

## **Complete Biodata**

Name:- Ranjana Barua  
 Service/Cadre:- Assam Civil Service  
 Date Of Joining:- 18-05-1984  
 Date Of Birth:- 05-10-1959  
 Gender:- Female  
 Home State:- ASSAM  
 Home District:- Kamrup Metro  
 Service Status:- Retired  
 Education Qualification:- B.A(English)

### **Experience Details :-**

| Designation               | Office Name                              | Charge Type | From Date  | To Date    |
|---------------------------|--|-------------|------------|------------|
| Commissioner & Secretary  | Tea Tribes and Adivasi Welfare Deptt.    | Substantive | 08/02/2019 | 31/10/2019 |
| Commissioner & Secretary  | Excise Department                        | Additional  | 08/02/2019 | 31/10/2019 |
| Secretary                 | Excise Department                        | Additional  | 01/12/2017 | 08/02/2019 |
| Secretary                 | Revenue & Disaster Management Department | Substantive | 21/10/2016 | 01/12/2017 |
| Addl Secretary            | Revenue & Disaster Management Department | Substantive | 14/12/2015 | 21/10/2016 |
| Joint Secretary           | Revenue & Disaster Management Department | Substantive | 12/01/2015 | 14/12/2015 |
| Joint Secretary           | Personnel (A)                            | Substantive | 05/09/2013 | 12/01/2015 |
| Deputy Secretary          | Personnel (A)                            | Substantive | 12/09/2005 | 05/09/2013 |
| Under Secretary           | Personnel (A)                            | Substantive | 01/09/2003 | 12/09/2005 |
| Special Officer           | Personnel (A)                            | Substantive | 02/05/2003 | 01/09/2003 |
| A.O.AMDB                  | Ganeshguri                               | Substantive | 14/06/1999 | 02/05/2003 |
| Special Officer           | Home & Political Deptt.                  | Substantive | 30/11/1994 | 14/06/1999 |
| Dy Director WP&BC         | Guwhati                                  | Substantive | 25/03/1994 | 29/11/1994 |
| Extra Astd. Commissioner  | Nagaon                                   | Substantive | 20/08/1993 | 19/03/1994 |
| Executive Magistrate &EAC | Jorhat                                   | Substantive | 05/03/1989 | 11/08/1993 |
| Executive Magistrate      | Kokrajhar                                | Substantive | 07/11/1988 | 25/02/1989 |
| Executive Magistrate      | Gossaigaon                               | Additional  | 07/09/1987 | 05/11/1988 |
| Executive Magistrate      | Nalbari                                  | Additional  | 22/08/1986 | 31/08/1987 |
| Executive Magistrate      | Dhubri                                   | Substantive | 15/11/1984 | 21/08/1986 |

### **Training Details :-**

| Training Institute Name                        | Training Name                          | Start Date | End Date   |
|--|--|------------|------------|
| Lee Kuan Yew School of Public Policy,Singapore | One Week In-Service Training           | 16/12/2013 | 20/12/2013 |
| BIPARD,Patna                                   | Training program on Public Service Act | 18/11/2013 | 23/11/2013 |
| Administrative Staff College,Hyderbad          | 1-week in-service Trg on               | 30/09/2013 | 04/10/2013 |

|   |   |            |            |
|---|---|------------|------------|
| Management Development<br>Insititue,Gurgaon     | Two- Week Capacity Building<br>Training Programme   | 05/12/2011 | 16/12/2011 |
| Assam Administrative Staff<br>College,Khanapara | Two-Week Intensive<br>Mandatory in-Service training | 14/12/2009 | 24/12/2009 |

Note: If need be, please indicate the changes in ER Sheet through Shri Prasanta Borkakati, ACS,Deputy Secretary to the Govt. of Assam, Personnel Department. email ID : pborkakati[dot]acs[at]assam[dot]gov[dot]in

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