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

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| **Sl. No.**  | **Designation of officers & staff** | **Level Officers &** **Staff**  | **Duties & Function** |
|  | Director  | Officer | Controlling (overall in-charge of theDirectorate) |
|  | Joint Director | Officer | Assisting Director |
|  | Deputy Director | Officer | Co-operates with the higher officer indischarging official works and looksafter performance of the Branch inpreliminary level. |
|  | Assistant Director | Officer | Co-operates with the higher officer  |
|  | Senior Finance & Accounts Officer | Officer | Deals with financial matter. |
|  |  Finance & Accounts Officer | Officer | Deals with financial matter. |
|  | Evolution and Monitoring Officer | Officer | Evolution and Monitoring of different development scheme. |
|  | Registrar | Officer | Registration of documents and particulars ,day to day looks after the administration of the Directorate. |
|  | Inspecting Auditor |  | Performs financial matter, audit, budget and expenditure, etc. |
|  | Research Officer | Officer | Helps in planning matter |
|  | Assistant Research Officer | Officer | Helps in planning matter |
|  | 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. |
|  | Senior Assistant | Staff | Performs duties as per allotment of works mainly putting up matter in files. |
|  | Nazir | Staff | Ensures availability of materials in the day to day administration. |
|  | Cashier | Staff | Deals with financial matters. |
|  | Junior Assistant | Staff | Performs duties as per allotment of works & mainly putting up of matter in files. |
|  | Typist | Staff | Ensure timely typing of office letters /correspondence etc. |
|  | Drafty | Staff | Perform bank duties. |
|  | Driver | Staff | Drives & maintains office vehicles. |
|  | Peon | Staff | Carry files from employees to officers and others works. |
|  | Mali | Staff | Clean the premises & gardening. |
|  | Sweeper | Staff | Clean the premises. |
| **Sl. No** | **Name of the Officers & Staff** | **Designation** | **Address** |
| 1 | 2 | 3 | 4 |
|  | Sri Sanjib Kumar Bhuyan | **Addl. Director** | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Dr. Asomi Gogoi | Joint Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Sri Dipak Sarma | Dy. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Dr. Basanti Bordoloi | Joint Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Abdul Razzaque | Dy. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Manoranjan Kakoti | Dy. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Smti Rumi Choudhury | Dy. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Sanjib Sarma- | Senior Finance & Accounts Officer | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Md. Mustafa Al Amin | Finance & Accounts Officer | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Munindra Bharali | Asstt. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Rajib Lochan Boruah | Asstt. Director | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Smti Indumoti Narzari | Evolution and Monitoring Officer  | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Jibeswar Medhi | Inspecting Auditor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Gopesh Ch. Pathak | Registrar  | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Chandradhar Kalita | ASO | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Khirod Das | RA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Dhiraj Das | RA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Tapan Kumar | RA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Samiran Panchanan | Planning Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Smti Mayuri Pujari | Planning Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Smti Nabanita Medhi | SA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Baikuntha Rajbonshi | SA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Abani Kalita | SA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Dinesh Chakraborty | SA | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Bhuchandra Bora | Progress Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Smti Phunu Talukdar | Computor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Smti Dipti Barbaruah | Computor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Dhiren Kalita | Computor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Girish Das | Computor | Directorate of Elementary Education , Assam, Kahilipar Guwahati-19 |
|  | Sri Bipin Das | Computor | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Pratap Saikia | Steno | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Mrs. Dipali Devi | Superintendent | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Mahendra Morang | Superintendent | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Smti Rohila Boro | Superintendent | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Anil Phukan | Superintendent | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Janu Porja | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Boloram Nath | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Ramesh Barman | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Kamaleswar Deka | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Satya Narayan Kalita | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Umesh Nath | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Nripen Sarma | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Bijoy Nath | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Umesh Kumar | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Kandrapa Roy | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Hiren Bhagawati | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara ,9Guwahati |
|  | Sri Narayan Teron | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Jogesh Bhuyan | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Pradip Konwar | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Dhiraj Kr. Bhattacharjya | Sr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Nani Bora | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Sri Girin Haloi | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Haren Phukan | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Shyamanta Deka | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Mrs. Kasturi Deka | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Dipak Goswami | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Moni Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Sri Bhagirath Singha | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Simanta Bayan | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Devajit Barman | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Jonali Hazarika Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Bhupali Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Hiranya Kr. Pathak | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Mini Kakati | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Mukanda Madhab Dutta | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati |
|  | Pallabi Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Pranab Sarma | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Ritu Kumar | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Sanjit kumar Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Sanjoy Gohain | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Saranani Rabha | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Satyajit Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Anup Chandra Das | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Tutumoni Borgohain | Jr. Asstt. | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Sweety Parbosa | Jr. Asstt.  | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Ratan Nath | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Umesh Das | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Kaliram Nath | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Tilak Kalita | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Ghana Kanta Deka | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Lankeshar Kakati | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Ratna Devi | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Brajen Barman | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Chamala Upadhya | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Joy Ch. Das | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Sailen Mali | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Dimbeswar Nath | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Ramani Kalita | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Rafikul Ali | Gr.-IV | Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19  |
|  | Labanya Kalita | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Bhupen Das | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Rajen Deka  | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Nilima Das | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Kishor Sarma | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Sankar Haloi | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Billal Ali | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Prabhat Ch. Das | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Purnima Thapa | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Dipjyoti Kalita | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Pankaj Basumatary | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |
|  | Surja Rabha | Gr.-IV |  Directorate of Elementary Education , Assam, Kahilipara , Guwahati-19 |