

## Complete Biodata

Name:- Anindita Kashyap  
Service/Cadre:- Assam Civil Service  
Date Of Joining:- 05-08-2013  
Date Of Birth:- 01-01-1987  
Gender:- Female  
Home State:- ASSAM  
Home District:- Kamrup Metro  
Service Status:- Joint Director  
Education Qualification:- B.Tech(IT)

### **Experience Details :-**

| Designation              | Office Name                       | Charge Type | From Date  | To Date    |
|--------------------------|-----------------------------------|-------------|------------|------------|
| Deputy Secretary         | Chief Minister, Assam Secretariat | Substantive | 19/06/2023 |            |
| Joint Director           | AASC Khanapara                    | Substantive | 10/11/2020 | 13/06/2023 |
| Deputy Secretary         | General Administration Deptt.     | Substantive | 16/09/2019 | 09/11/2020 |
| Protocol Officer         | General Administration Deptt.     | Additional  | 16/09/2019 | 09/11/2020 |
| Officer on Special Duty  | Information Technology Deptt.     | Additional  | 07/05/2018 | 15/09/2019 |
| Officer on Special Duty  | Inland Water Transport            | Additional  | 01/01/2018 | 07/05/2018 |
| Assistant Commissioner   | Kamrup Metro                      | Substantive | 28/03/2017 | 15/09/2019 |
| Extra Asst. Commissioner | Nagaon                            | Substantive | 07/10/2013 | 27/03/2017 |

### **Training Details :-**

| Training Institute Name                            | Training Name                      | Start Date | End Date   |
|--|------------------------------------|------------|------------|
| Assam Institute of Research for Tribals & SC Caste | Tribal Language (Mising)           | 23/12/2013 | 27/12/2013 |
| Assam Administrative Staff College, Khanapara      | ToT course on Financial Management | 09/12/2013 | 13/12/2013 |
| Assam Administrative Staff College, Khanapara      | Six-week Induction Training        | 19/08/2013 | 28/09/2013 |
| Assam Administrative Staff College, Khanapara      | Two-week Foundation Course         | 05/08/2013 | 17/08/2013 |

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[at]acs[at]assam[dot]gov[dot]in

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