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

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| **Name** | **Designation** | **Job Responsibilities** | **Mobile Number** | **Email ID** | **Residential Address.** |
| 1.Smti Malavika Choudhury , ACS  | Registrar of Registrar of Firms & Societies | 1. Head Of the Department (HOD) |  |  |  |
| 2.Smt. Prativa Devi | Upper Division Assistant | 1. Registration and Misc. registration of Firms and Societies of Baksa, Kamrup(R), Chirang, Udalguri, Dibrugarh and Hailakandi districts.
2. Earn Leave
3. RTI
4. Pension
5. Receipts and Expenditure
 | 9435301432 | prativadevi222@gmail.com | Basisthapur No-2, Rasaraj Path, House No-28, PO & PS-Hatigaon, Ghy, Pin-781028, Kam(M) |
| 3.Smt. Manju Bayan | Lower Division Assistant | 1. Registration and Misc. registration of Firms and Societies of Barpeta, Kokrajhar, Goalpara, Golaghat, Darrang, Dima Hasao, Sonitpur and Biswanath districts.
2. Bills
3. Office Supply
4. FOC and Ceiling
5. Service Book
6. Budget Surrender of Saving
 | 9864261267 | manjubayan111@gmail.com | Beharbari Chariali, Sonkuchi Path House No-18, PO & PS- Basistha, Ghy, Pin-781029, Kam(M) |
| 4.Shri Chandra Kanta Hazarika | Lower Division Assistant | 1. Registration and Misc. registration of Firms and Societies of Tinsukia, Nagaon, South Salmara, Lakhimpur, Hojai districts.
2. House Building
3. GIS
4. GPF
5. Casual Leave
6. Audit
7. Annual Indent for Stationery Articles and Paper forms etc.
8. Statement of Receipts and Expenditure.
9. Verification & Reconciliation of Departmental Figures with those booked in Accountant General Office.
 | 9864120731 | hazarikakantachandra@gmail.com | Fatasil Ambari, Datalpara Natun Basti, Masi Ram Kasari Path, Ghy, Pin- 781025, Kam(M) |
| 5.Miss Nirmala Kindo | Computer Operator | 1. Registration and Misc. registration of Firms and Societies of Kamrup(Metro) Karimganj, Cachar, Bongaigaon, Karbi Anglong, West Karbi Anglong, Sivasagar, Charaideo and Morigaon districts.
2. Budget
3. Fee collection
4. Income Tax
5. Computer related works
6. Standardize of website
7. EODB
 | 9435012542 | nirmalak159@gmail.com | House No-9, Bylane No-6, Pragati Nagar,PO-Udayan Bihar, PS-Satgaon, Ghy. Pin-781171, Kam(M) |
| 6.Miss Anusikha Sarma(outsource) | Computer Operator | 1. Registration and Misc. registration of Firms and Societies of Jorhat, Dhubri, Nalbari and Dhemaji districts.
2. Fee collection
3. Data Entry records of Firms & Societies.
4. Correspondence through email to the applicants regarding registration and miscellaneous registration of Firms and Societies
5. Standardize of website
6. Computer related works
7. Status Record for Societies and Firms
 | 8011727415 | anusikhasarma@gmail.com | Jatia, Kahilipara Road, Sampritee Path, House No-11, PO & PS-Dispur, Ghy, Pin- 781006,KAM(M) |