister's budget Speech, Communication of Budget.
 2. Estimates, Debt Deposits and matters relating thereto.
 3. Matters relating to Open Market Borrowings (OMB) of the State Government. Ways & Means Advances, Cash Management.
 4. Interest of Debt, Security deposits.
 5. Preparation of Performance Budget / Outcome / Gender Budget.
 6. Issue of FOC.
 7. Administration of Public Debt relating to OMB, Central Loan.
 8. Implementation of Financial Emergency.
 9. Monitoring of the budgetary position of the State Government
- Finance EPABX Ext.** : 262
- Email ID** : balen.deka@gov.in
- Residential Address** : Capital Complex, Dispur

Finance (Budget) Department

- Name** : Shri Pradeep Kr. Bora
- Designation** : Sr.A.A.
- Job Responsibilities** :
1. 2205-Art & Culture
 2. 4202-Capital Outlay-on Education & Sports, Art & Culture
 3. 2408-Food Storage & Warehousing
 4. 3456-Civil Supplies
 5. 2701-Major & Medium Irrigation
 6. 2702-Minor Irrigation, 2705-Command Area Development
 7. 4701-C.O.-on Major & Medium Irrigation
 8. 4702-C.O.-on Minor Irrigation
 9. 4705-C.O.-on Command Areas Development,
 10. 2801-Power (Electricity)
 11. 2045-Other Taxes etc. II-Inspectorate of Electricity
 12. 4801-C.O.-on Power Project
 13. 6801-Loans to Power Project
 14. 3451-Secretariat Economic Services (Hill Areas)
 15. 6225-Loans for Welfare of Schedule Castes
 16. 6851-Loan for Village & Small Scale Industries
- Finance EPABX Ext.** : 261
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- Residential Address** : H.No.49, Kekoranagar, Hengrabari, Guwahati

Finance (Budget) Department

- Name** : Shri Arunangshu Bhattacharjee
- Designation** : Sr.A.A.
- Job Responsibilities** :
1. 2040-Sales Tax
 2. 4059-C.O. on Public Work
 3. 4216-C.O. on Housing
 4. 2058-Printing & Stationery
 5. 4058 - C.O. on Printing & Stationery
 6. 2245-Relief on Natural Calamities
 7. 2425-Co-Operation
 8. 4425-C.O. on Cooperation
 9. 2405-Fisheries
 - 10.2404-Dairy Development
 - 11.2851-Village Small Industries
 - 12.2852-Industries
 - 13.4408-C.O. on Food Storage of ware Housing
 - 14.2401-Crops Husbandry
 - 15.2415-Agril. Research & Education
 - 16.2435-Other Agril. Programme
 - 17.4401-C.O. on Crop Husbandry
 - 18.4415-C.O. on Agriculture Research Education
 - 19.2401-Horticulture
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Finance (Budget) Department

- Name** : Shri Syed Ekram Hussain
- Designation** : Research Asstt.
- Job Responsibilities** :
1. 2030-Stamps & Registration
 2. 3475-Other General Economic Service
 3. 4059-Capital Outlay on Public Works
 4. 2215-Water Supply & Sanitation
 5. 4215-Capital Outlay on Water Supply & Sanitation,
 6. 2210-Medical & Public Health (Employees State Insurance Scheme)
 7. 2230-Labour & Employment
 8. 4250-Capital Outlay on Social Service
 9. 3475-Weights & Measures (Legal Metrology)
 10. 4408-Capital Outlay on Food Storage Warehousing
 11. 2403-Animal Husbandry & Veterinary,
 12. 4403-Capital Outlay on Animal Husbandry,
 13. 4415-Capital Outlay on Agricultural and Research Education
- Finance EPABX Ext.** : 262
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Finance (Budget) Department

- Name** : Shri Shajenlo Seb Rengma
- Designation** : Jr.A.A.
- Job Responsibilities** :
1. 2051-Public Service Commission
 2. 2052-Secretariat General Services
 3. 2251-Sectt. Social Services
 4. 3451-Sectt. Economic Service
 5. 4059-Capital Outlay on Public Works
 6. 7465-Loans for Genl. Financial & Trading Institution,
 7. 2071-Pension & Other Retirement Benefits
 8. 3606-Aid Materials & Equipment
 9. 2210-Medical & P.H.
 10. 2211-Family Welfare
 11. 2215-Water Supply & Sanitation
 12. 4210-Co-on Medical & Public Health
- Finance EPABX Ext.** : 262
- Email ID** : shajenlosebrenigma@gmail.com
- Residential Address** : Near Rupnagar L.P. School, Ganesh Mandir Path, Guwahati-32.

Finance (Budget) Department

Name : Shri Hiranya Nath

Designation : Jr.A.A.

Job Responsibilities :

1. 2220-Information and Publicity
2. 4220-Capital Outlay - Information and Publicity,
3. 2852-Industries
4. 4885-Other Capital Outlay on Industry & Minerals,
5. 6860-Loans for consumer Industries
6. 2851-Village & Small Industries
7. 4851-Co-on Village & Small Industries
8. 2851-Village & Small Industries
9. 4851-Capital Outlay-on Village & Small Industries,
10. 3604-Compensation & Assignment to Local Bodies
11. 2852-Industries (Information Technology)
12. 4859-Co-on Tele communication and Electronic

Finance EPABX Ext. : 261

Email ID : hiranya78.nath@gmail.com

Residential Address : Capital Complex, Dispur

Finance (Budget) Department

Name : Shri Pankaj Kr. Nath

Designation : Sr.A.A.

Job Responsibilities :

1. 2039-State Excise
2. 2235-Social Security & Welfare
3. 2053-District Administration
4. 2070-Other Administrative Services
5. 2216-Housing
6. 2235-Social Security & Welfare (Sainik Welfare),
7. 2250-Other Social Services
8. 4059-Caital Outlay on Public Works
9. 4216-Capital Outlay on Housing
10. 2215-Water Supply & Sanitation
11. 2217-Urban Development
12. 2216-Housing, 6216-Loans for Housing
13. 2217-Urban Development (UDD)
14. 3054-Roads & Bridges
15. 6217-Loans for Urban Development
16. 2235-Social Welfare & Welfare (SW)
17. 2236-Nutrition
18. 4235 - Capital Outlay on Social Security & Welfare,
19. 2406-Forestry & Wildlife
20. 2415-Agri. Research & Education
21. 4406-Capital Outlay Forestry & Wildlife

Finance EPABX Ext. : 262

Email ID : moiarumorsa@gmail.com

Residential Address : H.N.3, Bylane 8, New Guwahati, Noonmati,
Near Ganesh Mandir

Finance (Budget) Department

- Name** : Shri Gobinda Ch. Rabha
- Designation** : Sr.A.A.
- Job Responsibilities** :
1. 2075-Misc. General Services
 2. Education (I)
 3. 2202-General Education (Higher)
 4. 2203-Technical Education
 5. 4202-Capital Outlay on Education, sports, Art & Culture
 6. 2216-Housing (Residential buildings)
 7. 4216-Co-on Housing
 8. 2070-Other Admn. Services,
 9. 2250-Other Social Services (Haj Committee)
 10. 2575-Other Spl. Areas Programme
 11. 4575-Capital Outlay on Special Areas Programme,
 12. 2404-Dairy Development
 13. 4404-Capital Outlay on Dairy Development
 14. 2202-General Education (II), Elementary Secondary/SCERT/N.F. and Adult Education
 15. 4202-Capital Outlay on Education, sports, Art & Culture
 16. 2204-Sports & Youth Welfare,
 17. 4204-Capital Outlay on Education, sports, Art & Culture
- Finance EPABX Ext.** : 261
- Email ID** : gcrabha15@gmail.com
- Residential Address** : Anandapur, 1 No.Hengrabari, Dispur

Finance (Budget) Department

Name : Smti. Rashmi Jyoti Baruah
Designation : Research Asstt.
Job Responsibilities : 1. 2013-Council of Ministers
2. 2047-Other Fiscal Services
Finance EPABX Ext. : 261
Email ID : rashmibdg.baruah@gmail.com
Residential Address : New Guwahati

Name : Smti Jinee Chaudhury
Designation : Sr.A.A.
Job Responsibilities : 1. 2014-Administration of Justice
2. 4059-Capital Outlay on Public Works
3. 4216-Capital Outlay on Housing
4. 2015-Election
5. 2070-Other Admn. Services (Training)
6. 4059-Capital Outlay on Public Works
7. 4070-Other Administrative Service
8. 2070-Other Admn. Services
9. 2070-Misc. General Services
10. 2235-Social Security & Welfare
11. 3454-Census, Survey & Statistics
12. 4059-Capital Outlay on Public Works
13. 2402-Soil & Water Conservation
14. 4402-Capital Account
15. 2810-Non-Conventional Energy
16. 5425-Capital Outlay on Other Scientific and Environmental Research
Finance EPABX Ext. : 262
Email ID : jineech11@gmail.com
Residential Address : Rukmininagar, Dispur

Finance (Budget) Department

- Name** : Shri Anupam Saikia
Designation : Sr.A.A.
Job Responsibilities : 1. 2029-Land Revenue
2. 2250-Other Social Service
3. 3475-Other Genl. Eco. Services
4. 4059-Capital Outlay on Public Works
5. 2059-Public Works
6. 4059-Co-on Public works
7. 2711-Flood Control and Drainage
8. 4711-Co-on Flood Control Project
9. 3054-Roads & Bridges
10. 5054-Co-on Roads & Bridges
11. 2235-Social Security & Welfare (R & R)
Finance EPABX Ext. : 261
Email ID : anupamsaikia@yahoo.com
Residential Address : Rukminigaon, Dispur

Finance (Budget) Department

- Name** : Shri Kokeel Krishna Mahanta
- Designation** : Sr. A.A.
- Job Responsibilities** :
1. 2054-Treasury & Accounts Administration
 2. 4059-Capital Outlay on Public Works
 3. 2055-Police
 4. 4055-Capital Outlay on Police
 5. 2056-Jails
 6. 4059-Capital Outlay on Public Works
 7. 2070-Other Administrative Services (Fire Services),
 8. 4059-Capital Outlay on Public Works
 9. 4070-Capital Outlay on Other Administrative Services,
 10. 2070-Vigilance Commission & others,
 11. 2070-Other Administrative Services (Civil Defence & Home Guard)
 12. 4070-Capital Outlay on Other Administrative Services
 13. 2552-North Eastern Areas
 14. 4552-Capital Outlay on North Eastern Areas
 15. 2217-Urban Development (GDD)
 16. 4217-Capital Outlay on Urban Development,
 17. 6217-Loans for Urban Development (GDD)
- Finance EPABX Ext.** : 261
- Email ID** : Kukilmahanta8@gmial.com
- Residential Address** : Alok Path, Lichubari, Khanapara, Guwahati

Finance (Budget) Department

- Name** : Shri Mohan Ch. Nath
- Designation** : Sr.A.A.
- Job Responsibilities** :
1. 2012-Head of State (Governor Secretariat)
 2. 2011-State Legislature
 3. 2058-Stationery and Printing - Assam Legislative Assembly
 4. 2059-Public Works (ii) Assam Legislative Assembly,
 5. 2071-Pensioners to Legislators
 6. 4217-C.O. on Urban Development
 7. 7610-Loans to Govt. Servant etc.
 8. 2205-Art & Culture - (104 - Archives)
 9. 4202-C.O. on Education, Sports and Art & Culture
 10. 2225-Welfare of SC/ ST & OBC
 11. 4225-C.O. on Welfare of SC/ ST & OBC
 12. 2853-Mines & Minarals
 13. 4853-C.O. on Mines & Minarals
 14. 7601-Loans to Government Servants
 15. 7999-Appropriation to the Contingency Fund, Public Debt
 16. 2048-Appropriation for Reduction or Avoidance of Debt
 17. 2049-Interest Payments
 18. 6003-Internal Debt of the State Government,
 19. 6004-Loans and Advances from the Central Govt.
- Finance EPABX Ext.** : 262
- Email ID** : secfindpt@gmail.com
- Residential Address** : Rukminigaon, Dispur

Finance (Budget) Department

Name : Shri Sanjib Medhi
Designation : Jr.A.A.
Job Responsibilities : 1. 2041-Taxes on Vehicle
2. 2070-Other Admn. Services-Motor Garage
3. 3055-Road Transport
4. 3056-Inland Water Transport
5. 5055-Capital outlay on Road Transport
6. 5056-Capital Outlay on Inland Water Transport
7. 2235-Social Security & Welfare (Freedom Fighter),
8. 2575-Other Spl. Areas Programme (Char Areas/
Border Areas)
9. 4575-Capital Outlay on Special Area Programme,
10.2405-Fisheries
11.2415-Agri. Research & Education
12.4405-Co-on Fisheries
Finance EPABX Ext. : 261
Email ID : sanjib.medhi@gmail.com
Residential Address : Silpukhuri, Guwahati

Name : Shri Bikash Haloi
Designation : Research Asstt.
Job Responsibilities : 1. 2070-Other Administrative Services (Guest
Houses, Govt. Hostels etc.)
2. 3475-Trade Adviser
3. 3452-Tourism
4. 5452-Capital Outlay on Tourism
Finance EPABX Ext. : 262
Email ID : bikash.haloi89@gmail.com
Residential Address : Bhetapara, Guwahati

Finance (Budget) Department

Name : Shri Parijat Chetia
Designation : Research Asstt.
Job Responsibilities : 1. 2015-Election
2. 2515-Other Rural Dev. Programme
3. 2216-Housing
4. 2501-Spl. Programme for Rural Dev.
5. 2505-Rural Employment
Finance EPABX Ext. : 262
Email ID : junbun989@gmail.com
Residential Address : Panjabari, Guwahati

Finance (Expenditure Control-I) Department

The Subject matters allotted to this branch are:

1. Matters having financial implications relating to the concerned Administrative Departments.
2. Matters relating to Financial Sanction and Administrative Approval against various schemes outside the purview of D.F.P.R.
3. Matter relating to retention of posts against the posts of temporary nature / MR workers etc. outside the purview of D.F.P.R.
4. Medical re-imburement of Government Employees.
5. Matter relating to guidelines to ensure better financial management in terms of Office Memorandum etc.
6. Court cases relating to Finance (EC) Department and Miscellaneous matters having financial implications relating to the concerned Administrative Departments.
7. Matters relating to Discretionary Grant, Ex—Gratia Grant & Regularization of W.R. and M.R. Posts

All Plan & Non-Plan expenditures pertaining to NEC & NLCPR proposals are dealt by Finance (EC-I).

Roles & Function:

This branch is responsible for concurring of all Plan & Non-Plan expenditures not delegated to other Administrative Departments. Administrative Departments dealt with by the branch are as follows:

1. Agriculture
2. Animal Husbandry and Veterinary
3. Co-operation
4. Environment and Forest
5. Fisheries
6. Irrigation
7. Panchayat and Rural Development
8. Social Welfare
9. Soil Conservation
10. Tea Tribes Welfare
11. Water Resources
12. Welfare of Plain Tribes and Backward Classes

Finance Expenditure Control-I

Name : Shri Akhil Sarma
Designation : Deputy Secretary
Job Responsibilities : Looks after the works of WPT &BC Deptt, P&RD Deptt, Co-operation Deptt, Agriculture Deptt and court matter of the concerned Deptt
Finance EPABX Ext. : 217
Email ID : akhilsarma1964@gmail.com
Residential Address : Bhetapara, Gosaibari, Beltola, Guwahati-781028

Name : Sri Makibar Rahman
Designation : Deputy Secretary
Job Responsibilities : Looks after the works of W.R Deptt., Env. & Forest Deptt, Irrigation Deptt., Soil Conservation Deptt, TTW Deptt.
Finance EPABX Ext. : 217
Email ID : makibrahman6102@gmail.com
Residential Address : Govt. Qtr. No.M-111-A-9, Housefed Complex, Notbama, Hatigaon

Name : Smti Rumi Bortamuly
Designation : Under Secretary
Job Responsibilities : Estt matters, Fishery, NEC, NLCPR, SW Deptt, all court cases
Finance EPABX Ext. : 217
Email ID :
Residential Address : Games Village, Block-B-5 Branch No.004
P.O & P.S Basistha, Ghy-29

Finance Expenditure Control-I

Name : Shri Dinesh Ch. Talukdar
Designation : Superintendent
Job Responsibilities : Supervises the Assistants' works related to all 12 administrative Departments controlled by Fin (EC-I) Department
Finance EPABX Ext. : 217
Email ID : dineshch1960@gmail.com
Residential Address : Housefed Complex, Notbama, Hatigaon

Name : Smti Jun Jun Goswami
Designation : Sr.A.A
Job Responsibilities : Co-operation Department and Irrigation Department related concurrence proposals, Retention proposals, RTI matters and Court Cases
Finance EPABX Ext. : 217
Email ID : goswamijunjun@gmail.com
Residential Address : Nandarpur, PO-Japorigog, PS-Dispur, HN.112, Ghy-5

Name : Shri Umesh Chandra Das
Designation : Sr.A.A
Job Responsibilities : 1. Fishery Department and Animal Husbandry & Veterinary Department related concurrence proposals, Retention proposals, RTI matters and Court Cases
2. Medical reimbursement proposals of 12(twelve) Departments related to Fin (EC-I) Department
Finance EPABX Ext. : 217
Email ID : umesh.ch.das1961@gmail.com
Residential Address : Hn-37, Bye Lane-2, Gandhi Basti, Guwahati

