



Mandatory Disclosure under Section 4 in the Right to Information Act 2005

i) **Name:** Act East Policy Affairs Department, Government of Assam

Functions: *As per List of Subjects enlisted in the Assam Rules of Executive Business 2023 and the Functions uploaded in the official website, the functions of the Department comprise –*

- a) Identification of ongoing projects of Central Government under Act East Policy relevant and important for Assam, and coordination with other relevant stakeholders in order to facilitate smooth implementation of such projects.
- b) Setting up of a Think Tank involving eminent thinkers and policy-makers for charting the roadmap of Act East Policy
- c) Setting up a Research and Development (R&D) Team of the Department for devising of policies for the State Government under the overall ambit of Act East Policy; delineation of the actionable points of such policies; formulation of projects in furtherance of such policies; and identification of State Government Department/ Agency for actual implementation of such projects.
- d) Acting as the Coordinating Department of the Govt. of Assam for implementation of its projects and works relating to the Act East Policy, and for interaction with relevant external agency/ stakeholder for effective implementation of ongoing and newly proposed projects under different facets of the Act East Policy.
- e) Handling of affairs of Non-Resident Assamese (Pravasi Asomiya) people through the Embassies/ High Commissions of India in ASEAN and BBN bloc countries – as well as other relevant foreign countries.
- f) Coordinating and handholding of the interactions and joint activities of other State Government Departments and Agencies with their counterparts and/ or other stakeholders in ASEAN and BBN bloc countries.
- g) Facilitation of construction of internal highways of international standard to ensure seamless road connectivity with Bangladesh and Myanmar and through these countries to the Rest of India and ASEAN bloc countries

respectively –in association with Public Works (Roads) and Public Works (Buildings & National Highways) Departments of the State Government and agencies like NHAI and NHIDCL under the Ministry of Road Transport and Highways.

- h) Facilitation of development of inland waterways and ports on the major rivers of Assam (*viz.* Brahmaputra & Barak), in order to develop riverine navigation with Bangladesh and through it to the Rest of India and the Rest of the World – in association with the Inland Water Transport Directorate and the Transport Department of the State Government, and the Inland Waterways Authority of India under the Union Ministry of Shipping.
- i) Facilitation of development of direct air connectivity of Guwahati with the major cities of ASEAN and BBN bloc countries – in association with the Transport Department of the State Government, and the Union Ministry of Civil Aviation.
- j) Facilitation of restoration and development of railway connectivity of Assam with Bangladesh and Myanmar and through these countries to the Rest of India and ASEAN bloc countries respectively – in association with the Transport Department of the State Government, and the Union Ministry of Railways
- k) Promotion of collaboration with ASEAN and BBN bloc countries in the field of Information & Communication Technology (ICT), and facilitation of setting up of internet connectivity of Assam from Cox Bazar Landing Station (CLS) of International Sub-marine Fibre-optic Cable Network – in association with the Information Technology Department of the State Government, and the Union Ministry of Electronics and Information Technology.
- l) Facilitation of development of trade relations of Assam and North East India with ASEAN and BBN bloc countries – including exchange of trade delegations - in association with Industries & Commerce Department of the State Government, and the Ministries of Commerce & Industry and External Affairs of the Central Government
- m) Promotion of academic and technical collaboration, student and youth exchange programmes, health care collaboration and medical tourism with

ASEAN and BBN bloc countries – in association with the Education, Science & Technology, Sports & Youth Welfare and Health & Family Welfare Departments respectively of the State Government.

- n) Promotion of mutual tourism with ASEAN and BBN bloc countries – in association with the Tourism Department of the State Government and associated agencies like Directorate of Tourism and Assam Tourism Development Corporation.
- o) Facilitation of cultural exchanges with ASEAN and BBN bloc countries – in association with Cultural Affairs Department of the State Government and agencies like Indian Council for Cultural Exchange (ICCR) under the Ministry of External Affairs.
- p) Facilitation of establishment of Act East Cities at Silchar, Digboi, Numaligarh, Tezpur-Silghat, Dhubri and Bongaigaon; and a twin-city of Guwahati at Chandrapur/ Sonapur – for decongesting Guwahati by serving as Counter-Magnet Areas under the Assam State Capital Region Development scheme of things, and facilitating trade and connectivity with ASEAN and BBN Bloc Countries by being nodal centres on important cross border connectivity routes – in association with the Urban Development Department of the State Government.
- q) Facilitation of the opening of Consulates/ Assistant High Commissions of ASEAN and BBN bloc countries in Guwahati – in association with the Union Ministry of External Affairs.
- r) Organization of Conclaves/ Workshops on Act East Policy on a regular basis – involving academia, functionaries of trade bodies & other stakehold
- s) Participation in summits and workshops in ASEAN and BBN bloc countries – in association with the relevant stakeholder Department/ Agency of the State Government.
- t) Setting up of Front Desks of AEPA Department in (or under the aegis of) the Embassies/ High Commissions of India in ASEAN and BBN bloc countries – for facilitating Trade & Cultural Exchanges of these countries with Assam and other NE States.

