

MINUTES OF THE STAFF MEETING HELD ON 3RD JULY,2021 IN THE CONFERENCE HALL OF THE DEPUTY COMMISSIONER, CHIRANG .

Annexure-I

The staff meeting was presided over by Shri Narendra Kumar Shah, IAS, Deputy Commissioner, Chirang.

Initiating the discussion the Chairman welcomed all the officers and staff present and explained the purpose of the meeting.

The meeting thoroughly discussed and unanimously adopted the following resolutions:

1. The Chairman directed all staff the DC's Office, Chirang to present in their normal duties on time. The Addl. Deputy Commissioner, Chirang (Personnel) will ensure the presence of the staff.
2. The Assistant of Issue & Receipt Section shall dispose of all letters on the same day received from various Departments of the district and also from the Govt. & Non Government Organizations or by latest till 12:00 PM in the next day.
3. All Branch Assistants shall maintain Subsidiary Cash Books/Schematic Ledger Registers for proper recording of fund received from the Govt. for implementation of various schemes/projects/programmes and they shall provide the updated Subsidiary Cash Books/Schematic Ledger Registers to the Deputy Commissioner, Chirang from time to time. Relevant entries shall be made in relevant Cash Books while putting up bills for approval in future.
4. The DIO, NIC, Chirang shall make necessary arrangement for New Internet connection from BSNL as required by the Officers & Assistants of the DC's Office, Chirang in consultation with the Nazarat Officer, DC's Office, Chirang.
5. The Nazart Office, DC's Office, Chirang shall make necessary arrangement for installation of earthing in DC's Office, Chirang for smooth functioning of day today official works.

6. The Nazarat Officer, DC's Office, Chirang shall also make arrangements for rationalization of Grade-IV Staff (Jarikarak) and to make necessary arrangement for their sitting accommodation for smooth distribution of day to day letters.
7. The Chairman requested all officers and staff of DC's Office, Chirang for assisting him for smooth functioning of the day to day official works.

The meeting ended with vote of thanks form the chair.

Sdf.
Deputy Commissioner,
Chirang, Kajalgaon

Memo No. CHR-PE-10/2021/2

Dated Kajalgaon the 7th July,2021.

Copy to:

1. All Officers concerned for information and necessary action.
2. All Assistants concerned for information and necessary action.
3. Office file.

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Deputy Commissioner,
Chirang, Kajalgaon.

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