Finance Expenditure Control-I

Name : Shri Marcelus Narzari
Designation : Sr.A.A
Job Responsibilities : Social welfare Department and Environment & Forest Department related concurrence proposals, Retention proposals, RTI matters and Court Cases.
Finance EPABX Ext. : 217
Email ID : mercyN18@gmail.com
Residential Address : Capital Complex, Dispur, Guwahati-6

Name : Smti Sudeshna Chakraborty
Designation : Sr.A.A
Job Responsibilities : Water resource Department and Soil Conservation Department related concurrence proposals, Retention proposals, RTI matters and Court Cases.
Finance EPABX Ext. : 217
Email ID : sudeshnaassam@gmail.com
Residential Address : Joymatinagar, Pandu, Ghy-12

Name : Shri Rajen Chetry
Designation : Sr. A.A
Job Responsibilities : Agriculture Department and TTWD Department related concurrence proposals, Retention proposals, RTI matters and Court Cases
Finance EPABX Ext. : 217
Email ID : rajenchetry1979@gmail.com
Residential Address : HN-B-303, Block-B, Notboma, Housefed Complex, Hatigaon, Ghy-38

Finance Expenditure Control-I

Name : Shri Kamal Kumar Choudhury
Designation : Sr.A.A
Job Responsibilities : P&RD Department and NEC/NLCPR related concurrence proposals, Retention proposals, RTI matters and Court Cases .
Finance EPABX Ext. : 217
Email ID : Kamalkrchoudhury@gmail.com
Residential Address : Vill: Kallapara, PO.Maniari Tinali, Dist:Kamrup, Pin-781125

Name : Shri Birinchi Das
Designation : Jr. A.A
Job Responsibilities : WPT&BC Department related concurrence proposals, Retention proposals, RTI matters and Court Cases
Finance EPABX Ext. : 217
Email ID : birinchidas@yahoo.com
Residential Address : Vill+ PO.Gamarimuri, PS- Belsor, Dist:Nalbari, Pin-781306

Name : Shri Dipul Chandra Barman
Designation : Jr. A.A
Job Responsibilities : Diarist and Estt. Matter
Finance EPABX Ext. : 217
Email ID : dipulchbarman@gmail.com
Residential Address : Vill+ PO.Gamarimuri, PS- Belsor, Dist:Nalbari, Pin-781306

Finance (Expenditure Control-II) Department

The Subject matters allotted to this branch are:

1. Matters having financial implications relating to the concerned Administrative Departments.
2. Matters relating to Financial Sanction and Administrative Approval against various schemes outside the purview of D.F.P.R.
3. Matter relating to retention of posts against the posts of temporary nature / MR workers etc. outside the purview of D.F.P.R.
4. Medical re-imburement of Government Employees.
5. Matter relating to guidelines to ensure better financial management in terms of Office Memorandum etc.
6. Court cases relating to Finance (EC) Department and Miscellaneous matters having financial implications relating to the concerned Administrative Departments.
7. Matters relating to Discretionary Grant, Ex—Gratia Grant & Regularization of W.R. and M.R. Posts.

Roles & Function:

This branch is responsible for concurring of all Plan & Non-Plan expenditures not delegated to other Administrative Departments. Administrative Departments dealt with by the branch are as follows:

1. Border Areas
2. Chief Minister's Secretariat
3. Election
4. Food & Civil Supplies & Consumer Affairs
5. General Administration
6. Handloom, Textiles & Sericulture
7. Home
8. Implementation of Assam Accord
9. Industries & Commerce
10. Information and Public Relations
11. Information Technology
12. Legislative
13. Mines and Minerals
14. Passport
15. Planning & Development
16. Political
17. Power
18. Printing & Stationery
19. Public Enterprises
20. Public Works
21. Relief & Rehabilitation
22. Revenue
23. Science & Technology
24. Welfare of Minorities Development

Finance Expenditure Control-II

- Name** : Smti. Mayuri Chetia, ACS
- Designation** : Joint Secretary
- Job Responsibilities** :
1. Border Areas
 2. PWD
 3. Home & Political
 4. Election
 5. Finance
 6. Governor's Sectt.
 7. I&C
 8. Assembly Sectt.
 9. Mines & Minerals
 10. Power
 11. WMD
 12. Regularization of Services of WC/MRL
 13. Casual Workers
 14. GAD
 15. F&CS
 16. HT&S
 17. IT
 18. IAA
 19. IPRD
 20. Legislative
 21. P&S
 22. PE
 23. P&D
 24. Revenue
 25. S&T
 26. CM Sectt.
 27. OLIC
 28. Passport
 29. Ex-gratia Grant
 30. Discretionary grant
 31. Medical Reimbursement
- Finance EPABX Ext.** : 212
- Email ID** : mayurichetia@rediffmail.com
- Residential Address** : Juripar Byelane – 12 Panjabari Road Six Mile,
Guwahati - 781037

Finance Expenditure Control-II

- Name** : Md. Abdus Salam
Designation : Deputy Secretary
Job Responsibilities : 1. Border Areas
2. PWD
3. Home & Political
4. Election
5. Finance
6. Governor's Sectt.
7. I&C
8. Assembly Sectt.
9. Mines & Minerals
10. Power
11. WMD
12. Regularization of Services of WC/MRL
13. Casual Workers
14. GAD
15. F&CS
16. HT&S
17. IT
18. IAA
19. IPRD
20. Legislative
21. P&S
22. PE
23. P&D
24. Revenue
25. S&T
26. CM Sectt.
27. OLIC/ Passport
28. Ex-gratia Grant
29. Discretionary grant
30. Medical Reimbursement

Finance EPABX Ext. : 243

Email ID : abdussalam94351@gmail.com

Residential Address : Sorumotoria Namghar Path House No. 22 Near Masjid
P.O. Hengrabari Guwahati – 781036.

Finance Expenditure Control-II

Name : Shri Anil Kr. Barman

Designation : Superintendent

Job Responsibilities :

1. Border Areas
2. PWD
3. Home & Political
4. Election
5. Finance
6. Governor's Sectt.
7. I&C
8. Assembly Sectt.
9. Mines & Minerals
10. Power
11. WMD
12. Regularization of Services of WC
13. MRL
14. Casual Workers
15. Court cases of concerned departments

Finance EPABX Ext. : 244

Email ID : barmananil07@gmail.com

Residential Address : Sorumotoria Namghar Path House No. 22 Near Masjid
P.O. Hengrabari Guwahati – 781036.

Finance Expenditure Control-II

Name : Shri Moinul Hoque
Designation : Sr.A.A.
Job Responsibilities : 1. Election
2. IAA
3. Legislative
4. Governor's Sectt.
5. Assembly Sectt
6. Ex-gratia Grant
7. Discretionary grant
8. Medical Reimbursement
9. Court cases of concerned departments
Finance EPABX Ext. : 244
Email ID : mainul.hoque59@gmail.com
Residential Address : Dispur Supermarket Qtr No. VIII (Mins) 6/2

Name : Shri Dilip Kalita
Designation : Sr. A.A.
Job Responsibilities : 1. Printing & Stationary
2. Passport
3. OLIC
4. Mines & Minerals
5. Court cases of concerned departments
Finance EPABX Ext. : 244
Email ID : dilipkalita2015@gmail.com
Residential Address : Dispur Supermarket B4 Qtr No. VIII(M) 16/6, Dispur.

Name : Smti Rashmi Chutia
Designation : Sr. A.A.
Job Responsibilities : 1. Home & Political
2. Information Technology
3. CM's Secretariat and Transformation & Development
Finance EPABX Ext. : 244
Email ID : rashmichutia87@gmail.com
Residential Address : GoA Qtr No. B.5-101, Games Village
Guwahati – 29.

