



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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No. 163 Dispur, Wednesday, 20th March, 2024, 30th Phalguna, 1945 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

GENERAL ADMINISTRATION DEPARTMENT

## OFFICE MEMORANDUM

The 15th March, 2024

No. ECF-No. 458412/15.-

**SUBJECT: Regarding delegation of power to the newly created Sub - Districts.**

The Government of Assam, in its bid to ensure maximum Citizen Centric Governance and for administrative expediency, to derive maximum synergy, productivity, efficiency at grass root level, 78 (Seventy-eight) numbers of Sub-Districts within their Administrative Districts have been notified vide Govt. Notification No. 374321/6 dated 12<sup>th</sup> September, incorporating inter-alia that the nomenclature of the Sub-Districts and Sub-Divisions will be used interchangeably.

Now, therefore, the Governor of Assam is pleased to delegate the following powers to the newly created Sub-Districts in respect of different functional branches shown as under against the subjects as indicated herein, so as to ensure smooth functioning of the Sub-Districts: -

### **1. Revenue and Disaster Management: -**

#### **A. RKG Branch: -**

- Cases pertaining to Record Correction and map correction.
- Appeal against the order of the Circle Officer for cases regarding mutation and cancellation of mutation involving more than 3 years.

#### **B. Disaster Management: -**

- Formulate Sub-district Disaster plan
- Approve SDRF proposals of the Sub District and place in the DDMA
- Disaster related procurements.

C. Revenue Collection: -

- (i) Appointment of Gaon Pradan
- (ii) Approval of Doual and revenue collection
- (iii) Re-classification of Agricultural Land upto 1 Bigha
- (iv) Convene Land Advisory Committee
- (v) Convene Sub-District Level committee meeting for reclassification of Agricultural Land above 1 Bigha.
- (vi) Conversion AC to PP and AP to PP for rural areas.

D. Land Reform Branch: -

- (i) Matters related to Tenancy Act, Urban Land Ceiling Act etc.,

2. Magistracy and General Administration: -

- (i) Issue Permanent Resident Certificate, Non-Creamy Layer, Next-of-Kin, Caste Certificate, Permission for Delayed Birth Certificate and Permission for Delayed Death Certificate.
- (ii) Permission for Fairs, Events etc.
- (iii) Approval for Registration of Society
- (iv) Executive Magistrate Powers as per Criminal Procedure Code, 1973 and Bharatiya Nagarik Suraksha Sanhita (when applicable).
- (v) The Sub-Districts shall take care of VIP movements and Government events within their own jurisdiction. (*VVIP movements of Hon'ble President of India, Hon'ble Vice-President of India, Hon'ble Union Home Minister, Hon'ble Governor of Assam and Hon'ble Chief Minister of Assam shall be coordinated from District Headquarter*).
- (vi) Administrative Control over all staff functioning in all line departments of the sub-district.

3. Bakijai: -

- (i) ADC to have powers of certificate officer as defined under section 3(3) of Bengal Public Demands Recovery Act, 1913.

4. Transformation and Development: -

- (i) All matters relating to Axom Darshan, AAGY, MPLADS and MLALADS
- (ii) Untied funds upto Rs. 2 Crore
- (iii) Orunodoi
- (iv) Matters pertaining to ITDP and Development boards for Schedule Caste, Schedule Tribes and OBC.
- (v) Sub-District Development Committee for Monitoring & implementation of schemes pertaining to all line Department.

5. Personnel Branch: -

- (i) Matters relating to preparation of Salary Bill, Taxation, salary statements, Form-16, DDO matters, loan, acquittance roll, medical re-imbusement, TE/TA, budget, audit objection and compliance, MMLSAY, Subsistence allowance, approval of all kinds of leave and Service Books relating to the employes/staff working under the establishment of the Sub-District.

**6. Food, PD & CA Branch: -**

- (i) Entry, addition, deletion, transfer and modification etc., of ration cards including district transfer through RCMS.
- (ii) FP shop transfer through RCMS
- (iii) License to FP Shops under APDO
- (iv) Suspension/cancellation of license of Shops and GPSS
- (v) Kerosene allotment
- (vi) Lifting order for Mid-Day Meal.

**7. Excise**

- i. Enforcement drive, Raid, Patrolling duties, Naka Checking, Search , Seizure.
- ii. Issuance of temporary bar license and extension of timing permission
- iii. Issuance of Retail Permit for MCT (Military Canteen Tenant), Receipt of Offline Revenue for Military Canteen Tenant only.
- iv. Issue of Retail Pass for IMFL Off, IMFL On, Club On and Country Spirit Retail Shops.
- v. Physical Verification of sites after applying for new IMFL Off/On and Country Spirit Retail Shops and Wholesale Warehouse.
- vi. Submission of monthly revenue (offline), detection, consumption of Retail shops within sub-division.

**8. Panchayat and Rural Development**

- i. Approval of annual action plan for GPs and APs
- ii. Selection and recommendation of schemes under MGNREGA
- iii. Monitoring of implementation of all departmental schemes like MGNREGA, PMAY(G), NSAP, ASRLM etc.

**9. Any other powers delegated by the Government of Assam from time to time.**

**This OM has been issued with the approval of Competent Authority.**

**M. S. MANIVANNAN,**  
Commissioner & Secretary to the Government of Assam,  
General Administration Department.