



**Government of West Bengal**  
**Public Enterprises & Industrial Reconstruction Department**  
**Shilpa Sadan, 2<sup>nd</sup> Floor, 4, Abanindranath Tagore Sarani**  
**Kolkata- 700016**

No.225-PEIR-11/81/2021-ESTT

Date: 25.02.2026

**ORDER**

The allocation of work in the post of Joint Secretary / Deputy Secretaries of this department will be as follows:

Sl. No.	Name of the Officer & Designation	Assigned duties	Leave Substitute
1	Smt. Suchitra Ganguly, Joint Secretary	Establishment Matter. Appellate authority RTI. Matters related to Internal Complaints Committee. 100 point Roster & 50 point Roster	
2	Shri Sankar Singh, Deputy Secretary	Audit & Budget Cell Law/Court Matters, SARTHAC, NCLT. All Matters related to Medical Cell (WBHS) All Matters related to RTI Act & PWD Act All Matters related to Pension & Retirement benefit including functioning as PSA Any other duties as may be assigned by the Head of the Department/Senior Officers of this department.	Shri Sanjay Chakrabarti, Deputy Secretary
3	Shri Sujit Kumar Biswas, Deputy Secretary	Accounts Cell All Matters related to companies under Industrial Reconstruction cell. Matters related to Jessop & Company Limited (JCL), & Dunlop India Limited (DCL). All Matters related to Land under PE&IR Department including compensation for Land Acquisition. CMO Grievance Cell including preparation of report for CM / HMIC Review meeting and All Matters related to 'Sarasari Mukhyomontri' Any other duties as may be assigned by the Head of the Department/Senior Officers of this department. All Matters related to IT including procurement and maintenance of Computer, Printer, LAN, etc. and All Matters related to condemnation & scanning of all legacy files including uploading in e-Office. All Matters related to Joint Venture Companies Any other duties as may be assigned by the Head of the Department/Senior Officers of this department.	Shri Jiwan Mukut Tirkey, Deputy Secretary

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4	Shri Sanjay Chakrabarti, Deputy Secretary	All Matters related to Establishment.(File to be submitted through Jt Secy)	Shri Sankar Singh, Deputy Secretary
		All Matters related to Public Enterprises Cell (PSU) including NJMC, Gouripur Jute Mill, Nuddea Jute Mill, etc. Matters related to NTC, Insurance for ERS employees.	
		All Matters related to Vigilance Cell	
		Any other duties as may be assigned by the Head of the Department/Senior Officers of this department.	
5	Shri Jiwan Mukut Tirkey, Deputy Secretary	Parliament & Assembly related matters.	Shri Sujit Kumar Biswas, Deputy Secretary
		All Matters related to IT including procurement and maintenance of Computer, Printer, LAN, etc. and All Matters related to condemnation & scanning of all legacy files including uploading in e-Office.	
		All Matters related to Joint Venture Companies	
		Any other duties as may be assigned by the Head of the Department/Senior Officers of this department.	

All officers will give files directly to the Principal Secretary (through FA where required). This supersedes the previous Order No. 1437-PEIR dated 15.10.2025 of allocation of work in the abovementioned post(s) of this Department. This Order issues with the approval of the competent authority of this Department.


Sd/-  
Joint Secretary  
to the Govt. of West Bengal

No.225/1(16) PEIR-11/81/2021-ESTT

Date: 25.02.2026

Copy for information and necessary action to :

- 1) The Principal Secretary in the Department.
- 2) The Joint Secretary, of this Department
- 3) The Financial Adviser of this Department.
- 4-7) The Deputy Secretary (All) of this Department.
- 8-10) The Assistant Secretary (All) of this Department.
- 11) The O.S.D. to Hon'ble M.I.C., of this Department, – with a request to kindly place before the HMIC of this Deptt.
- 12) The Assistant Financial Advisor, of this Department.
- 13) The Sr. Law Officer & E.O. Asstt. Secretary, of this Department
- 14) The OSD & EO Sr. P.S. to the Secretary of this Department – for record.
- 15) The SSP of this Department with the request to upload of e-office Notice Board.
- 16) Notice Board of this Department.

  
Joint Secretary  
to the Govt. of West Bengal