Duties: The duties of the Department comprise:

- a) Conduct research and analysis in order to suggest to the State Government the areas of Act East Policy where the State can be stakeholders.
- b) Prepare policy/ schemes for reaping the benefits of Act East Policy, and translate such policy objectives to actions.
- c) Identify issues concerning Foreign Affairs, and playing of a creative role in the Foreign Policy making – especially in furthering the Act East Policy by suggesting effective measures.
- d) Handle the Non-Resident Affairs of the people of Assam.
- e) Undertake any other programmes connected with the development of related areas.

ii) Powers and duties of its officers and employees: As per functions and duties of the Department, and powers accorded under various employment/ posting provisions of the State Government [*including* the Assam Rules of Executive Business 2023 and the Assam Rules of Office Procedure 2023].

iii) Procedure followed in the decision making process, including channels of supervision and accountability: For specific Act East Policy related works, the following modus-operandi is being followed.

- (1) Correspondence with Central Government Ministry/ Department/ Agency implementing projects in furtherance of the Act East Policy – for monitoring of such projects and facilitating coordination with local stakeholders.
- (2) Correspondence with local stakeholders to facilitate Central Government projects mentioned at (1).
- (3) Review of projects mentioned at (1) at a local level, and identify problems of implementation (if any). Seeking resolution of the problems on behalf of the State Government.
- (4) Devising of projects for the State Government for accomplishment of the 4 (four) stated objectives under Act East Policy through the medium of the Research and Development (R&D) Team and the Think Tank.
- (5) Identification of State Government Department/ Agency for actual

- implementation of such projects.
- i) Correspond with such Departments/ Agencies concerned.
 - ii) Have meetings and working sessions to prepare DPRs, Plans and Estimates, etc.
 - iii) Ensure starting of the implementation of such projects by the Departments/ Agencies concerned.
- (6) Handholding the State Government Department/ Agency implementing such projects and regular monitoring of such projects by:
- i) soliciting regular progress reports;
 - ii) conducting joint inspections (if there is scope for that);
 - iii) coordinating with other relevant stakeholders in order to facilitate smooth implementation of such projects; and
 - iv) having regular review meetings with Govt. Departments and agencies, as well as other stakeholders for assessing progress of such projects and addressing problems that may arise in implementation.
- (7) Reviewing progress of projects and programmes being implemented by other State Government Departments and Agencies on their own in furtherance of the Act East Policy – by:
- i) receiving information/ intimation of such projects and programmes from the State Government Departments and Agencies concerned;
 - ii) soliciting regular progress reports;
 - iii) conducting joint inspections (if there is scope for that);
 - iv) coordinating with other relevant stakeholders in order to facilitate smooth implementation of such projects; and
 - v) having regular review meetings with Govt. Departments and agencies (if deemed necessary mutually).
- (8) Correspondence on behalf of the State Government of Assam with the State Governments of other North Eastern States [as well as stake-holder Departments and Agencies of such State Governments] for effective implementation of ongoing and newly proposed projects under different facets of the Act East Policy of mutual stake and/ or importance. In regard of such projects, the Department, in association with relevant stakeholder Department/ Agency of the State Government of Assam, shall –

- i) solicit and analyze reports;
 - ii) oversee joint inspections (if deemed necessary); and
 - iii) organize/ attend meetings for reviewing such projects and/ or ensuring proper coordination in implementation.
- (9) Correspondence on behalf of the State Government of Assam with relevant academic, trade and cultural institutions – both public and private – for effective implementation of ongoing and newly proposed projects under different facets of the Act East Policy. In regard of such projects, the Department shall –
 - i) solicit and analyze reports;
 - ii) share findings with relevant stakeholder Department/ Agency of the State Government of Assam,
 - iii) oversee joint inspections of the academic, trade and cultural institutions with relevant stakeholder State Government Department/ Agency (if deemed necessary); and
 - iv) organize/ attend meetings for ensuring proper coordination in implementation.
- (10) Organising regular general review meetings and project-specific summits for effecting inter-Departmental coordination.
- (11) Setting up of a Think Tank involving eminent thinkers and policy-makers for charting the roadmap of Act East Policy. The Think Tank shall engage in fruitful interaction with similar policy think tanks across the entire South and South Asian region.
- (12) The Research and Development (R&D) Team of the Department – comprising Research Officers, External Consultants and an OSD deputed from the Chief Minister's Secretariat – shall:
 - i) engage in policy generation and documentation, project implementation and performance assessment, and other related aspects of the Act East Policy *vis-à-vis* the State of Assam;
 - ii) devise such policies ensuring that the aspirations of the State and the region are respected and accommodated in the process;
 - iii) document such policies and deduce the actionable points therefrom;
 - iv) convert of actionable points into specific projects in coordination with the

technical personnel of the relevant stakeholder Department/ Agency of the State Government; and

