

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL
(Department of Science & Technology, Govt. of Assam)

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Information Manual under clause 4(1)(b) of RTI Act,2005

I) Particulars of the organization , functions and duties :

The Assam Science Technology & Environment Council (ASTEC) was constituted in 1986-87 as an autonomous Council of the erstwhile Department of Science Technology & Environment, Govt. of Assam for implementation of some of the major programmes in the sectors of science & technology, remote sensing, energy (non-conventional & renewable sources) and environment as the institutional organization of the Department.

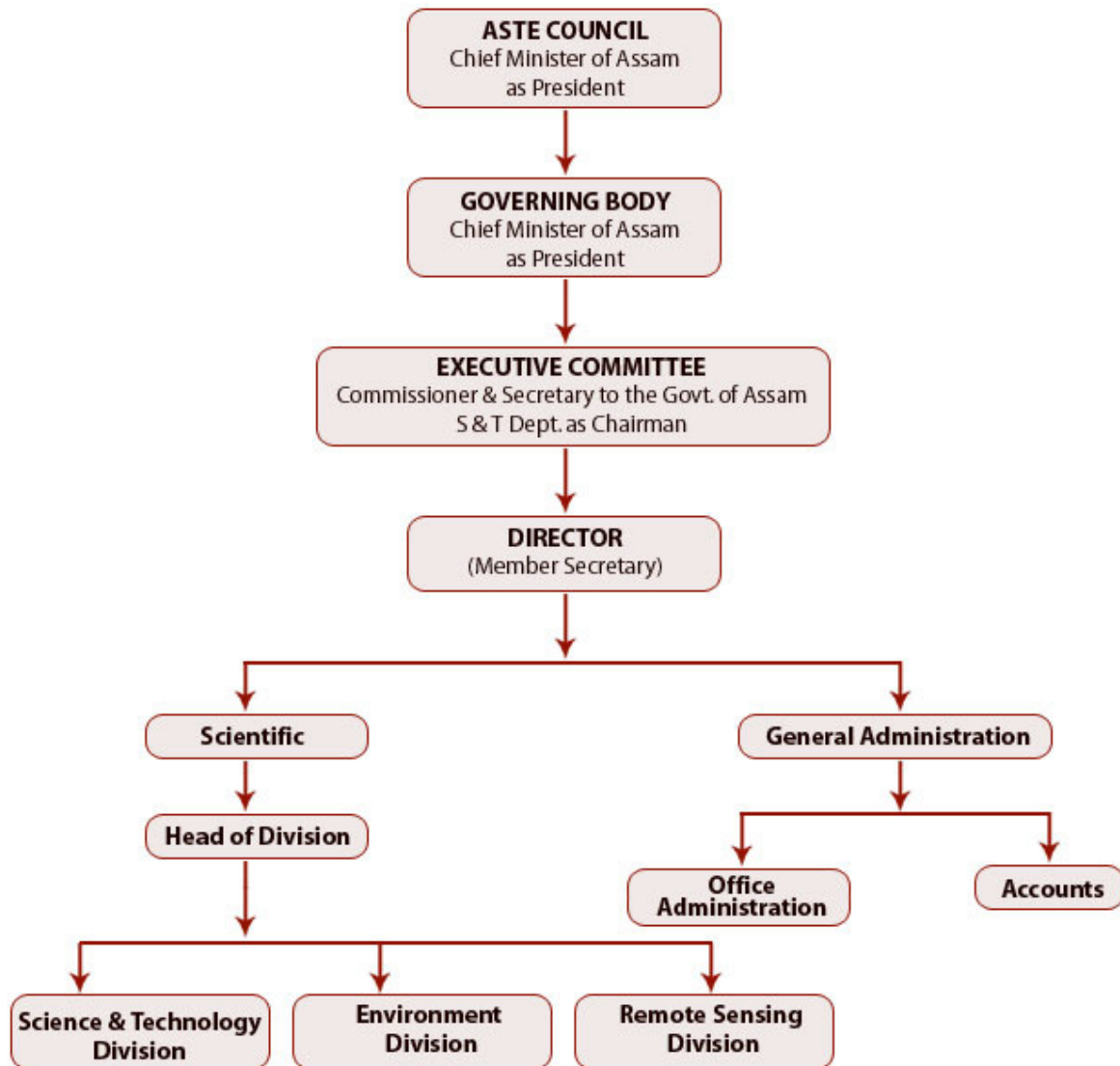
Functions of the ASTE Council :