Finance Expenditure Control-II

Name : Smti Swapnalima Borah
Designation : Sr. A.A.
Job Responsibilities : 1. Revenue & Disaster Management
2. Finance
3. Food & Civil Supplies & Consumer Affairs
4. Handloom Textiles & Sericulture
5. Science & Technology and Information & Public Relations Department
Finance EPABX Ext. : 244
Email ID : aryaswapna82@gmail.com
Residential Address : A-11-501, Games Village, Sarusajai

Name : Shri Aruel Rongphar
Designation : Sr. A.A.
Job Responsibilities : 1. Public Works Department
2. Border Protection & Development
3. Power (Electricity)
4. Regularization of Services of Work-Charged and Muster Roll workers.
Finance EPABX Ext. : 244
Email ID : rongpharb@gmail.com
Residential Address : Flat No. B2, Apartment No.1, Pillingkata Village, 1st Bye Lane, Basistha, Guwahati-29

Name : Shri Dhruvajyoti Deka
Designation : Sr. A.A.
Job Responsibilities : 1. Public Enterprises
2. General Administration
3. Industries & Commerce
4. Welfare of Minorities Development
5. Court cases of concerned departments
Finance EPABX Ext. : 244
Email ID : dhruvajyoti29@gmail.com
Residential Address : M-I-B-14, Housefed Complex, Notboma

Finance (Expenditure Control-III) Department

The Subject matters allotted to this branch are:

1. Matters having financial implications relating to the concerned Administrative Departments.
2. Matters relating to Financial Sanction and Administrative Approval against various schemes outside the purview of D.F.P.R.
3. Matter relating to retention of posts against the posts of temporary nature / MR workers etc. outside the purview of D.F.P.R.
4. Court cases relating to Finance (EC-III) Department and Miscellaneous matters having financial implications relating to the concerned Administrative Departments.

Roles & Function:

This branch is responsible for concurring of all SOPD & Establishment expenditures not delegated to other Administrative Departments. Administrative Departments dealt with by the branch are as follows:

1. Administrative Reforms & Training
2. Cultural Affairs
3. Higher Education
4. Secondary Education
5. Elementary Education
6. Technical Education
7. Excise
8. Guwahati Development
9. Health & Family Welfare(A)
10. Health & Family Welfare(B)
11. Hill Areas
12. Judicial
13. Labour & Welfare
14. Skill Employment & Entrepreneurship
15. Parliamentary Affairs
16. Pension & Public Grievances
17. Personnel
18. Public Health Engineering
19. Revenue (Registration) & Disaster Management
20. Secretariat Administration
21. Sports & Youth Welfare
22. Tourism
23. Transport (including Inland Water Transport)
24. Urban Development (T)
25. Urban Development (M)

In addition to above work, various Court cases of the concerned Deptt. and RTI matter also dealt in Fin(EC-III) Deptt.

Finance Expenditure Control-III

Name : Shri Ghana Kanta Pegu, ACS
Designation : Joint Secretary
Job Responsibilities : Examination of all Files of Fin (EC-III) Deptt.
Finance EPABX Ext. : 210
Email ID : acsghanakantapegu@gmail.com
Residential Address : Survey, Beltola

Name : Shri Ratul Ch. Kakoty
Designation : Deputy Secretary
Job Responsibilities : Examination of all files of Deptt. of Fin(EC-III) Deptt.
Finance EPABX Ext. : 242
Email ID : ratulkakoty@yahoo.in
Residential Address : Sarvadoy Nagar, Chandmari, Guwahati-3.

Name : Smti. Chitralekha Das
Designation : Superintendent
Job Responsibilities : All Files of Deptt. under Fin(EC-III) Deptt.
Finance EPABX Ext. : 247
Email ID : mscdas.13@gmail.com
Residential Address : Beltola, Lakhi Mandir, Guwahati-781028

Name : Shri Sambhu Kr. Rajbangshi
Designation : Sr. A. A.
Job Responsibilities : 1. Sports & Youth Welfare
2. Tourism
3. Personnel Department
Finance EPABX Ext. : N/A
Email ID : sambhukumar.rajbangshi@gov.in
Residential Address : Dispur Capital Complex, Supermarket, Dispur.

Name : Shri Nilutpal Das
Designation : Sr. A. A.
Job Responsibilities : 1. Higher
2. Secondary
3. Elementary
4. Technical Education Deptt.
Finance EPABX Ext. : 247
Email ID : nilutpal.das@gov.in
Residential Address : Beltola Tiniali, Guwahati-28.

Finance Expenditure Control-III

Name : Shri Kishanu Hazarika
Designation : Sr. A. A.
Job Responsibilities : 1. Skill, Employment & Entrepreneurship
2. Cultural
3. Guwahati Development
4. Urban Development Department
Finance EPABX Ext. : 247
Email ID : kishanuhazarika2012@gmail.com
Residential Address : Tripura Road, Beltola, Ghy-28

Name : Smti Sherin Rahman
Designation : Sr. A. A.
Job Responsibilities : 1. Health & Family Welfare
2. AR & Training
3. Revenue (Registration) Department
Finance EPABX Ext. : 247
Email ID : sherin.rahman2012@gmail.com
Residential Address : Juripar, Panjabari.

Name : Smti Pranta Borphukan
Designation : Jr. A. A.
Job Responsibilities : 1. Pension & Public Grievances
2. Secretariat Administration
3. Hill Areas Development
4. Transport
5. Excise
6. Parliamentary Affairs Department
Finance EPABX Ext. : 247
Email ID : prantanarula.skb@gmail.com
Residential Address : Chasal, VIP Road, Guwahati-22.

Name : Smti N Hemi Devi
Designation : Jr. A. A.
Job Responsibilities : 1. Judicial
2. PHE
3. Labour & Welfare Department
Finance EPABX Ext. : 247
Email ID : hemi.devi@gov.in
Residential Address : Pillingkata, Basistha, Guwahati-29.

Finance (Economic Affairs) Department

The Subject matters allotted to this branch are:

1. Matter relating to resources.
2. Matter relating to the Central Finance Commission.
3. Matter relating to the State Finance Commission.
4. Matter relating to Central Assistance pattern.
5. Claims of re-imburement from Central Government by different Department.
6. Research of various aspects of taxes, expenditure resources and their effect on economy of the State.
7. Matter relating to Targets and Objectives set under FRBM Act.
8. Assam Financial Corporation Matters.
9. Matter relating to Externally Aided Projects, NEC Schemes, RIDF Schemes.
10. Borrowing and Repayments of Institutional Loans, Balance Confirmation and Reconciliation with NABARD and A.G. (Accounts), Government Guaranteed Loans, Loans given by State Government.
11. Matter relating to receipt of share in central taxes, grant-in-aids from centre, debt servicing of loans, loans to State PSUs, receipts of State's own tax and non-tax revenue.
12. Preparation of Budget relating to Revenue and Receipts, Public Debt and Servicing of Debt, Annual Financial Statements relating to Receipts and Disbursement from Contingency Fund, Receipts under Disbursements under Public Account, Financial Statement of Receipt and Expenditure of the Govt. of Assam, Summary of the Financial Position, MTFP, AFRBM Statement etc.

Finance (Economic Affairs) Department

Name : Shri Hemanta Kr. Dewri
Designation : Director
Job Responsibilities : 1. Receipt Budget preparation
2. Resource Estimation
3. Central & State Finance Commission
4. Restart Assam
5. CMSGUY, etc.
6. overall supervision of Finance (EA) Department
Finance EPABX Ext. : 226
Email ID : hkdwri@gmail.com
Residential Address : Karbi Namghar Path, Japorigog, Guwahati-781005

Name : Smti Ira Devi
Designation : Joint Director
Job Responsibilities : 1. Matters relating to EAP
2. NEC
3. CSS
4. Centre State Financial Relations
5. SDG
6. LEAP Cell
Finance EPABX Ext. : 248
Email ID : idadevi123@gmail.com
Residential Address : H/No.8, By Lane-1, Puberun Path, Hatigarh, Guwahati, 781038

Name : Shri Prasanta Phukan
Designation : Joint Director
Job Responsibilities : 1. Preparation of Debt Budget
2. AFS
3. Budget Summary
4. Annual Administrative Report
5. Revenue Receipt matters.
Finance EPABX Ext. : 251
Email ID : prasantaphukan@hotmail.com
Residential Address : Quarter No.MIG-3A, HUDCO Complex, Rukmini Nagar, Rangamancha Path, Beltola road, Guwahati-781006.

