

## Complete Biodata

Name:- Pallabi Phukan  
Service/Cadre:- Assam Civil Service  
Date Of Joining:- 25-05-1992  
Date Of Birth:- 02-06-1966  
Gender:- Female  
Home State:- ASSAM  
Home District:- Jorhat  
Service Status:- Secretary  
Education Qualification:- M.A.(English)

### Experience Details :-

Designation	Office Name	Charge Type	From Date	To Date
Secretary	Education Deptt	Substantive	07/09/2023	
Addl Secretary	Education (Higher)Deptt	Substantive	25/04/2023	07/09/2023
Deputy Commissioner	Dhemaji	Substantive	07/02/2023	19/04/2023
Addl Secretary	Soil Conservation Deptt.	Substantive	20/12/2021	06/02/2023
Joint Secretary	Soil Conservation Deptt.	Substantive	26/07/2020	20/12/2021
Joint Secretary	Information Technology Deptt.	Substantive	11/01/2019	26/07/2020
Joint Secretary	Administrative Reforms & Training	Substantive	17/08/2016	26/06/2020
Joint Secretary	Personnel Deptt.	Additional	17/08/2016	26/06/2020
Deputy Secretary	Personnel Deptt.	Additional	28/04/2015	17/08/2016
Secretary, Assam State Information Commission	Kamrup Metro	Additional	07/02/2014	28/04/2015
Deputy Secretary	Administrative Reforms & Training	Substantive	26/04/2013	17/08/2016
Under Secretary	Administrative Reforms & Training	Substantive	30/03/2010	26/04/2013
Sub Divisional Officer(Sadar)	Mangaldoi	Substantive	27/01/2009	24/03/2010
Circle Officer (A)	Palasbari	Substantive	15/10/2006	22/01/2009
Extra Astd. Commissioner	Barpeta	Substantive	28/02/2006	05/10/2006
EAC Attached to GMC	Guwahati	Substantive	31/12/1999	31/07/2000
EAC Attached to GMC	Pragjyotishpur	Substantive	10/08/1998	30/12/1999
SDWO	Guwahati	Substantive	04/05/1994	21/07/1998
SDWO	Rangia	Substantive	08/02/1993	03/05/1994
Circle Officer (A)	Chaygaon	Substantive	26/06/1992	05/02/1993

### Training Details :-

Training Institute Name	Training Name	Start Date	End Date
Assam Administrative Staff College, Khanapara	Right to Information Act for ACS Officers	28/11/2011	29/11/2011
Management Development Insititue, Gurgaon	Competency Development for good Goveranance	15/11/2010	27/11/2010

Assam Administrative Staff College,Khanapara	Windows & Offices Productivity Tools	19/07/2010	23/07/2010
Assam Administrative Staff College,Khanapara	Right to Information Act, 2005	23/02/2009	24/02/2009
Assam Administrative Staff College,Khanapara	Personal Management	31/03/2008	04/04/2008
Circuit House, Guwahati	Operation Section Chief Module	23/09/2007	26/09/2008
Assam Administrative Staff College,Khanapara	Two Week Mandatory In-service Training	02/07/2007	13/07/2007
Assam Administrative Staff College,Khanapara	Citizens Charter	13/11/2006	17/11/2006
Assam Administrative Staff College,Khanapara	Gender Issues	29/05/2006	02/06/2006
Assam Administrative Staff College,Khanapara	Accounts & Tinancial Rules	22/09/1997	24/09/1997
Assam Administrative Staff College,Khanapara	Office Procedure and Managment	12/06/1995	17/06/1995
Assam Administrative Staff College,Khanapara	Mananging Information Technology	23/08/1994	27/08/1994
Assam Institute of Reasearch for Tribals &SC Caste	Welfare of Plains Tribes & Backward Classes	06/06/1994	08/06/1994
Assam Administrative Staff College,Khanapara	Programme On Women Participation In Development Pr	14/06/1993	18/06/1993
Assam Institute of Reasearch for Tribals &SC Caste	Maintenance of Accounts etc.	16/03/1993	17/03/1993

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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