

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER :: KOKRAJHAR (Personnel Branch)**

**O R D E R**

Dated, Kokrajhar the 15th May, 2026

No.KPE.05/2020/ : In supersession of all the work allotment orders issued earlier, the following work allotment among the officers is made for smooth functioning of office of the District Commissioner, Kokrajhar.

Sl.	Name of Officer / Designation	Works Allotted	Linked officer
1	<b>Shri L.N. Mangangcha, IAS</b> ADC i/c Gossaigaon Sub-division	Matters relating to Health AAGY Matter relating to Jal Shakti Abhiyan	Smti. Banti Talukdar, ACS, ADC will look after the branches in absence of the officer
2	<b>Shri Anis Mazumdar, ACS</b> ADC, Kokrajhar Assisting Officer: <b>Miss Namrata Barooa,</b> ACS, AC <b>Shri Himangshu Kalita,</b> ACS, AC (BO, Census)	Relief & DM Branch as CEO, DDMA Census MLALAD Untied Fund PMJVK (MsDP) Fishery Sericulture Veterinary BTC Election & MB Election e-Samiksha e-Rupantor Signing of SC, EWS, PRC, Senior Citizen and Legal Heir/NOK Certificate, Delayed Birth & Death Certificate, Non-Creamy Layer Certificate Any other works that may be assigned by DC from time to time	Smti. Banti Talukdar, ACS, ADC will look after the branches in absence of the officer
3	<b>Smti Banti Talukdar, ACS</b> ADC, Kokrajhar Assisting Officers: <b>Shri Keshabananda Taid,</b> ACS, EO (As BO for all matters relating to Assembly & Parliamentary Election) <b>Shri Himangshu Kalita ACS,</b> AC	All matters relating to Election (Assembly/Parliament) as ADC(Election) Agriculture District Mineral Trust Fund MMUA ORUNODOI CMAAA Matter relating to Industries Department Advantage Assam Matters relating to Indigenous and Tribal Faith and Culture (ITFC) — Manjhithan, Bathou Mandir, Brahma Mandir Signing of SC, EWS, PRC, Senior Citizen and Legal Heir/NOK Certificate, Delayed Birth & Death Certificate, Non-Creamy Layer Certificate Signing of Minority Community Certificate Any other works that may be assigned by DC from time to time	Shri Anis Rasul Mazumdar, ACS will look after the branches in absence of the officer
4	<b>Shri Dipan Barman, ACS,</b> ADC, Kokrajhar Assisting Officer : <b>Shri Bedabrat Pegu,</b> ACS, AC	Revenue Branch All Matter relating to Food, Civil Supplies & CA All matter relating to Urban Development Sports Mission Bhumi Putra Matters relating to BADP SBM-G & U matters Mahakuma Parishad Matter relating to Cooperation Department As Asstt Forest Settlement Officers & Forest Rights related issues All matters relating to Adi Karmayogi Abhiyan including monitoring of the schemes in addition to his normal duty All matters relating to Vibrant Village Programme Any other works that may be assigned from time to time	Shri Himadri Sekhar Bordoloi, ACS, ADC will look after the branches in absence of the officer

5	<b>Shri Himadri Sekhar Bordoloi, ACS ADC, Kokrajhar</b>	NRC as ADRCR	Shri Dipan Barman, ACS, ADC will look after the branches in absence of the officer
		Zilla Sainik Board	
		Telecom matters	
		Civil Defence	
		Nodal Officer for furnishing Parliamentary and Assembly Questions	
		Signing of SC, EWS, PRC, Senior Citizen and Legal Heir/NOK Certificate, Delayed Birth & Death Certificate, Non-Creamy Layer Certificate	
		Bakijai matters including issue of Bakijai Certificate	
		Signing of GPF, GIS, Leave Salary, Pension of other departments except District Administration	
		Matters relating to Home Guard	
		PIO, RTI	
		Any other works that may be assigned from time to time	
		6	
Education			
Social Welfare			
All matters relating to CSR projects			
E-Dist/E-Office			
Assam Darshan			
Swadesh Darshan			
Sabha Ghar			
Development Branch (All works of line depts. not allotted to any other officer)			
Cultural Affairs			
Nodal Officer for reply to Court Cases			
Matter relating to ODOP			
Any other works that may be assigned from time to time			
7	<b>Shri Krishanjyoti Deka, ACS, ADC, Kokrajhar</b>  <b>Assisting Officer: Shri Subham Sinha, ACS AC</b>  <b>Miss Namrata Barooa, ACS AC (As BO, Women Cell)</b>	All matters relating to Magistracy Branch	Smt Suprava Roy, ACS, ADC will look after the branches of the officer
		All matters relating to Administration Branch	
		Aadhaar	
		Excise	
		Foreigners Tribunal	
		Nazarat Branch including C.I. Ops and signing of POL Coupons	
		District Jail matters	
		Women Cell	
		All matters relating to DRSC	
		All Matters relating to NCORD	
		Any other works that may be assigned from time to time	

Apart from the above duties, all the Assistant Commissioners shall also deal with matters relating to cases under Sections 126 and 128 of the BNSS, issuance of Caste Certificates (ST, SC - National and OBC) including Gorkha Community Certificate, as well as caste verification cases.

This order shall come into force with immediate effect and shall continue until further order.

  
District Commissioner,  
Kokrajhar

Copy to :-

- 1 All Addl. District Commissioners, Kokrajhar for necessary action.
- 2 All Asst. Commissioners, Kokrajhar for necessary action.
- 3 All Branches of DC Office, Kokrajhar for information & necessary action.

  
District Commissioner,  
Kokrajhar