Finance (Economic Affairs) Department

Name : Shri Matilal Sarkar
Designation : Joint Director
Job Responsibilities : 1. SFC
2. CFC
3. One Man Commission
4. Sixth Schedule Areas
5. Resource Budget, Local Bodies budget, MTFP Budget, AFC, etc.
Finance EPABX Ext. : 257
Email ID : sarkar_ml@yahoo.co.in
Residential Address : PO-Pandu, PS-Jalukbari, Maligaon, Quarter No.74 G, Dist-Kamrup, Guwahati-781012, Assam

Name : Smti Debleena Sengupta Das
Designation : Sr. Research Officer
Job Responsibilities : 1. Institutional loans
2. Resource Estimates
3. Fiscal Paraparameters
4. Central and State Finance Commission
Finance EPABX Ext. : 249
Email ID : dsdsnandini@gmail.com
Residential Address : 2nd Floor, Basundhara Apartment, Bye Lane No.4, Kamakhyanager, Adabari Tinali, Guwahati-781012

Name : Shri Bipul Kumar Sharma
Designation : Sr. Research Officer
Job Responsibilities : NEC, EAP etc.
Finance EPABX Ext. : 254
Email ID : bipulsharma0@gmail.com
Residential Address : Upper Hengrabari, Guwahati-781036

Finance (Economic Affairs) Department

Name : Shri Manjit Kr. Das
Designation : Sr. Research Officer
Job Responsibilities : 1. Central Finance Commission
2. State Finance Commission
3. NIPFP etc.
Finance EPABX Ext. : 258
Email ID : manjit.das@gov.in
Residential Address : 1st Floor, Q NO.103, Block-B, Jawahar Nagar,
Housefed Apartment, Tripura Road, Sixmile, Jayanagar,
Guwahati-781029

Name : Smti Boby Kalita Ojah
Designation : Research Officer
Job Responsibilities : 1. Est. of resources
2. Receipt budget
3. RIDF matters
4. Debt matters
5. Revenue Receipt etc.
Finance EPABX Ext. : 250
Email ID : bobyojah@gmail.com
Residential Address : H/No.5, Prasanti Path, Survey, Beltola,
Guwahati-781028

Name : Shri Dipak Barman
Designation : Research Officer
Job Responsibilities : 1. PSUs
2. Debt Budget
3. AFS
4. EAPs
5. Fiscal indicators
6. PRIs(SFC)
7. Loans to PSUs
8. Misc. matters
9. LEAP Cell
Finance EPABX Ext. : 253
Email ID : dipakfea@gmail.com
Residential Address : H/No.20, Pub Sarania By Lane-6, PO-Silpukhuri,
Guwahati-781003

Finance (Economic Affairs) Department

Name : Shri Abhijit Dutta
Designation : Research Officer
Job Responsibilities : 1. 13th FC
2. State Finance Commission
3. Court Cases etc.
Finance EPABX Ext. : 255
Email ID : adadutta30@gmail.com
Residential Address : Jayanagar, Tripura Road, Housefed Complex, Block-C, Room No.302

Name : Shri Motilal Bori
Designation : Asstt. Research Officer
Job Responsibilities : 1. Institutional loans
2. RIDF matters
3. Debt Budget preparation (RIDF, LIC, GICI)
4. MTFP budget
5. Centre State Financial Relations
Finance EPABX Ext. : 252
Email ID : motilalbori@gmail.com
Residential Address : Block-B, Room No.401, Jawahar Nagar, Housefed Apartment, Tripura Road, Sixmile, Jayanagar, Guwahati-781029

Name : Smti Smiti Lahon
Designation : Research Asstt.
Job Responsibilities : 1. State Finance Commission
2. Central Finance Commission
3. EAP
4. CSS etc.
Finance EPABX Ext. : 256
Email ID : smitilahon@gmail.com
Residential Address : Housefed Apartment, Not borman, Guwahati

Finance (Economic Affairs) Department

Name : Smti Barnali Kalita
Designation : Research Asstt.
Job Responsibilities : 1. Online ceiling EAP
2. NEC
3. Restart Assam
4. Finance Commission
5. Loan & Advances of Govt. of Assam
6. SDG, Misc.
Finance EPABX Ext. : 256
Email ID : barnali_kalita@yahoo.com
Residential Address : Rupali Path Bylane-3, H/No.1, Nabin Nagar,
Guwahati-781024

Name : Smti Manasri Gogoi
Designation : Research Asstt.
Job Responsibilities : 1. RIDF matters
2. EAP fund release etc
3. Debt Budget preparation
4. Misc. etc.
Finance EPABX Ext. : 256
Email ID : manasrigogoi@gmail.com
Residential Address : Bongaon, H/N.1, Byelane-1, Guwahat-781028

Name : Shri Shyam Mahanta
Designation : Superintendent
Job Responsibilities : Supervision of overall activities of the department
Finance EPABX Ext. : 256
Email ID : mahantashyam1962@gmail.com
Residential Address : Notborma, Housefed, Sijubari, Guwahati-781038

Finance (Economic Affairs) Department

Name : Shri Dayal Ch. Das
Designation : Senior Admn. Asstt.
Job Responsibilities : 1. Estt. Matter
2. AFC
3. SFC Cell
4. BoDs of different Govt. PSUs
Finance EPABX Ext. : 256
Email ID : dayalchandradas68@gmail.com
Residential Address : Vill-Garal (Da-Mirzapur), PO-Bhattapara, PS-Azara, Kamrup(M), Guwahati-781017

Name : Shri Uttam Hazarika
Designation : Sr.A.A.
Job Responsibilities : 1. Diarising
2. Board meeting and Misc. Matter
Finance EPABX Ext. : 256
Email ID : uttam.hazarika352@gmail.com
Residential Address : Milan Nagar, Borbari, Guwahati-781036

Name : Shri Bimal Ch. Kachari
Designation : Jr. A.A
Job Responsibilities : Diarist
Finance EPABX Ext. : 256
Email ID :
Residential Address : F-Block, R. No.002, Jayanagar, Sectt. Housefed, Complex, Beltola, Guwahati

Finance (Establishment-A) Department

The Subject matters allotted to this branch are:

1. Matters arising in fixation of pay
2. Equalization / Stepping up of pay
3. Lien / Quasi Lien
4. Fixation of fixed pay of Casual employees / Bungalow peons
5. Lodging Allowances
6. Extension of joining time
7. Advance increments
8. Stagnation Increments
9. Declaration of Heads of Departments
10. Foreign tours on financial support from State exchequer
11. Release of Dearness Allowance / Dearness Relief
12. Deputation of training within / outside India
13. Deputation on Foreign Services terms & conditions and Foreign Scholarship
14. Change / correction of date of birth
15. Leave Rules
16. Grant of Study Leave and
17. Any other matters relevant to the financial rules, etc.

Roles & Function :

1. This branch basically gives concurrence / views on the proposals received from other Departments.
2. This branch is responsible for administration / amendment of the following Acts / Rules:
 - (A) Fundamental Rules and Subsidiary Rules.
 - (B) Assam Financial Rules.
 - (C) Leave Rules including Study Leave Rules.

Finance (Establishment-A) Department

Name : Smti. M. Choudhury, ACS
Designation : Joint Secretary
Job Responsibilities : All works related to Finance (Estt.-A) Deptt.
Finance EPABX Ext. : 237
Email ID : esttadeptt@rediffmail.com
Residential Address : Christian Basti, G.S. Road, Ghy-05.

Name : Shri L.K. Borah
Designation : Under Secretary
Job Responsibilities : All works related to Finance (Estt.-A) Deptt.
Finance EPABX Ext. : 235
Email ID : esttadeptt@rediffmail.com
Residential Address : Hatigaon, Sewali Path, Juripar, Ghy-38.

Name : Shri Utpal Tamuly
Designation : Superintendent
Job Responsibilities : Supervision of Finance (Estt.-A) Department
Finance EPABX Ext. : 223
Email ID : esttadeptt@rediffmail.com
Residential Address : Notboma Housefed Complex, Hatigaon, Guwahati-38.

Name : Smti. Hemalata Bora
Designation : Superintendent
Job Responsibilities : Supervision of Finance (Estt.-A) Department
Finance EPABX Ext. : 275
Email ID : esttadeptt@rediffmail.com
Residential Address : Capital Complex, Dispur, Guwahati-6

Finance (Establishment-A) Department

Name : Shri K. Ali
Designation : Sr. A.A.
Job Responsibilities : 1. Department wise Protection/fixation of Pay
2. Relaxation of FR17(i)
3. Study Leave
4. Deputation
5. Advanced Increment
6. Leave Matters
7. Service Rules
8. Equalization of Pay
9. Extension of Joining time.
Finance EPABX Ext. : 223
Email ID : esttadeptt@rediffmail.com
Residential Address : Capital Complex,Dispur, Guwahati-6

Name : Shri Mukul Kalita
Designation : Sr. A.A.
Job Responsibilities : 1. Department wise Protection/fixation of Pay
2. Relaxation of FR17(i)
3. Study Leave
4. Deputation
5. Advanced Increment
6. Leave Matters
7. Service Rules
8. Equalization of Pay
9. Extension of Joining time.
Mobile Number : 9864500622
Finance EPABX Ext. : 223
Email ID : esttadeptt@rediffmail.com
Residential Address : Capital Complex,Dispur, Guwahati-6

Finance (Establishment-A) Department

Name : Shri Arunabh Das
Designation : Sr. A.A.
Job Responsibilities : 1. Department wise Protection/fixation of Pay
2. Relaxation of FR17(i)
3. Study Leave
4. Deputation
5. Advanced Increment
6. Leave Matters
7. Service Rules
8. Equalization of Pay
9. Extension of Joining time.
Finance EPABX Ext. : 223
Email ID : arunabh.492@gmail.com
Residential Address : Game-village, Lalmati, Guwahati.