- v) conduct Feasibility Study (if required), and prepare Detailed Project Reports of such projects in coordination with the technical personnel of the relevant stakeholder Department/ Agency of the State Government.
- (13) Setting up of Front Desks of AEPA Department in (or under the aegis of) the Embassies/ HCs of India in ASEAN and BBN Countries – for facilitating Trade & Cultural Exchanges of these countries with Assam.
 - (14) Facilitation of trade delegations to and from ASEAN and BBN bloc countries – in association with Trade Bodies and the Industries & Commerce Department of the State Government.
 - (15) Promote educational exchanges and technical collaboration with ASEAN and BBN bloc countries – in association with the Education and Science & Technology Departments respectively of the State Government.
 - (16) Promote mutual tourism with ASEAN and BBN bloc countries – in association with the Tourism Department of the State Government and associated agencies like Directorate of Tourism and Assam Tourism Development Corporation.
 - (17) Facilitation of cultural exchanges with ASEAN and BBN bloc countries – in association with Cultural Affairs Department of the State Government and agencies like Indian Council for Cultural Exchange (ICCR) under the Ministry of External Affairs.
 - (18) Participation in summits and workshops in ASEAN and BBN bloc countries – in association with the relevant stakeholder Department/ Agency of the State Government.
- iv) **The norms set by it for the discharge of its functions:** As per Point 5 and also in accordance with the procedure established under various employment/ posting provisions of the State Government [*including* the Assam Rules of Executive Business 2023 and the Assam Rules of Office Procedure 2023].
 - v) **Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:** As per procedure established under various employment/ posting provisions of the State Government [*including* the Assam Rules of Executive Business 2023 and the Assam Rules of Office

Procedure 2023].

vi) Statement of the categories of documents that are held by it or under its control:

- 1) Office files in e-office/ electronic form
- 2) Old office files in physical form
- 3) Financial records in both physical and electronic file
- 4) Guard file in physical form

vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof: The arrangement is still under preparation through deliberation and direction from higher authorities.

viii) Statement of the boards, councils, committees and 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 to the public, or the minutes of such meetings are accessible for public: The Department doesn't have any subsidiary borads, councils and committees. Therefore, this point does not arise.

ix) Directory of its officers and employees:

1.	1 Secretary	(1 post sanctioned)
2.	2 Joint Secretaries	(1 post sanctioned in the rank of Additional/ Joint Secretary)
3.	0 Deputy Secretary	(2 posts sanctioned)
4.	1 Under Secretary	(1 post sanctioned)
5.	1 Executive Director	(1 post sanctioned)
6.	1 Financial Advisor	(1 post sanctioned)
7.	1 Section Officer	(1 post sanctioned)
8.	1 Assistant Section Officer	(2 posts sanctioned)
9.	0 Junior Administrative Assistant	(2 posts sanctioned)
10.	1 Computer Operator	(1 post sanctioned)
11.	4 MTS	(4 posts sanctioned)

x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: The salaries/ wages and other allowances of officers and employees are provided from the General

Administration Department. Therefore, this point does not arise.

- xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:** The Department doesn't have any subsidiary agency. Therefore, this point is not applicable.
- xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:** The Department doesn't have any subsidy scheme. Therefore, this point is not applicable.
- xiii) Particulars of recipients of concessions, permits or authorizations granted by it:** There are no concessions, permits or authorizations granted by this Department. Therefore, this point doesn't arise.
- xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:** The information, available to the Department or held by it, reduced in an electronic form, is accessible in its website [*i.e.* <https://www.acteast.assam.gov.in/>], and also in its electronic files under the e-office system.
- xv) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:** People may seek information either by coming physically to the Department premises on 3rd floor of Block D of the Janata Bhawan complex in the Assam Secretariat (Civil) at Dispur, Guwahati; or by email at the designated official email ID [aepa-eoffice@assam.gov.in]
- xvi) Names, designations and other particulars of the Public Information Officers:** SPIO – Smti. Juli Hazarika, Under Secretary to the Govt. of Assam, Act East Policy Affairs Department.
- xvii) Such other information as may be prescribed:** No such information with regard to this Department.