- To formulate policies on various aspects of science, technology and environment which are in the interest of the state and the country.
- To formulate schemes/programmes on the various aspects of science, technology and environment.
- To execute/ implement schemes on science, technology and environment of the Govt. of India, Government of Assam, North Eastern Council and other public bodies.
- To promote research in the field of science, technology and environment in Assam by giving financial support to scientists, technical persons and experts working in institutions or otherwise in the State.
- To advise the concerned departments/organisations of the Government of Assam, public bodies' etc. on various aspects of science, technology and environment, in so far as the departments/organisations are concern.
- To generate environmental awareness and instill eagerness for conservation and proper utilization of the environment amongst the general people and especially the children of the state through various means.
- To collect relevant local specific environmental information of the state and dispersal of data on various environmental aspects of the state through database generation in addition to organizing sensitization workshops.
- To conduct and encourage environmental studies, researches including impact studies and analysis with effective collaboration of various government and non government agencies, educational and research institutions.
- Assam Remote Sensing Application Centre (ARSAC) has been set up to generate database on natural resources and environment of Assam using Remote Sensing, GIS techniques.

The Governing Body constituted by the State Government as per rule of the Memorandum of Association is the sole authority of the Council. The Director is the Chief Executive of the council.

Governing & Executive Bodies

The Governing Body chaired by the Chief Minister of Assam is the authority for approval of the council schemes/activities/budget preparation /creation of post and all other business related to the activities of the council. The Executive Committee chaired by the Commissioner & Secretary, Science Technology Deptt. Govt. of Assam approves the entire matters of the council prior to placing them in the Governing Body meeting. The organizational structure of the council is as follows :-



II & III : The Powers, duties of its officers employees , procedures, channels of supervision and accountability :

There is no specific written guide lines for taking decision at the Administrative and Scientific officers level till date . In general, Director takes over all decision in consultation with respective Head of division. The Head-in-charge normally takes consensus of concerned officers, where necessary.

Decisions are being taken with the approval of the Director on each matter. Head of divisions give necessary information to the Director after discussion and consensus of concerned officers of the division. The project works are entrusted amongst officers after approval of Director. A project Investigator (PI) is selected for each scheme/project and project team is formed for power implementation. Subject to necessity, project scientists and project assistance are engaged on contract basis for a specific period to meet the time schedule and completion of the project/scheme.

Director is the Chief Executive of the council and enjoy financial and administrative power of a head of department under the GOA and exercise these powers , unless otherwise specified under any rule or provision of the council . Normally all Division prepares plan/proposals and (i) for financial matter the proposals are routed through the Dy. Finance & Accounts Officer, (ii) for administrative matter through Dy. Administrative Officer and finally placed before the Director for approval ,(ii) for approvals in technical, academic and policy matters the proposals placed directly to the Director, for approval by respective Heads of divisions.

Name and Designation

Power and Duties

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|---|--|
| 1. Smt.B.B. Gogoi, ACS Director Ph.: 0361-2464621/2450646 | Chief Executive and Over all In charge of the ASTE Council |
| 2. Md. Sazzad Alam, ACS Administrative Officer | Matter relating to Plan, Budget, liaison with Govt. & any other matter entrusted by the Director from time to time including Administrative & Accounts related issues. |

S&T Divn.

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| 1. Dr. Ranjit Kr. Barman, Sr. Sc.Officer, & Head i/c | In charge of S&T Divn. of the Council and assist Director as and when required. |
| 2. Sri Biman Baruah, Jr. Sc. Officer | Assit the Head i/c S&T Divn. and execute the matter related to programme of S&T Divn. |
| 3. Sri Bijay Krishna Mahanta, Sr. Sc. Asstt | Matters relating to state plan, GOI, Plan Plan-projects, R&D Prog. Training prog. for skil formation, exhibition workshop seminar, related to computer facilities, data base management, related to the scheme S&T, library and any other activities relating to S&T Divn. |
| 4. Sri Sarat Dutta Goswami, Sc. Asstt. | Matter related to Students Science proj. Stock keeping, exhibition, workshop, Seminar and any other activities to the S&T Divn. |

5. Sri Basanta Kr. Nath, Sc. Asstt. Matter related to IDSC, Radio Astronomy Centre, Observational of NSC, Observation National Mathematics Day, Exhibition, Workshop, seminar and any other activities to the S&T Divn.