Name : Smti. Anamika Paul
Designation : Sr. A.A.
Job Responsibilities : 1. Department wise Protection/fixation of Pay
2. Relaxation of FR17(i)
3. Study Leave
4. Deputation
5. Advanced Increment
6. Leave Matters
7. Service Rules
8. Equalization of Pay
9. Extension of Joining time.
Finance EPABX Ext. : 223
Email ID : anamika.iit@gmail.com
Residential Address : Nayanpur, Ghy.

Finance (Establishment-A) Department

Name : Smti. Ruli Das
Designation : Sr. A.A.
Job Responsibilities : 1. Department wise Protection/fixation of Pay
2. Relaxation of FR17(i)
3. Study Leave
4. Deputation
5. Advanced Increment
6. Leave Matters
7. Service Rules
8. Equalization of Pay
9. Extension of Joining time.
Finance EPABX Ext. : 223
Email ID : ruli.2015@rediffmail.com
Residential Address : Mirza, Kamrup ®, PIN-781125.

Name : Shri Jadab Das
Designation : Sr. A.A.
Job Responsibilities : 1. Department wise Protection/fixation of Pay
2. Relaxation of FR17(i)
3. Study Leave
4. Deputation
5. Advanced Increment
6. Leave Matters
7. Service Rules
8. Equalization of Pay
9. Extension of Joining time.
Finance EPABX Ext. : 223
Email ID : kamrupr@gmail.com
Residential Address : 2 No. Jalah, Baralabari, Kamrup (R)

Finance (Establishment-A) Department

Name : Smti. Monalisha Pathak
Designation : Jr. A.A.
Job Responsibilities : 1. Department wise Protection/fixation of Pay
2. Relaxation of FR17(i)
3. Study Leave
4. Deputation
5. Advanced Increment
6. Leave Matters
7. Service Rules
8. Equalization of Pay
9. Extension of Joining time.
Finance EPABX Ext. : 223
Email ID : monalighty@gmail.com
Residential Address : Down Town, Ghy-06, (Rented House)

Name : Smti. Geetu Borah
Designation : Jr. A.A.
Job Responsibilities : 1. Department wise Protection/fixation of Pay
2. Relaxation of FR17(i)
3. Study Leave
4. Deputation
5. Advanced Increment
6. Leave Matters
7. Service Rules
8. Equalization of Pay
9. Extension of Joining time.
Finance EPABX Ext. : 223
Email ID : geetuboraheshan@gmail.com
Residential Address : DPI, Kahilipara, Guwahati-19 (Rented House)

Finance (Establishment-B) Department

The Subject matters allotted to this branch are:

1. Administration of CTMIS (Comprehensive Treasury Management Information System & implementation of scheme of e-Governance unit.
2. Matters relating to the Directorate of Accounts & Treasuries, Assam.
3. Matters relating to the Directorate of Audit (Local Fund), Assam.
4. Matter relating to the Directorate of Financial Inspections, Assam.
5. Matter relating to the Directorate of Small Savings, Assam.
6. Matters relating to the Directorate of State Lotteries, Assam.
7. Matter relating to the appointments, promotions, transfer and posting and other Establishment matters relating to Assam Finance Service, Assam Accounts Service and Assam Audit Services.
8. Engagement of Officers in Finance Department & issue to concurrence to other Department.
9. Issue of concurrence for honorarium, various fees, remuneration etc. to the Chairman, Members of various Committee, Boards, Commissions etc. constituted by the Administrative Department.
10. Matters relating to the establishment of Assam Finance (Economic) Service, Assam pay Research Service and General establishment matters of Finance Department.
11. Matters relating to the Treasury establishment.
12. Matters relating to Delegation of Finance Power, DDO (Drawing & Disbursing Officer) declaration etc to other Administrative department.
13. Establishment and other matter relates to Registrar of Firms & Societies, Assam.

Roles & Function :

- A. This branch is responsible for administration / amendment of the following Acts / Rules:
- (1) Delegation of Financial Powers Rules.
 - (2) The Assam Finance and Accounts Service Rules.
 - (3) The Assam Accounts Service Rules.
 - (4) The Assam Financial Inspection of Departmental Sanctions and Implementation of Scheme Rules, 1982.
 - (5) The Assam Finance (Pay Research) Service Rules.
 - (6) The Assam Treasuries Rules, Various Service Rules of Directorate under the Administrative control of Finance (Estt.- B) Department.
 - (7) Assam Local Fund Audit Service Rule.

Finance (Establishment-B) Department

Name : Shri Debeswar Malakar, IAS
Designation : Secretary
Job Responsibilities : Finance(Estt.-B)/ (SIU)/(PRU)/(EC-III)
Finance EPABX Ext. : 204
Email ID : dmalakar_acs@ yahoo.co.in
Residential Address : Flat No. A202, Rukminigaon Guwahat-22

Name : Shri Syed Isfaqur Rahman, ACS
Designation : Joint Secretary
Job Responsibilities : Finance(Estt.-B) Department
Finance EPABX Ext. : 236
Email ID : syed.rahman@gov.in
Residential Address : House No.12 A, Samagam Path, Hatigaon-38

Name : Shri Rajen Buragohain
Designation : Superintendent
Job Responsibilities : All requirements of the Branch
Finance EPABX Ext. : 271
Email ID : buragohainr@rediffmail.com
Residential Address : Lengdon Path H.No.3 Fakaruddin Ali Ahmed Path,
Guwahati -22

Name : Shri Manashjyoti Sarma (II)
Designation : Senior Admn. Asstt.
Job Responsibilities : Matter related to Pension of Accounts Service etc.
Finance EPABX Ext. : 271
Email ID : manashsarma82@gmail.com
Residential Address : Near Central School, Khanapara, Guwahati- 22.

Finance (Establishment-B) Department

Name : Smti. Smita Bhuyan
Designation : Senior Admn. Asstt.
Job Responsibilities : Matter related to Directorate of Audit (L.F.) etc.
Finance EPABX Ext. : 271
Email ID : smitabhuyan09@gmail.com
Residential Address : Qtr. No.D-019, IIT, North Guwahati.

Name : Shri Manik Saikia
Designation : Senior Admn. Asstt.
Job Responsibilities : 1. Matter related to medical re-imburement
2. Pension of AFS Service etc.
Finance EPABX Ext. : 271
Email ID : maniksaikia@rediffmail.com
Residential Address : Qtr. No.D-301, Housefed Complex, Natbama,
Guwahati - 38

Name : Shri Sankhang Musahary
Designation : Senior Admn. Asstt.
Job Responsibilities : 1. Matter related to Finance (EA) Service
2. Reemployment etc.
Finance EPABX Ext. : 271
Email ID : smushahary8@gmail.com
Residential Address : Hengrabari, Guwahati - 6

Name : Shri Ripun Kalita
Designation : Junior Admn. Asstt.
Job Responsibilities : Matter related to treasury establishment.
Finance EPABX Ext. : 271
Email ID : rup.kalita365@gmail.com
Residential Address : H.No.19 Nizara Path, Beltola Bhagaduttapur,
Guwahati -28

Finance (Establishment-B) Department

Name : Smti. Mridusmita Narzary
Designation : Junior Admn. Asstt.
Job Responsibilities : Matter related to Assam Finance Service.
Finance EPABX Ext. : 271
Email ID : smitafin1@gmail.com
Residential Address : Lakhora, Guwahati.

Name : Shri Mrinal Saikia
Designation : Junior Admn. Asstt.
Job Responsibilities : Matter related to Assam Accounts Service.
Finance EPABX Ext. : 271
Email ID : mrnlsk3@gmail.com
Residential Address : Flt. No.C-2, 2nd Floor, Shantigram Housing Complex,
Jayanagar, Guwahati - 22

Name : Shri Mujammil Ali
Designation : Junior Admn. Asstt.
Job Responsibilities : Estt. Matters of Finance Deptt.
Finance EPABX Ext. : 271
Email ID : mujammilali331@gmail.com
Residential Address : Sixth Mile, Guwahati - 22

Finance (Institutional Finance) Department

The Subject matters allotted to this branch are:

1. Coordination with the Reserve Bank of India, National Bank for Agriculture and Rural Development (NABARD) and State Level Bankers' Committee (SLBC) on different banking credit related matters / schemes.
2. Matters relating to Scheduled Commercial Banks, Regional Rural Banks (RRBs) and Cooperative Banks etc.
3. Matters relating to Share Capital contribution to the Rural Banks and expansion of bank branch network etc.
4. Matters relating to Kisan Credit Cards (KCC), Crop Loan, Electronic Benefit Transfer of funds to beneficiaries, bakijai collection etc.
5. Matters relating to District Level Review Committee, State Level Coordination and Review Committee, District Consultative Committee, Empowered Committee for RRBs etc.
6. Matters relating to Non-banking Financial Companies, Chit Funds etc.

