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

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Designation** | **Job Responsibilities** | **Mobile Number** | **Email ID** | **Residential Address.** |
| 1.Shri Anil Chandra Das, ACS | Registrar of Registrar of Firms & Societies | 1. Head Of the Department (HOD) | 9859210422 | anilchandradas@gmail.com | Guwahati |
| 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
6. Annual Indent for Stationery Articles and Paper forms etc.
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| 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
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| 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
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| 6.Miss Anusikha Sarma(outsource) | Computer Operator | 1. Registration and Misc. registration of Firms and Societies of Nalbari, Dhubri, Dhemaji, Lakhimpur, South Salamar, Hojai, Nagaon, Jorhat and Tinsukia districts.
2. Entry of receipts
3. General Receipts
4. RTI
5. Registration and Miscellaneous of Firms and Societies
6. Fee collection
7. Data Entry records of Firms & Societies.
8. Correspondence through email to the applicants regarding registration and miscellaneous registration of Firms and Societies
9. Standardize of website
10. Computer related works
11. 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) |