Environment Divn.

1. Sri Jaideep Baruah,
Sc. Officer & Head i/c To assist the Director & over all in charge of the Env. Divn. Matter relating to the Projects – Environmental Information system, Orientation of Secondary School teachers for Environment Education, Weather & Climate Monitoring State Climate Cell, Establishment of Science Centre cum Planetarium at Kokrajhar, Nalbari & Lakhimpur Outreach Science Training prog. of College In Rural Schools, R&D, on Environment Nodal Officer for setting up of Science City, Guwahati
2. Dr. Chandra Barooah,
Jr. Sc. Officer To Assist the Director & Head i/c Env. Divn. Matter relating to the Proj. ABRC, State Biodiversity, Data Bank, State Biotechnology Cell, Hi-Tech. orchidarium at ABRC. Modern Cactus House & Publication of Educational Resource materials, preparation of plan preparation.
3. Sri Saptarshee Bhattacharjee,
Jr. Sc. Officer To assist the Director, & Head i/c Env. Divn. Matter relating to the proj. Environmental Awareness Programmes, National Green Corps, Sub-Regional Science Centre cum Planetarium at Natlbari and North Lakhimpur Comprehensive Farmers Training Prog. On SRI in UBVZ of Assam, Rapid production of Orchids & preparation of ASTEC Annual Report Documentation and reporting of works of Environment Divn.
4. Sri Sandeep Bhattacharjee,
Sr. Tech. Asstt. To assist Head i/c Env. Divn. and other senior Officials of Env. Divn. Asstt. State Coordinator of NCSC, preparation of Electrical estimates and other day to day Official works as assigned by the Head i/c, Webmaster of ASTEC website.
5. Sri Mrinmoy Urang,
Sr. Tech. Asstt. To assist Head i/c and other senior officials Of Env. Divn. Preparation of civil estimates And other day to day official works of Env. Divn.

ARSAC Divn.

1. Sri Utpal Sarmah,
Sr. Sc. Officer & Head i/c

To look after overall activities of ARSAC as Head i/c and to report thereby to the Director. Formulation of Plan scheme under S&T , annual budget of the divn. etc. Liasoning with ISRO, DOS for various National Mission prog. on application of Remote Sensing & GIS. Act as Resource Person for capacity building training on RS & GIS
2. Dr. Chitta Ranjan Deka,
Sr. Sc. Officer

Formulation of Remote Sensing GIS proj. Act as PI as well as team member on National Mission prgoramme on RS & GIS. Holding Training on RS and GIS as well as To act as resource person.
3. Miss. Bhatari Sarania,
Sr. Sc. Officer

Formulation of Remote Sensing GIS proj. Act as PI as well as team member on National Mission prgoramme on RS & GIS. Holding Training on RS and GIS as well as To act as resource person.
4. Ms. Runjun Baruah,
Sr. Sc. Officer

Formulation of Remote Sensing GIS proj. Act as PI as well as team member on National Mission prgoramme on RS & GIS. Holding Training on RS and GIS as well as To act as resource person.
5. Sri Pankaj Prakash Deka,
Sr. Sc. Officer

Formulation of Remote Sensing GIS proj. Act as PI as well as team member on National Mission prgoramme on RS & GIS. Holding Training on RS and GIS as well as To act as resource person.
6. Sri Prasanna Baruah,
Sc. Officer

Formulation of Remote Sensing GIS proj. Act as PI as well as team member on National Mission prgoramme on RS & GIS. Holding Training on RS and GIS as well as To act as resource person.
7. Ms. Runjun Gogoi,
Jr. Sc.Officer

Entrusted in proj. works on RS & GIS application under State Plan & National Mission of ISRO. Act as resource person during Capacity building training programme On RS & GIS
8. Sri Ranjit Sarma,
Jr. Sc.Officer