Finance (Institutional Finance) Department

Name : Smti Eva Deka Kalita
Designation : Director
Job Responsibilities : Works related to Fin.(IF) Deptt.
Finance EPABX Ext. : 233
Email ID : evadekakilita@gmail.com
Residential Address : C/O Anil Kumar Kalita, DGO,MD Ankur Path-H.
No.Beltola Basistha Road, Guwahati-28.

Name : Shri Arbinda Barman
Designation : Deputy Secretary
Job Responsibilities : Nodal Officer(All Assembly matters)
Finance EPABX Ext. :
Email ID : abarmanif@gmail.com
Residential Address : C/O Anil Kumar Kalita, DGO,MD Ankur Path-H.
No.Beltola Basistha Road, Guwahati-28.

Name : Shri Bhaskar Panda
Designation : Under Secretary
Job Responsibilities : Works related to Fin.(IF) Deptt.
Finance EPABX Ext. : 276
Email ID : bhaskar791@gmail.com
Residential Address : Housefed Complex, Notboma, Block-F-302, Hatigaon,
Guwahati-38

Name : Shri Budhin Pujari
Designation : Superintendent
Job Responsibilities : Works related to Fin.(IF) Deptt.
Finance EPABX Ext. : 277
Email ID : b.puzari1234@gmail.com
Residential Address : Dispur Capital Complex ,Qr.No.39/3, VIII (M)

Finance (Institutional Finance) Department

Name : Shri Raj Girihi Singh
Designation : Sr.AA
Job Responsibilities : All establishment matters
Finance EPABX Ext. : 277
Email ID : singh37100@gmail.com
Residential Address : Basistha Nagar, 1st Byelane, Ghy.-29

Name : Smti Rina Kalita
Designation : Sr.AA
Job Responsibilities : All Bank Matters
Finance EPABX Ext. : 277
Email ID : rinakalita93@gmail.com
Residential Address : Birkuchi, Near Assam Carbon, H. NO.15, Narengi, Ghy.-26

Name : Smti Riku Borary
Designation : Jr.AA
Job Responsibilities : DBT, SLCC, etc
Finance EPABX Ext. : 277
Email ID : rborary@gmail.com
Residential Address : Jawaharnagar Housefed Appertment, Qr.No.001, Block-F

Name : Smti Kalyani Kakati Bora
Designation : Jr.AA
Job Responsibilities : Diarising
Finance EPABX Ext. : 277
Email ID : kalyanikakoty@gmail.com
Residential Address : Sarusajai, Rangman Nagar Mahananda Tamuli Path.

Finance (Pay Research Unit) Department

The Subject matters allotted to this branch are:

1. Matters relating to constitution / function of State Pay Commission.
2. Constitution of Pay Anomaly Committee etc.
3. Matters relating to Interpretation of Assam Service (ROP) Rules.
4. Matters relating to pay scale and other benefits of subordinate Judiciary (Shetty Commission)
5. Examination / Scrutiny of Pay Anomaly.
6. Formulation of Pay structures of different public sector undertakings.
7. Grant of Hazardous Allowance.
8. Special Pay, University Grants Commission (UGC) / All India Council for Technical Education (AICTE) Pay Scales.
9. Grant of Advance Increments.

Finance (Pay Research Unit) Department

- Name** : Smti. M. Choudhury, ACS
- Designation** : Joint Secretary
- Job Responsibilities** :
1. Matters relating to constitution/function of State Pay Commission.
 2. Constitution of Pay Anomaly Committee etc.
 3. Matters relating to Interpretation of Assam Service (ROP) Rules.
 4. Matters relating to pay scale and other benefits of subordinate Judiciary (Shetty Commission).
 5. Formulation of pay structures of different public sector undertakings, SLEPs.
 6. Grant of Hazardous allowance.
 7. Special Pay, University Grants Commission (UGC)/ All India Council for Technical Education (AICTE) Pay Scales.
 8. Grant of Advance Increments.
 9. High Court matter and other Misc. matters
- Finance EPABX Ext.** : N/A
- Email ID** : financepru2015@gmail.com
- Residential Address** : Christian Basti, G.S. Road, Guwahati-5.

Finance (Pay Research Unit) Department

Name : Shri K.C. Bezbaruah

Designation : Under Secretary

Job Responsibilities :

1. Matters relating to constitution/function of State Pay Commission.
2. Constitution of Pay Anomaly Committee etc.
3. Matters relating to Interpretation of Assam Service (ROP) Rules.
4. Matters relating to pay scale and other benefits of subordinate Judiciary (Shetty Commission).
5. Formulation of pay structures of different public sector undertakings, SLEPs.
6. Grant of Hazardous allowance.
7. Special Pay, University Grants Commission (UGC)/ All India Council for Technical Education (AICTE) Pay Scales.
8. Grant of Advance Increments.
9. High Court matter and other Misc. matters

Finance EPABX Ext. : 227

Email ID : kabin.bezbaruah@gov.in

Residential Address : Saukuchi, Lokhora

Finance (Pay Research Unit) Department

Name : Shri Deboram Pegu

Designation : Research Officer

Job Responsibilities :

1. Matters relating to constitution/function of State Pay Commission.
2. Constitution of Pay Anomaly Committee etc.
3. Matters relating to Interpretation of Assam Service (ROP) Rules.
4. Matters relating to pay scale and other benefits of subordinate Judiciary (Shetty Commission).
5. Formulation of pay structures of different public sector undertakings, SLEPs.
6. Grant of Hazardous allowance.
7. Special Pay, University Grants Commission (UGC)/ All India Council for Technical Education (AICTE) Pay Scales.
8. Grant of Advance Increments.
9. High Court matter and other Misc. matters

Finance EPABX Ext. : 230

Email ID : deboram.pegu@gov.in

Residential Address : Sonaighuli, Lakhara

Name : Shri Janak Konwar

Designation : Superintendent

Job Responsibilities : To supervise the works of the Department and additional works to assistant if any as and when necessary, as per Assam Secretariat Manual.

Finance EPABX Ext. : 229

Email ID : janak.konwar.gov.in

Residential Address : Housefed Complex, Notboma

Finance (Pay Research Unit) Department

Name : Smti. Mouchumi Baruah
Designation : Sr. Admn. Asstt.
Job Responsibilities : 1. Matter relating to General Admn.
2. Agriculture
3. Vety.
4. Fisheries
5. Revenue
6. Hill Areas Deptt.
7. Incorrect entry in the A.S (ROP) Rule 2010
8. RTI matters
9. Assembly matters
10. Transport
11. Establishment matters of Finance (PRU) Deptt.

Finance EPABX Ext. : 229

Email ID : mousumibaruah82@gmail.com

Residential Address : Dwarka Nagar, Dispur.

Name : Shri Lunkhohao Lhoujiem
Designation : Jr. Admn. Asstt.
Job Responsibilities : 1. Matter relating to Cooperation
2. Sports
3. Sectt. Admn.
4. W.P.T & BC
5. Food & Civil Supplies
6. Planning & Development Deptt
7. Education
8. Cultural Affairs
9. Misc Matters.

Finance EPABX Ext. : 229

Email ID : lhoujiem2@gmail.com

Residential Address : Bhetapara

Finance (Staff Inspection Unit) Department

The Subject matters allotted to this branch are:

1. Rationalization of recruitment of Staffs in various State Government Offices.
2. Approval for creation of new post / up-gradation of existing post in Government Offices as per OM No.BW 21/99/98 dated 4th July, 2005.
3. Issue of Treasury Instruction for release of first salary to new appointees except all Gr-I & GR-II posts against which pay slips are issued by the Accountant General, Assam.
4. Approval for filling up of sanctioned vacant posts of Gr-IV / teachers of Elementary Schools and Drivers. However, the following are exempted from the purview of obtaining prior approval of Finance (SIU) Department for filling up posts :
 - (a) District Cadre posts in respect of the transferred Departments of the Sixth Scheduled areas of KAAC, NCHAC & BTC.
 - (b) Hon'ble Gauhati High Court and its subordinate Judiciary.

