



GOVERNMENT OF WEST BENGAL
Public Enterprises & Industrial Reconstruction Department
4, Abanindranath Tagore Sarani (Camac Street)
Kolkata-700 016

No. 1523-PEIR-11/81/2021-ESTT SEC

Dated, Kolkata the 13th December, 2024

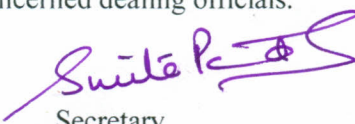
ORDER

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

Sl. No.	Name	Designation	Allotted works	Leave Substitute
1.	Shri Sankar Singh	Deputy Secretary	i) All RTI matters; ii) SPIO of this Department under RTI Act, 2005; iii) Approver for Medical claims in connection with WBHS claims; iv) Delegated powers of Head of office and Pension Sanctioning Authority; v) Matters related to insurance scheme under ERS; vi) Payment of Security Agencies and payment being made to closed PSUs (all payments); vii) Payment of salary, wages, other payments to the employees of DCL and Water bill, Electricity bill; viii) Matters related to Durgapur Chemicals Limited; ix) Any other duties as assigned by the Head of the Department/Senior Officers of this department.	Shri Dipankar Majumder, Deputy Secretary
2.	Shri Dipankar Majumder	Deputy Secretary	i) All Law related matters; ii) All Court related matters including drafting of Affidavits, Affidavit-in-Opposition, appointment of lawyers & following up of progress of court matters in different courts. iii) Nodal Officer regarding compliance of the mandates of the Rights of the Persons with Disabilities Act, 2016; iv) Any other duties as assigned by the Head of the Department/Senior Officers of this Department.	Shri Sankar Singh, Deputy Secretary
3.	Shri Sujit Kumar Biswas	Deputy Secretary	i) All Land matters including Mutation of Land in favour of Department of PE&IR; ii) Regular liaison with the DL&LRO Offices and KMC for Land issues; iii) Ex-gratia and ESI to the employees of Jessop & Dunlop Co.; iv) Other issues related to Jessop & Dunlop Co. including Reports; v) Payment related to Saraswaty Press Ltd.; vi) Matters related to Saraswaty Press Ltd.; vii) Any other duties as assigned by the Head of the Department/Senior Officers of this department;	Shri Sanjay Chakraborti, Deputy Secretary

Sl. No.	Name	Designation	Allotted works	Leave Substitute
4.	Shri Sanjay Chakraborti,	Deputy Secretary	i) Matters related to PSUs. ii) Matters related to JV matters. iii) Audit & Accounts matters; iv) All Budget Matters; v) Reconciliation of account with AG(A&E), W.B. vi) Regular liaison with the Office of AG(A&E), W.B. vii) Preparation of Budget Speech; viii) Preparation of Governor's Speech; ix) Preparation of Finance Minister's Speech; x) Preparation of Report for CMO during HCM visit to the districts; xi) Any other duties as assigned by the Head of the Department/Senior Officers of this department.	

This supersedes the previous order No.781/PEIR-11/81/2021-ESTT SEC dated 05.07.2024 of allocation of work in the above-mentioned post(s) of this Department. The above Officers shall place their respective files to the concerned Joint Secretaries directly and obtain their respective files from the concerned dealing officials.


Secretary

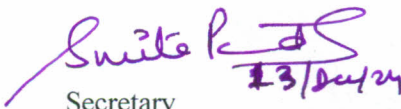
to the Government of West Bengal

No. 1523/1(20)/PEIR-11/81/2021-ESTT SEC

Dated, Kolkata the 13th December, 2024

Copy for information and necessary action to :

1. The Sr. Special Secretary-I of this Department.
2. The Sr. Special Secretary-II of this Department.
3. The Joint Secretary-I, Department of PE&IR.
4. The Joint Secretary-II, Department of PE&IR.
5. The Financial Adviser of this Department.
- 6-9) The Deputy Secretary (All) of this Department.
- 10-12) The Assistant Secretary (All) of this Department.
- 13) The O.S.D. to Hon'ble M.I.C. , Department of PE&IR, – with a request to kindly place before the HMIC of this Deptt.
- 14) The Assistant Financial Advisor, Department of PE&IR.
- 15) The Sr. Law Officer & E.O. Asstt. Secretary, Department of PE&IR.
- 16) The Sr.P.S. to the Secretary of this Department – for record.
- 17) Shri/Smt.....
- 18) The SSP of this Department with the request to upload of e-office Notice Board.
- 19) Notice Board of this Department.
- 20) Office copy.


Secretary

to the Government of West Bengal