Involve in projs on RS & GIs application under State Plan & National Mission of ISRO. Act as resource person during Capacity building training programme On RS & GIS

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| 9. Sri Ramen Sarma, Jr. Sc.Officer | Involve in projects on RS & GIs application under State Plan & National Mission of ISRO. Act as resource person during Capacity building training programme On RS & GIS. |
| 10. Sri Arunjyoti Sarmah, Jr. Tech. Officer | In charge of cartographic section. Maintaining records of topomaps etc. Involve in Ground Truth of RS and GIS application projs. Looking after digitization of Cadastral Maps and maintaining the record of the same. |
| 11. Sri Brajendra Nath Sarmah, Sr. Tech. Asstt. | Cartographic related works section as Preparation of base map and digitization of Thematic database in GIS insorment grand Data collection , water quality testing under Supervision of case scientist. Takes active Part in the exhibition as and when necessary Composition of maps |
| 12. Sri Bisweswar Goswami, Sr. Tech. Asstt. | Cartographic related works section as Preparation of base map and digitization of Thematic database in GIS insorment grand Data collection , water quality testing under Supervision of case scientist. Takes active Part in the exhibition as and when necessary Composition of maps |
| 13. Sri Sankar Dev. Sarma, Sr. Tech. Asstt. | Cartographic related works section as Preparation of base map and digitization of Thematic database in GIS insorment grand Data collection , water quality testing under Supervision of case scientist. Takes active Part in the exhibition as and when necessary Composition of maps |
| 14. Sri Ramen Lahkar, Sr. Tech. Asstt. | Cartographic related works section as Preparation of base map and digitization of Thematic database in GIS insorment grand Data collection , water quality testing under Supervision of case scientist. Takes active Part in the exhibition as and when necessary Composition of maps |

Establishment :

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| 1. Sri Atanu Kr. Goswami, Dy. Admn. Officer | Looking after overall matter of establishment and administrative matters and Assist. the Director as and when required |
| 2. Sri Khargeswar Goswami, Dy. Fin. & Acctt. Officer | Over all matters related to finance and accounts audit, etc. and assist the Director |

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| 3. Sri Lalit Kr. Gogoi, Supdt., A.A.O. i/c | Stationery, Attendance Register, Leave etc. , General Office Administration, Any duty assigned by Director/Dy.A.O. |
| 4. Sri Dilip Kr. Barman, Sr. Accountant | All accounts related matters and to assist the Dy. F.A.O. |
| 5. Sri Harendra Nath Kalita,UDA | Stationery, Leave matters, Maintenance of personal files, Maintenance of stock Register, Appointment related of project staff & records Service book, ACR report etc. any other duty as directed by Dy.A.O./AAO/Supdt. |
| 6. Mr. Dipali Chakraborty, UDA | Preparation of salary bills, CPF matter etc. And assist the Dy.F.A.O. |
| 7. Sri Bipin Goswami, UDA | Keeping day to day records of all Incoming /Outgoing Dak Internal issue of Dak Duties of diarist, Assist other UDA as and when required as per direction of Dy.A.O./AAO |
| 8. Sri Niranjan Das, UDA | General maintenance Director's vehicle, POL, etc. General correspondence, Maintenance of office building/water supply/ security guard/ Night chowkidar's affairs, G.B. files, Disciplinary matters / Meeting/seminar, Booking of hired vehicle, Accommodation of guest, Repairing/ Maintenance of vehicles, periodical insurance A/C maintenance & AMC etc and bill passing of ASEB, Photostat Air/Rail ticketing Advertising matter & bill etc.assist Dy.A.O./A.A.O & Supdt. as and when required |
| 9. Sri Hitesh Das, Steno. Gr. III | Personal Assistant of the Director, First sight of Dak ,checking of e-mail of ASTEC and all Secretarial works given by Dy.A.O/AAO & Supdt., maintenance of Telephone FAX, Director's chamber, arrangement of tea for Director's Guest, |

IV : Norms set up by it for the discharge of its functions :

There is no proper framework for administrative and financial norms set for discharge of functions by the employees of the Council .At present Files are routed through respective head i/c (Dy FAO / DY A.O.- as applicable) to the Director for approval & disposal.

