



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

No. 1522-PEIR-11/81/2021-ESTT SEC

Dated, Kolkata the 13th December, 2024

ORDER

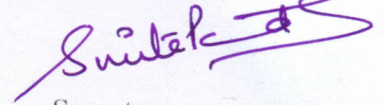
The allocation of work in the post of Assistant Secretaries of this Department will be as follows :

Sl. No	Name	Designation	Allotted works to be looked after	Leave Substitute
1.	Sri Kushal Ghosh	Assistant Secretary	<ul style="list-style-type: none">i) All IR related matters, including Loan Management Software;ii) Purchase of Stationery and other items including issuance of Supply orders, Sanction orders etc.;iii) Works related to Information & Technology and Procurement of IT infrastructure including LAN;iv) Monitoring and Management of other Software used by the Department.v) Procurement of Computers, LAN, Printers and other peripherals regarding;vi) Parliamentary/Assembly Questions;vii) Matters related to Rules of Business;viii) Drafting of Bills/Acts, Rules, Policies;ix) Preparation of Cabinet notes;x) Nodal Officer of Energy Savings;xi) Any other duties assigned by the Head of the Department/Senior Officers of this Department.	Sri Nantu Palit
2.	Sri Debdatta Mandal	Assistant Secretary	<ul style="list-style-type: none">i) Maintenance of service related matter of IAS and WBCS(Exe) and WBA&AS officers;ii) Hiring of vehicles and office-vehicle related matter.iii) Bills regarding AC/Cable TV/Telephone/photo copier (except Computers/ Printers) or any other such equipment bills and issuance of sanction orders;iv) Regular conveying of Condemnation Committee meetings;v) Polling personnel database updating and other election related work;vi) Matters related to AIS Medical rules, claims etc.;vii) Leave (all groups);viii) APRs(Gr.D to Gr.B employees)/ ACRs(as per requirement of the P&AR Department in respect of the ex-employees of this department)/ SARs(will act as reporting officer in respect of the SAR of the Section Officers);ix) All vigilance related matters;x) Expenses from PA fund;xi) Any other duties assigned by the Head of the Department/Senior Officers of this Department.	Sri Nantu Palit

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3..	Sri Nantu Palit	Assistant Secretary	<ul style="list-style-type: none">i) Appointment, joining, release and other service related matters of other officers and staff.ii) Payment of Professional Service charges.iii) Preparation of Acting arrangement.iv) HRMS related work.v) Pension, GISS, Leave encashment of all officials.vi) Advance/final payment of GPF money.vii) Maintenance of service books of all officials.viii) TA bills/LTC/HTC matter.ix) Assembly Passes for the Senior Officers including the Entry Passes for their official vehicles;x) Administrative Calendar and uploading the achievements for online compliances related works;xi) Meeting, Workshop, Conference related works;xii) Extension & Renovation of Office related works;xii) Any other duties assigned by the Head of the Department/Senior Officers of this Department.	Sri Debdutta Mandal
4.	Smt. Jaya Sarkar	Sr. Law Officer & Ex-officio Assistant Secretary	<ul style="list-style-type: none">i) All Court related matters including drafting of Affidavits, Affidavit-in-Opposition, appointment of lawyers;ii) Following up of progress of Court matters at different Courts;iii) Following up Court Case matters with District Administration;iv) Following up Court Case matters of Closed PSUs;xiii) Any other duties assigned by the Head of the Department/Senior Officers of this Department.	Sri Kushal Ghosh

This supersedes the previous order No.991/PEIR-99/524/2023-ESTT dated 16.08.2024 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.



Secretary

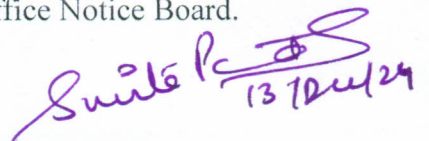
to the Government of West Bengal

No. 1522/1(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 on e-office Notice Board.
- 19) Notice Board of this Department.
- 20) Office copy.



Secretary

to the Government of West Bengal