Finance (Staff Inspection Unit) Department

Name : Shri Gautam Talukdar, ACS
Designation : Joint Secretary
Job Responsibilities : 1. Matters of Post Creation/ Upgradation
2. Filling up of vacant sanctioned posts of Gr-IV / teachers of Elementary Schools & Driver
3. Release of First salaries and RTI and Court Cases pertaining to the branch relating to the allotted Departments.
Finance EPABX Ext. : 273
Email ID : gautam.talukdar@gov.in
Residential Address : Chandmari, Guwahati-21

Name : Smti Geetanjali Ahmed Nayyar
Designation : Deputy Secretary
Job Responsibilities : 1. Matters of Post Creation/ Upgradation
2. Filling up of vacant sanctioned posts of Gr-IV / teachers of Elementary Schools & Driver
3. Release of First salaries and RTI and Court Cases pertaining to the branch relating to the allotted Departments.
Finance EPABX Ext. : 269
Email ID : geetanjali.nayyar@gov.in
Residential Address : Hatigaon-781038

Name : Shri Bharat Thakuria
Designation : Under Secretary
Job Responsibilities : 1. Matters of Post Creation/ Upgradation
2. Filling up of vacant sanctioned posts of Gr-IV / teachers of Elementary Schools & Driver
3. Release of First salaries and RTI and Court Cases pertaining to the branch relating to the allotted Departments.
Finance EPABX Ext. : 270
Email ID : bharat.thakuria@gov.in
Residential Address : Vill. Kumeria, Dist-Kamrup-R, Ghy-781125

Finance (Staff Inspection Unit) Department

Name : Smti Sewali Saikia Boruah
Designation : Superintendent
Job Responsibilities : Overall supervision of works of the branch
Finance EPABX Ext. : 267
Email ID : sewali.saikia@gov.in
Residential Address : Motoria, Ghy-6

Name : Shri Bipul Sarma
Designation : Sr. A.A.
Job Responsibilities : 1. Matters of Post Creation/ Upgradation
2. Filling up of vacant sanctioned posts of Gr-IV / teachers of Elementary Schools & Driver
3. Release of First salaries and RTI and Court Cases pertaining to the branch relating to the allotted Departments.
Finance EPABX Ext. : 267
Email ID : bipil.sarma@gov.in
Residential Address : Dhirenpara, Ghy-25

Name : Shri Pratul Sarma
Designation : Sr. A.A.
Job Responsibilities : 1. Matters of Post Creation/ Upgradation
2. Filling up of vacant sanctioned posts of Gr-IV / teachers of Elementary Schools & Driver
3. Release of First salaries and RTI and Court Cases pertaining to the branch relating to the allotted Departments.
Finance EPABX Ext. : 267
Email ID : pratul.sarma@gov.in
Residential Address : Amayapur, Dist. Nalbari

Finance (Staff Inspection Unit) Department

Name : Smt. Anulekha Barman
Designation : Sr. A.A.
Job Responsibilities : 1. Matters of Post Creation/ Upgradation
2. Filling up of vacant sanctioned posts of Gr-IV / teachers of Elementary Schools & Driver
3. Release of First salaries and RTI and Court Cases pertaining to the branch relating to the allotted Departments.
Finance EPABX Ext. : 267
Email ID : anubarman1@gmail.com
Residential Address : Srimantapur, Ghy-32

Name : Shri Suresh Kumar
Designation : Sr. A.A.
Job Responsibilities : 1. Matters of Post Creation/ Upgradation
2. Filling up of vacant sanctioned posts of Gr-IV / teachers of Elementary Schools & Driver
3. Release of First salaries and RTI and Court Cases pertaining to the branch relating to the allotted Departments.
Finance EPABX Ext. : 267
Email ID : sklifegood@gmail.com
Residential Address : Sipajhar, Darrang-784145

Name : Shri Nripen Teron
Designation : Jr. A.A.
Job Responsibilities : 1. Matters of Post Creation/ Upgradation
2. Filling up of vacant sanctioned posts of Gr-IV / teachers of Elementary Schools & Driver
3. Release of First salaries and RTI and Court Cases pertaining to the branch relating to the allotted Departments.
Finance EPABX Ext. : 267
Email ID : nteron86@gmail.com
Residential Address : Azara, Ghy-17

Finance (Staff Inspection Unit) Department

Name : Smti. Sima Bora

Designation : Jr. A.A.

Job Responsibilities :

1. Matters of Post Creation/ Upgradation
2. Filling up of vacant sanctioned posts of Gr-IV / teachers of Elementary Schools & Driver
3. Release of First salaries and RTI and Court Cases pertaining to the branch relating to the allotted Departments.

Finance EPABX Ext. : 267

Email ID : sima.bora@gov.in

Residential Address : Survey, Guwahati-28

Finance (Taxation) Department

The Subject matters allotted to this branch are:

- a. The Finance (Taxation) Department is responsible for the Sales Tax administration in the State.

Roles & Function :

- b. The branch is responsible for administration / amendment of following Acts /Rules:
 1. AGST Act, 2017
 2. The Assam Value Added Tax Act, 2003 (w.e.f.01.05.2005).
 3. The Central Sales Tax Act, 1956.
 4. The Assam Goods and Services Tax Act, 2017 (w.e.f.01.07.2017).
 5. The Assam Professions, Trades, Callings and Employments Taxation Act, 1947.
 6. The Assam Agricultural Income Tax Act, 1939.
 7. The Assam Taxation (On Specified Land) Act, 1990.
 8. The Assam Electricity Duty Act, 1964.

Finance (Taxation) Department

Name : Shri Gautam Talukdar, ACS
Designation : Joint Secretary
Job Responsibilities : All works of Finance (Taxation) Deptt.
Finance EPABX Ext. : 273
Email ID : gautam.talukdar@gov.in
Residential Address : Milanpur, Chandmari, Ghy-21

Name : Smti. Bipasha Kherkatary
Designation : Under Secretary
Job Responsibilities : All works of Finance (Taxation) Deptt.
Finance EPABX Ext. : 259
Email ID : bipasha.kherkatary@gov.in
Residential Address : Bhangagarh Pubali Estate, GMCH Road, Ghy-05

Name : Shri Bashab Ch. Kalita
Designation : Superintendent
Job Responsibilities : All works of Finance (Taxation) Deptt.
Finance EPABX Ext. : 215
Email ID : kalitabashab12@gmail.com
Residential Address : Namghar Path, Panjabari, Ghy-37

Name : Shri Pratul Kr. Bora
Designation : Sr.A.A.
Job Responsibilities :

1. Medical reimbursement
2. Creation of new office, creation & retention of post
3. budget allocation and issuance of ceiling
4. Purchase of land, building, etc.
5. Payment of house rent, municipality tax etc.
6. Secret fund

Finance EPABX Ext. : 215
Email ID : pratul.bora@gov.in
Residential Address : Natboma Housefed Complex, Hatigaon-38

Finance (Taxation) Department

Name : Shri Animesh Konger
Designation : Sr.A.A.
Job Responsibilities : 1. Matter relating to High Court & Supreme Court,
2. payment of electricity bill, audit/PAC matters
3. GIS of all Taxation Officers
4. Pension matters of ST and onwards and Misc. matters allotted time to time
Finance EPABX Ext. : 215
Email ID : animesh.konger@gov.in
Residential Address : Natboma Housefed Complex, Hatigaon-38

Name : Smti. Sheela Singha
Designation : Sr.A.A.
Job Responsibilities : 1. Estt. of Taxation Officer (ACT & above)
2. DP of Taxation Officers
3. Assam Electricity Duty Act
4. Assets & Liabilities of Taxation Officers,
5. Compassionate Appointment
6. Estt. matter of Dist. Estt., misc. matters allotted time to time
Finance EPABX Ext. : 215
Email ID : sheela.singha@gov.in
Residential Address : Jawaharnagar Housefed Complex, Beltola, Ghy-29

Name : Shri Avikesh Dutta
Designation : Sr.A.A.
Job Responsibilities : 1. Matters regarding GST Act
2. VAT Act
3. CST Act
4. Specified Land Act
5. Agricultural Income Tax Act
6. Liquidation of Arrear Dues Act
7. All refund proposals, Establishment matters of S.T. & I.T. and Misc. matters allotted time to time
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Residential Address : Natboma Housefed Complex, Hatigaon-38

Finance (Taxation) Department

Name : Shri Achyutananda Kalita
Designation : Jr.A.A.
Job Responsibilities : All matters relating to the diarist table
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Residential Address : Patarkuchi, Basistha Chariali, Ghy-29

Name : Smti. Kabita Hazarika
Designation : Jr.A.A.
Job Responsibilities : 1. Matter relating to Revenue collection
2. Arrear salaries
3. Amusement & Betting Tax Act
4. ACRs of Taxation Officers & staff of Finance (Taxation) Deptt.
5. Purchasing of Deptt. vehicles
6. Pension matters of I.T.'s
Finance EPABX Ext. : 215
Email ID : kabita.hazarika@gov.in
Residential Address : H.No.41, Saurav Nagar, Beltola-28

Name : Shri Manoj Malakar
Designation : Jr.A.A.
Job Responsibilities : 1. Matter relating to fund release under TDF to PWD,
2. submission of budget estimate under TDF,
3. Xonstruction of office/residential buildings,
4. Professional tax, RTI, TDS & Misc. matters allotted time to time
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Suggestions & Query
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