Project Incharge of a particular project is mainly responsible to implement the project and Project work responsibility is defined amongst the team members by the concerned PI.

V : The rules , regulations, instructions, manuals and records , held by it or under its control or used by its employees for discharging its functions :

- A. Memorandum of Association of ASTEC
- B. ASTEC Regulations 2010
- C. Other. GOA rules, as applicable
- D. Stock Register of purchased materials
- E. MBs of Civil & Electrical works

VI : A Statement of the Categories of documents that are held by it or under its control :

No such guideline for officers of the divisions. Interim arrangement made as necessary and an officer is assigned for safe custody of restricted documents.

VII : Particulars of Arrangements that exist for consultation with the representatives of the Member of public in relation with formation of policy on implementation thereof.:

No such arrangements exist

VIII : A statement of the Boards , Council, Committee other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open in the public or the minutes of such meeting are accessible for public :

Governing Body meeting of the council convened periodically . The meetings are not open to the public .

IX : A directory of its officers and employees :

As stated above II & III

X : Monthly remuneration received by each of its officers, employees including the system of compensation provided in its regulations :

Monthly remuneration received by each of the officers/employees as per scales shown against their names :

| Sl.No. | Name of the Employees | Design | Scale of Pay | Grade Pay | Remarks |
|--------|---|----------|--------------|-----------|-----------------|
| 1 | Smt. B. B. Gogoi, ACS Joint Secretary, S&T Deptt., | Director | | | On dual charge, |
| 2 | Md. Sazzad Alam, ACS Dev. Officer, GMDA | A.O. | | | On dual charge, |

SCIENCE & TECHNOLOGY DIVISION :

| Sl.No. | Name of the Employees | Design | Scale of Pay | Grade Pay | Remarks |
|--------|-------------------------|-----------|--------------|-----------|---------|
| 1 | DR. RANJIT KR. BARMAN | S.S.O | 12000-40000 | 6300 | |
| 2 | SRI BIMAN BARUAH | J.S.O. | 12000-40000 | 5400 | |
| 3 | SRI BIJOY KR. MAHANTA | Sr.S.A. | 5200-20200 | 3300 | |
| 4 | SRI SARAT DUTTA GOSWAMI | Sc.Asstt. | 5200-20200 | 2700 | |
| 5 | SRI BASANTA KR.NATH | Sc.Asstt. | 5200-20200 | 2700 | |

ASSAM REMOTE SENSING APPLICATION CENTRE :

| Sl.No. | Name of the Employees | Design | Scale of Pay | Grade Pay | Remarks |
|--------|--------------------------|--------|--------------|-----------|---------|
| 1 | SRI UTPAL SARMA | S.S.O | 12000-40000 | 6300 | |
| 2 | DR.C.R.DEKA | S.S.O | 12000-40000 | 6300 | |
| 3 | MISS BHARATI SARANIA | S.S.O | 12000-40000 | 6300 | |
| 4 | MRS. RUNJUN BARUAH | S.S.O | 12000-40000 | 6300 | |
| 5 | SRI PANKAJ PRAKASH DEKA | S.S.O | 12000-40000 | 6300 | |
| 6 | SRI PRASANNA BARUAH | S.O. | 12000-40000 | 5900 | |
| 7 | MRS.RUNJUN GOGOI | J.S.O | 12000-40000 | 5400 | |
| 8 | SRI ARUNJYOTI SARMA | J.T.O | 12000-40000 | 5400 | |
| 9 | SRI RANJIT SARMA | J.S.O | 12000-40000 | 5400 | |
| 10 | SRI RAMEN SARMA | J.S.O | 12000-40000 | 5400 | |
| 11 | SRI BRAJENDRA NATH SARMA | STA | 5200-20200 | 3300 | |
| 12 | SRI BISHESWAR GOSWAMI | STA | 5200-20200 | 3300 | |
| 13 | SANKAR DEV SARMA | DM | 5200-20200 | 2700 | |
| 14 | RAMEN LAHKAR | DM | 5200-20200 | 2700 | |

ENVIRONMENT DEIVISION :

| Sl.No. | Name of the Employees | Design | Scale of Pay | Grade Pay | Remarks |
|--------|---------------------------------|--------|--------------|-----------|---------|
| 1 | SRI JAIDEEP BARUAH | S.O. | 12000-40000 | 5900 | |
| 2 | DR.CHANDRA BAROOAH | J.S.O | 12000-40000 | 5400 | |
| 3 | SRI SAPTARSHEE BHATTACHARJEE | J.S.O | 12000-40000 | 5400 | |
| 4 | SRI SANDEEP BHATTACHARJEE | STA | 5200-20200 | 3300 | |
| 5 | SRI MRINMOY URANG | STA | 5200-20200 | 3300 | |

Establishment Section :

| Sl.No. | Name of the Employees | Design. | Scale of Pay | Grade Pay | Remarks |
|--------|--------------------------|----------------|--------------|-----------|---------|
| 1 | SRI ATANU KR. GOSWAMI | DY.A.O | 12000-40000 | 6300 | |
| 2 | SRI KHARGESWAR GOSWAMI | DY.F &A.O. | 12000-40000 | 6300 | |
| 3 | SRI LALIT KR. GOGOI | AAO i/c/ Supdt | 8000-35000 | 4600 | |
| 4 | SRI DILIP KR. BARMAN | SR. ACCTT | 8000-35000 | 4600 | |
| 5 | DIPALI CHAKRABARTY | U.D.A. | 5200-20200 | 3100 | |
| 6 | SRI HARENDRA NATH KALITA | U.D.A. | 5200-20200 | 3100 | |
| 7 | BIPIN GOSWAMI | U.D.A. | 5200-20200 | 3100 | |
| 8 | NIRANJAN DAS | U.D.A. | 5200-20200 | 3100 | |
| 9 | HITESH DAS | STENO-(GR.III) | 5200-20200 | 2900 | |
| 10 | RANJIT KR. RABHA | Gr.IV. | 4560-15000 | 1500 | |
| 11 | +PARESH DAS | DVR | 5200-20200 | 2100 | |
| 12 | PARAMESH KALITA | DVR | 5200-20200 | 2100 | |
| 13 | SRI DADHIRAM DEKA | DVR | 5200-20200 | 2100 | |
| 14 | SRI PRAFULLA PATGIRI | DRIVER | 5200-20200 | 2100 | |
| 15 | MRS. NASIRA BEGUM | Gr.IV. | 5200-20200 | 1500 | |
| 16 | NAGEN GOSWAMI | Gr.IV. | 4560-15000 | 1500 | |
| 17 | BIPIN TALUKDAR | Gr.IV. | 5200-20200 | 2100 | |
| 18 | GOPAL KALITA | Gr.IV. | 4560-15000 | 1500 | |
| 19 | GAJEN GOSWAMI | Gr.IV. | 4560-15000 | 1500 | |
| 20 | PRABHAT KALITA | Gr.IV. | 4560-15000 | 1500 | |
| 21 | DWIPEN DAS | Gr.IV. | 4560-15000 | 1500 | |
| 22 | RANJIT RABHA | DVR | 4560-15000 | 2100 | |
| 23 | SRI TANKESWAR DEKA | Gr.IV. | 4560-15000 | 1500 | |
| 24 | A.H.MAZUMDAR | Gr.IV. | 4560-15000 | 1500 | |
| 25 | ACHYUT BARMAN | Gr.IV. | 4560-15000 | 1500 | |
| 26 | DWIJEN DEKA | Gr.IV. | 4560-15000 | 1500 | |

XI : Budget allocated to its agency indicating particulars of all plans, proposed expenditures and reports of disbursements made :

Science and Technology Department, Govt. of Assam has allocated fund under the Plan Budget Head for the year 2013-14 are given below:

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|------------------------------------|----------------|
| a) Under Popularisation of Science | Rs.894.00 lakh |
| b) Strengthening of ASTEC | Rs. 55.00 lakh |
| c) Strengthening of ARSAC | Rs. 55.00 lakh |

Total Rs.1,004.00 lakh

Budget allocation against schemes of this Council is based on fund allocated by our parent Department and the expenditures are also being incurred as per breakup/Budget estimate of the proposed schemes.

7. *'Assam's Flora – Present Status of Vascular Plants'* (2005).
8. *State of Environment Assam 2004*, the 1st official document released by the Hon'ble Chief Minister of Assam on 14th December 2006.
9. *Microorganisms: Let us Observe and Learn* (2006), an activity manual published as a part of a microbiology module for study of microorganisms by the school students, teachers, science communicators, etc.
10. *Seuj Prayas* (2010), a resource book published in Assamese and English language on environmental education for school teachers.
11. *Parivesh Bijnan Abhidhan* (2010), an illustrated explanatory dictionary of environmental science in Assamese.
12. *Plant Diversity of Assam: A Checklist of Angiosperms and Gymnosperms*(2013), a book enumerates 3855 taxa of Angiosperms & Gymnosperms of Assam out of which, 2752 are Dicotyledons, 1081 are Monocotyledons and 22 are Gymnosperms.
13. *'Aparamparagata Shaktir Keibidhman Aahila'*, an Assamese brochure on a few systems for Non-conventional Energy Sources.
14. *'Batik Aru Bandhani Shiko Aahak'* (1990), an Assamese book on learning of batik painting by Chayanika Rajkhowa (Chakravarty).
15. *'Bijulir Katha'* (1992), an Assamese booklet on electricity.
16. *'Kathphular Kheti'* (1993), an Assamese booklet on mushroom cultivation.
17. *'Checklist of the Mammals of Assam'* (1st Ed. 1994, 2nd Ed. 1997) by Anwaruddin Choudhury.
18. *'Tabat Kariba Para Bandarav'* (1995) an Assamese book on potable medicinal plants by Sri Gunaram Khanikar.
19. *'Jiva-Bichitrata Aru Iyar Xanrakshan'* (1995) an Assamese booklet on Biodiversity.
20. *A training manual on Improved Chulha* (1999) in three languages viz. Assamese, Bengali & English.
21. *'Hastikatha'* (2001) an Assamese book on Elephant by Sri Bhupendra Nath Talukdar.
22. *'Unnata Dhan Bana Prakriya'* (2002) an Assamese booklet on modern rice milling system.
23. *'Jini Alangpau Jayaba Bemar Buthu'* (2002) a book in Dimasa language on common diseases by Dr. Aatul Chandra Patowary and Dr. Sabita Patowari & translated by Smt. Nirupama Hagjer.
24. *'Abarjanar Para Sampad'* (2002) an Assamese book on wealth from waste edited by Pabitra Kr. Sarmah.
25. *'Aamaar Gach-gachani'* (2002) – an Assamese Note Book for study of biodiversity for school children.
26. *'Aamaar Gachgachani'* (2002) – A record book on biodiversity for school student.
27. *'Manab Sewat Bigyan'* (2003), an Assamese book on science in the service of mankind by Sri Pabitra Kr. Sarmah.
28. *'Body and Health'* (2003) – a booklet published in Assamese and English language.
29. *'Assam's Flora – Present Status of Vascular Plants'* (2005).

30. *State of Environment Assam 2004, the 1st official document released by the Hon'ble Chief Minister of Assam on 14th December 2006.*
31. *Microorganisms: Let us Observe and Learn (2006), an activity manual published as a part of a microbiology module for study of microorganisms by the school students, teachers, science communicators, etc.*
32. *Seuj Prayas (2010), a resource book published in Assamese and English language on environmental education for school teachers.*
33. *Parivesh Bijnan Abhidhan (2010), an illustrated explanatory dictionary of environmental science in Assamese.*
34. *Jalabayu Parivartan (2012), a booklet on Climate Change published in the initiative of Climate Cell of ASTE Council, Guwahati.*
35. *Rashtriya Seuj Bahinir Adhinastha Parivesh Sanghar (Eco Club) Haatputhi (2014), a booklet on information related to eco-club under National Green Corps programme, MoEF, Govt. of India.*
36. *Plant Diversity of Assam: A Checklist of Angiosperms and Gymnosperms (2014), a volume on various floral biodiversity of Assam under Biodiversity Data Bank project of S&T Dept., Govt. of Assam.*

Sd/-
(Smt. B.B.Gogoi, ACS)
Director
Assam Science Technology & Environment Council
(Department of Science & Technology)
Bigyan Bhawan, Guwahati-5