

GOVERNMENT OF ASSAM  
PANCHAYAT AND RURAL DEVELOPMENT (B) DEPARTMENT  
DISPUR : : GUWAHATI-6

No.PRD-12/374/2017-PRD(B)/33

Dated Dispur, the 2<sup>nd</sup> August, 2018

From :- Joint Secretary to the Govt. of Assam,  
Panchayat and Rural Development Deptt.

To : The Commissioner,  
Panchayat and Rural Development, Assam,  
Panjabari, Juripar, Guwahati – 37.

Sub : Regarding maintenance of employees' database under P&RD Deptt.

Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith a copy of Proforma and to request you to prepare a database of all employees under Panchayat and Rural Development Department at the Office of the Commissioner, P&RD, Assam with access provided to this Department for any changes, if needed.

A soft copy of the aforesaid proforma can be downloaded from the departmental website at [pnrd.assam.gov.in](http://pnrd.assam.gov.in).

This may kindly be treated as MOST URGENT.

**Enclo: As stated above.**

Yours faithfully,

/  
Joint Secretary to the Govt. of Assam  
Panchayat and Rural Development Deptt.



Memo No.PRD-12/374/2017-PRD(B)/33-A

Dated Dispur, the 2<sup>nd</sup> August, 2018

Copy to:-

1. The Chief Executive Officer, Zilla Parishad, ..... He is requested to furnish the required information pertaining to all employees under Zilla Parishad and Block Offices under his jurisdiction to the Commissioner, P&RD, Assam with copy to the undersigned on or before **14/08/2018 at [pnrddispur@gmail.com](mailto:pnrddispur@gmail.com)**.
2. The Project Director, DRDA, ..... He is requested to furnish the required information pertaining to all employees under Zilla Parishad and Block Offices under his jurisdiction to the Commissioner, P&RD, Assam with copy to the undersigned on or before **14/08/2018 at [pnrddispur@gmail.com](mailto:pnrddispur@gmail.com)**.
3. P.S. to Principal Secretary to the Govt. of Assam, P&RD Deptt., for favour of kind appraisal of Principal Secretary.
4. P.A. to Secretary to the Govt. of Assam, P&RD Deptt., for favour of kind appraisal of Secretary.
- ✓ 5. Departmental website.

By order etc.,

  
Joint Secretary to the Govt. of Assam  
 Panchayat and Rural Development Deptt.

## List of Officers / Employees of Zilla Parishad (including DRDA) under P&RD Deptt.

Name of the Zilla Parishad/ DRDA :

### A. Regular Employees :

Sl.	Name of the Officer/ Employee	Designation	Academic Qualification	Date of Joining in service		Date of joining in the present place of posting	Date of Birth	Home District	Mobile No	Mail Address	Remarks
				Date	Join as						
1											
2											
3											
4											
5											
6											
7											
8											
9											

### B. Contractual Employees :

Sl.	Name of the Employee	Designation & Scheme/ Project etc.	Academic Qualification	Date of Joining		Date of joining in the present place of posting	Date of Birth	Home District	Mobile No	Mail Address	Remarks
				Date	Join as						
1											
2											
3											
4											
5											
6											
7											
8											
9											

Signature of CEO, Zilla Parishad/ PD, DRDA.....district  
Email address of Office :

## List of Officers / Employees of Dev. Block under P&RD Deptt.

Name of the Dev. Block :

Name of the District :

### A. Regular Employees :

Sl.	Name of the Officer/ Employee	Designation	Academic Qualification	Date of Joining in service		Date of joining in the present place of posting	Date of Birth	Home District	Mobile No	Mail Address	Remarks
				Date	Join as						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

### B. Contractual Employees :

Sl.	Name of the Employee	Designation & Scheme/ Project etc.	Academic Qualification	Date of Joining		Date of joining in the present place of posting	Date of Birth	Home District	Mobile No	Mail Address	Remarks
				Date	Join as						
1											
2											
3											
4											
5											
6											
7											
8											

Counter signature of  
CEO, ZP/ PD, DRDA

Signature of BDO, .....Dev. Block  
Email address of Office: