



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

No. 28-PEIR-11/81/2021-ESTT SEC-PEIR

Date: 08.01.2025

Order: Cell wise allotment of duty in PE&IR Department

The work distribution among the officials/ employees of different Cells of this Department is assigned as per following tables. Each Cell shall place the file to their concerned Deputy Secretary/ Assistant Secretary, responsible towards functioning of their concerned Cell.

1. ACCOUNTS

Nature of duties: Preparation of all kind of bills, Income Tax related matters, Maintenance of Bill Transit Register, Payment of bills from Permanent Advance, Maintenance of Cash Book.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Purushottam Kumar Singh	OSD & DDO	Drawing and Disbursing Authority, Overall supervision of Accounts related matters, Maintenance of Bill Transit Register and Cash Book.	-
2.	Shri Subhajit Kundu	Head Assistant	Supervision of preparation of all kind of bills, Income Tax related matters Preparation of Cash Book.	Shri Moajjem Hossen, UDA
3	Smt. Priti Banerjee	U.D. Assistant	Preparation of all Salary bills, Income Taxrelated matters.	Shri Subhajit Kundu, HA
4	Shri Moajjem Hossen	U.D. Assistant	i) Processing and submission of all types of bills related to contingency bill, stationery bill etc., other than salary bills & P.A.Fund.	Smt. Priti Banerjee, UDA
5	Shri Naba Ganguly	Peon B.G.	Messenger Duties	Shri Papai Roy, Peon B.G.
6	Smt Mou Das	Peon B.G.	File Movement, Xerox etc.	Smt. Shampa Chakraborty, Peon B.G.

2. AUDIT

Nature of duties: Conduction of regular reviews of Audit, quarterly Internal audit meeting, and timely submission of Broadsheet replies (BSRs) of IRs/Paras/TANs to AG/CAG/WBLA/PAC etc., co-ordination with A.G. office etc.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Sachitra Sarkar	Registrar	Convening monthly Audit meeting, convening Internal Audit meeting.	Shri Somnath Mandal, UDA
2	Shri Susmita Sarkar	S.O.	Preparation of Audit replies to IRs, TANs, Paras of AG Office, CAG office, WBLA and PAC (GoI & GoWB) etc.	Shri Sachitra Sarkar, Registrar
3	Smt. Somnath Mandal	U.D. Assistant	Preparation of Audit reply of WBLA and departmental audit related matters.	Smt. Susmita Sarkar, S.O
4.	Shri Jyoti Prakash Bal	Typist Gr-I	Any typing related work assigned by officials dealing with Audit matters.	Shri Shambhu Ghosh, Typist Gr-I
5.	Shri Mukund Paswan	Peon Gr-I	File Movement, Xerox etc.	Shri Anirban Pradhan, Peon B.G.

3. BUDGET

Nature of duties: Matters related to preparation of Budget, Revised Budget, Supplementary Budget of this department, Preparation of Budget speech for H.E. Governor of W.B. & HMIC of the department. Allotment/sub-allotment of fund, Re-appropriation, Augmentation of fund, opening of new Head of Account, closing of redundant HoA and other works assigned time to time.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Smt. Susmita Sarkar	Section Officer	E bantan and preparation & uploading of budget estimate (new & supplementary), Reconciliation of Excess Expenditure with AG, WB, Budget speech of H.E. Governor of W.B., Finance Minister Budget Speech, HMIC of the Department.	Shri Somnath Mandal, UDA
2	Shri Somnath Mandal	U.D. Assistant	Preparation & uploading of budget estimate (new & supplementary), Reconciliation of Excess Expenditure with AG, WB, Finance Minister Budget Speech, Budget speech of H.E. Governor of W.B., HMIC of the Department.	Smt. Susmita Sarkar, S.O.
3	Shri Jyoti Prakash Bal	Typist Gr-I	Any typing related work assigned by officials dealing with Budget matters.	Shri Pravash Hazra, Typist Gr-I
4	Shri Mukund Paswan	Peon Gr-I	File Movement, Xerox etc.	Shri Anirban Pradhan, Peon B.G.

4. CENTRAL RECEIVING UNIT (CRU) for e-office and general office

Nature of duties: i) Supervising entry of new incumbent into e-office & safe custody of e-files of outgoing employees.

ii) Proper scanning of dak received & keeping the scanned daks month-wise in optimizer and retrieval as and when required.

iii) Periodic reports of movement of files, pending files etc.

iv) Employee-wise custodian list of e-files.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Subhas Sarkar	U.D. Assistant	Issue and despatch	Shri Soumya Biswas, U.D.Asstt.
2	Shri Debabrata Datta	SSP	Supervision of e-office activities in CRU	-
3	Shri Sounak Basu	Record Supplier	Assist in receiving & issue-despatch.	Shri Debranjana Mandal, Peon Gr-I
4	Shri Debranjana Mandal	Peon Gr-I	i) Dispatch of letters etc. to NABANNA and other offices. Distribution of letters in the Department.	Shri Sounak Basu, Record Supplier
5	Shri Abhijit Majumder	Peon Gr-I	i) Dispatch of letters etc. to NABANNA and other offices. ii) Distribution of letters in the Department.	Shri Papai Roy, Peon B.G.
6	Shri Papai Roy	Peon B.G.	i) Despatch of letters etc. to NABANNA and other offices. ii) Distribution of letters in the Department.	Shri Abhijit Majumder, Peon Gr-I
7	Smt. Priti Das	Peon B.G.	Assisting scanning of office documents.	Shri Mayukh Goswami, Peon B.G.
8	Smt. Arpita Paul	Peon B.G.	Assisting scanning of office documents.	Smt. Suparna Manna, Peon B.G.
9	Smt. Suparna Manna	Peon B.G.	Assisting scanning of office documents	Smt. Arpita Paul, Peon B.G.

