**Power and Duties of Officers and Employees:**

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| **Sl. No.** | **Designation of officers & staff** | **Level Officers &**  **Staff** | **Duties & Function** |
| 1 | Director | Officer | Controlling (overall in-charge of the  Directorate) |
| 2 | Joint Director | Officer | Assisting Director |
| 3 | Deputy Director | Officer | Co-operates with the higher officer in  discharging official works and looks  after performance of the Branch in  preliminary level. |
| 4 | Assistant Director | Officer | Co-operates with the higher officer |
| 5 | Senior Finance & Accounts Officer | Officer | Deals with financial matter. |
| 6 | Finance & Accounts Officer | Officer | Deals with financial matter. |
| 7 | Evolution and Monitoring Officer | Officer | Evolution and Monitoring of different development scheme. |
| 8 | Registrar | Officer | Registration of documents and particulars ,day to day looks after the administration of the Directorate. |
| 9 | Inspecting Auditor |  | Performs financial matter, audit, budget and expenditure, etc. |
| 8 | Research Officer | Officer | Helps in planning matter |
| 10 | Assistant Research Officer | Officer | Helps in planning matter |
| 11 | Superintendent | Head of the Staff of the branch | Supervises the office works of the staff in the Branch and guide the staff for proper disposal of allotted works. |
| 13 | Senior Assistant | Staff | Performs duties as per allotment of works mainly putting up matter in files. |
| 14 | Nazir | Staff | Ensures availability of materials in the day to day administration. |
| 15 | Cashier | Staff | Deals with financial matters. |
| 16 | Junior Assistant | Staff | Performs duties as per allotment of works & mainly putting up of matter in files. |
| 17 | Typist | Staff | Ensure timely typing of office letters /correspondence etc. |
| 18 | Drafty | Staff | Perform bank duties. |
| 19 | Driver | Staff | Drives & maintains office vehicles. |
| 20 | Peon | Staff | Carry files from employees to officers and others works. |
| 21 | Mali | Staff | Clean the premises & gardening. |
| 22 | Sweeper | Staff | Clean the premises. |
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| **Sl. No** | **Name of the Officers & Staff** | **Designation** | **Address** |
| 1 | 2 | 3 | 4 |
| 1 | Sri Sanjib Kumar Bhuyan | **Addl. Director** | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 2 | Dr. Asomi Gogoi | Joint Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 3 | Sri Dipak Sarma | Dy. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 4 | Dr. Basanti Bordoloi | Dy. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 5 | Sri Abdul Razzaque | Dy. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 6 | Sri Manoranjan Kakoti | Dy. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 7 | Smti Rumi Choudhury | Dy. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 8 | Sri Sanjib Sarma- | Senior Finance & Accounts Officer | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 9 | Md. Mustafa Al Amin | Finance & Accounts Officer | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 10 | Sri Munindra Bharali | Asstt. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 11 | Sri Rajib Lochan Boruah | Asstt. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 12 | Smti Indumoti Narzari | Evolution and Monitoring Officer | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 13 | Sri Jibeswar Medhi | Inspecting Auditor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 14 | Sri Gopesh Ch. Pathak | Registrar | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 15 | Sri Chandradhar Kalita | ASO | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 16 | Sri Khirod Das | RA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 17 | Sri Dhiraj Das | RA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 18 | Sri Tapan Kumar | RA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 19 | Sri Samiran Panchanan | Planning Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 20 | Smti Mayuri Pujari | Planning Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 21 | Smti Nabanita Medhi | SA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 22 | Sri Baikuntha Rajbonshi | SA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 23 | Sri Abani Kalita | SA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 24 | Sri Dinesh Chakraborty | SA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 25 | Sri Bhuchandra Bora | Progress Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 26 | Smti Phunu Talukdar | Computor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 27 | Smti Dipti Barbaruah | Computor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 28 | Sri Dhiren Kalita | Computor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 29 | Sri Girish Das | Computor | Directorate of Elementary Education , Assam, Kahilipar Guwahati-19 |
| 30 | Sri Bipin Das | Computor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 31 | Sri Pratap Saikia | Steno | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 32 | Smti Bina Mishra | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 33 | Mrs. Dipali Devi | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 34 | Sri Mahendra Morang | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 35 | Smti Rohila Boro | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 36 | Sri Anil Phukan | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 37 | Sri Janu Porja | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 38 | Sri Boloram Nath | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 39 | Sri Ramesh Barman | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 40 | Mrs. Tarulata Phukan | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 41 | Sri Kamaleswar Deka | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 42 | Sri Satya Narayan Kalita | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 43 | Sri Umesh Nath | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 44 | Sri Nripen Sarma | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 45 | Sri Bijoy Nath | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 46 | Sri Umesh Kumar | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 47 | Sri Kandrapa Roy | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 48 | Sri Hiren Bhagawati | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara ,9Guwahati |
| 49 | Sri Narayan Teron | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 50 | Sri Jogesh Bhuyan | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 51 | Sri Pradip Konwar | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 52 | Sri Dhiraj Kr. Bhattacharjya | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 53 | Sri Nani Bora | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 54 | Sri Girin Haloi | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 55 | Sri Haren Phukan | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 56 | Sri Shyamanta Deka | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 57 | Mrs. Kasturi Deka | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 58 | Sri Dipak Goswami | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 59 | Sri Moni Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 60 | Sri Bhagirath Singha | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 61 | Simanta Bayan | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 62 | Bhupali Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 63 | Devajit Barman | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 64 | Hiranya Kr. Pathak | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 65 | Jonali Hazarika Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 66 | Mini Kakati | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 67 | Mukanda Madhab Dutta | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
| 68 | Pallabi Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 69 | Pranab Sarma | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 70 | Ritu Kumar | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 71 | Sanjit kumar Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 72 | Sanjoy Gohain | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 73 | Saranani Rabha | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 74 | Satyajit Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 75 | Anup Chandra Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 76 | Tutumoni Borgohain | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 77 | Sweety Parbosa | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 78 | Ratan Nath | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 79 | Umesh Das | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 80 | Kaliram Nath | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 81 | Tilak Kalita | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 82 | Ghana Kanta Deka | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 83 | Lankeshar Kakati | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 84 | Ratna Devi | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 85 | Brajen Barman | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 86 | Chamala Upadhya | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 87 | Joy Ch. Das | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 88 | Sailen Mali | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 89 | Dimbeswar Nath | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 90 | Ramani Kalita | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 91 | Rafikul Ali | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 92 | Labanya Kalita | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 93 | Bhupen Das | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 94 | Rajen Deka | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 95 | Nilima Das | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 96 | Kishor Sarma | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 97 | Sankar Haloi | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 98 | Billal Ali | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 99 | Prabhat Ch. Das | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 100 | Purnima Thapa | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 101 | Dipjyoti Kalita | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 102 | Pankaj Basumatary | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
| 103 | Surja Rabha | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |