**Department Name: Registrar of Firms & Societies**

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Designation** | **Job Responsibilities** | **Mobile Number** | **Email ID** | **Residential Address.** |
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| 6.Miss Anusikha Sarma  (outsource) | Computer Operator | 1. Entry of receipts 2. General Receipts 3. RTI 4. Registration and Miscellaneous of Firms and Societies 5. Fee collection 6. Data Entry records of Firms & Societies. 7. Correspondence through email to the applicants regarding registration and miscellaneous registration of Firms and Societies 8. Standardize of website 9. Computer related works 10. Status Record for Societies and Firms | 8011727415 | [anusikhasarma@gmail.com](mailto:anusikhasarma@gmail.com) | Jatia, Kahilipara Road, Sampritee Path, House No-11, PO & PS-Dispur, Ghy, Pin- 781006,KAM(M) |