

B. Gogoi  
12/7/16

GOVERNMENT OF ASSAM  
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT  
DISPUR::: GUWAHATI- 6



No. PDA 80/2016/8

Dated Dispur the 5<sup>th</sup> July, 2016.

**OFFICE MEMORANDUM**

Sub : Job chart for Deputy Chief Executive Officers posted in Zilla Parishads.

In view of promotion of 18 nos. of Block Development Officers to the post of Deputy Chief Executive Officer in different Zilla Parishads and for streamlining the function of Zilla Parishads the following job chart is formulated:-

1. All establishment matter of regular/ Provincialised Employees under Zilla Parishads, Technical staff including deputed staff.
2. Implementation of Central/ State Govt. sponsored schemes alongwith all Flagship programs/ PRIs own recourses including settlement of Hat/ Ghat.
3. Preparation of annual action plan/ Budget and timely submission of progress report of all schemes. Matter related to monitoring of all projects, programmes etc.
4. Deputy Chief Executive Officer may officiate as Chief Executive Officers of Zilla Parishads in he/ she remains out of Head Quarter.
5. Drawing and disbursing officers (DDO) may be designated by respective Chief Executive Officer Zilla Parishads.
6. Any other matter that may be allotted from time to time by the Chief Executive Officer concerned.

All these matters should be routed through the Chief Executive Officers and final approval has to be accorded by the Chief Executive Officer as per provision of the Assam Panchayat Act, 1994. Respective Chief Executive Officers will issue allocation accordingly.

Sd/-

(Ahmed Hussain, IAS)

Commissioner & Secretary to the Govt. of Assam  
Panchayat and Rural Dev. Department.

Memo No. PDA 80/2016/8-A

Dated Dispur the 5<sup>th</sup> July, 2016.

Copy to:-

1. The Commissioner, Panchayat & Rural Development, Assam, Panjabari, Juripar, Ghy-37. He is requested to public the O/M in the official website of the Deptt.
2. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Ghy-29.
3. The Deputy Commissioner (ALL PRIs District).
4. The Chief Executive Officer, Zilla Parishad (ALL).
5. The Deputy Chief Executive Officer, Zilla Parishad (All).
6. The State Information Officer, NIC Dispur, for information and necessary action.
7. The P.S. to Hon'ble Minister, P & RD Assam Dispur.
8. The P.S. to the Addl. Chief Secretary, Panchayat & R. D. Deptt., Assam, Dispur.

By order etc.

Joint Secretary to the Govt. of Assam  
Panchayat and Rural Dev. Department

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