

**GOVT. OF ASSAM  
OFFICE OF THE PRINCIPAL  
DISTRICT INSTITUTE OF EDUCATION & TRAINING (DIET)  
DARRANG, DALGAON, ASSAM  
PIN-784116**

E-mail ID- [dietdarrangdalgaon@gmail.com](mailto:dietdarrangdalgaon@gmail.com)

No. DIET/D/Misc/Esstt/25/Pt-1/2019/962.

Dated: 10/07/2025

**Notification**

In view of the smooth functioning of the office and smooth filing process it becomes utmost important to keep the record of file index systematically in digital mode. In this context, a committee has been formed comprising the following members to meet the purpose.

**OBSERVER**

1. Dr. Rinku Deka, Sr. Lecturer
2. Mrs. Barnali Thakuria, Lecturer

**Technical support**

Mrigen Das, Technician

**Coordinator**

Mrs. Swarnalata Bania, Head Assistant.

**Associate coordinator**

1. Md. Tabibur Rahman, UDA
2. Surajit Ghosh UDA

**Helper**

Harendra kakoti Gr-IV

The committee will have to submit the report as per following format by 31<sup>st</sup> July, 2025.

| Sl. No | No of file | Date of opening of the file | Subject matter | Concerned dealing person | Category of file<br>A B C D | Remarks |
|--------|------------|-----------------------------|----------------|--------------------------|-----------------------------|---------|
|        |            |                             |                |                          |                             |         |
|        |            |                             |                |                          |                             |         |
|        |            |                             |                |                          |                             |         |

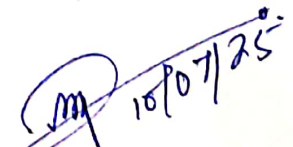
It is to be mentioned that after submission of this report on file index the filing process is to be digitalized and channelized scrupulously for ensuring better office management.

**Memo No .DIET/D/Misc/Esstt/25/Pt-1/2019/ 962-A.**

Copy to :

- ✓ 1. The Director SCERT, Assam, Kahilipara , Ghy-19 for information
2. Person concerned for information and necessary action.
3. Guard file.

Principal  
DIET Darrang, Dalgaon  
Date: 10/07/2025

  
Principal  
DIET Darrang, Dalgaon