5. ESTABLISHMENT

Nature of duties: All establishment related matters including dealing in timely payments to all the vendors, registration in all relevant Govt. portals, updating record of nodal persons in relevant official committees (Tender, GeM, HRMS, e Service book, Condemnation Committee etc.) to enable the office to discharge the work smoothly.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Santosh Kr. Mazumdar	O.S.D.	a) Training, Work distribution among all officers and staff. b) Protocol duties of PE&IR Deptt. c) Maintenance of Guard file of department (old & new). d) Maintenance related matters of AC/ cable TV/ telephone/Photocopier/ PCs/ or any other such equipment	Shri Sachitra Sarkar, Registrar

			<p>e) Organising Workshops, meetings, booking halls/auditoriums etc. and related work.</p> <p>f) Emergency procurement of office stationery, food packets etc. from local market, monitoring development work of the Department.</p> <p>g) Placing the related Bills before the concerned Dealing officials/ Assistants</p>	
2	Shri Sachitra Sarkar	Registrar	<p>a) HRMS related work.</p> <p>b) GeM related work.</p> <p>c) e-tender related work.</p> <p>d) Parliamentary and Assembly questions.</p>	Shri Santosh Kr. Mazumdar, OSD
3	Shri Sitangshu Sekhar Das	Registrar	<p>a) Regular conducting meeting of Condemnation Committee to dispose of non-useful materials (Member).</p> <p>b) Polling Personnel database updating & other election related works.</p> <p>c) Administrative Calendar.</p>	Shri Badal Chandra Maiti, S.O.
4	Shri Badal Chandra Maiti	Section Officer	<p>a) Custodian of Service Books of all officers and staff.</p> <p>b) Supervision of all leave cases and entries in Service Book (including e-Service Books).</p> <p>c) Regular conducting meeting of Condemnation Committee to dispose of non-useful materials (Member).</p> <p>d) Purchase of office stationery and other items by issuance of supply order, issuance of sanction order etc.</p> <p>e) Supervision Stock and Stock Register.</p>	Smt. Jaya Sarkar, Section Officer
5	Smt. Jaya Sarkar	Section Officer	<p>a) Appointment, Joining, Release, Pay fixation and other service matters of all officers and staff.</p> <p>b) PA fund matters.</p> <p>c) Processing of Bills relating to Professional services etc.</p> <p>d) Preparation of Acting arrangement.</p> <p>e) File relating to Extension and renovation of Office space etc.</p> <p>f) HRMS related work.</p>	Shri Badal Chandra Maiti, Section Officer
6	Shri Promatha Halder	Head Assistant	<p>a) Pension, GISS and Leave encashment of all officers and staff.</p> <p>b) Sanction of GPF advance to all officers and staff.</p> <p>c) Operator of Group Insurance.</p>	Shri Tarapada Tripathy, UDA
7	*Shri Prodip Kr Basu	U.D. Assistant	To guide Shri Kaustav Das, UDA as Shri Basu is under transfer.	Shri Kaustav Das, UDA
8	Shri Tarapada Tripathy	U.D. Assistant	<p>a) LTC/HTC/TA/DA of all officers and staff.</p> <p>b) Initiation of ACR of Group 'A' Officers</p>	Shri Promatha Halder, HA

			of State services (in old format) and APR/OPR of Group 'B','C', and 'D' employees. c) Maintenance of Service Books of all officers and staff.	
9	Shri Kaustav Das	U.D. Assistant	a) Maintenance of the service particulars of the IAS & WBCS officers. b) Hiring of vehicles, Processing of Bills, issue of Sanction Orders, etc. for vehicles and other items. c) Processing of Bills for Maintenance related matters of AC/ cable TV/ telephone/Photocopier/ PCs and any other such equipment, issue of sanction orders etc. d) Custodian of Bill Register of PE & IR	Shri Prodip Kr Basu, UDA
10	Shri Subhas Pramanik	U.D. Assistant	a) Purchase of stationeries and other items (issuance of supply orders, sanctioned orders etc. b) Stationery Portal. c) Tender related matters.	ShriKaustav Das, UDA
11	Shri Santosh Biswas	U.D. Assistant	a)Maintenance of Leave records of all officers and staff. b) Work related to condemnation of files and other materials of this Deptt.	Shri Manik Mondal, UDA
12	Shri Manik Mondal	U.D. Assistant	a)Maintenance of Stock and Stock Register. b)Store-in-charge (Custodian of office stationery). c) Work related to condemnation of files and other materials of this Deptt.	Shri Santosh Biswas, UDA
13	**Shri Pradip Saha	Typist S.G.	To assist Shri Manik Mondal, UDA.	ShriPravash Hazra, Typist Gr-I
14	Shri Pravash Hazra	Typist Gr-I	Any typing related work assigned by officials dealing with related matters of the Cell.	Shri Pradip Saha, Typist S.G.
15	Smt. Arpita Paul	Peon B.G.	File Movement, Xerox etc.	Shri Mukund Paswan, Peon Gr-I

6. INDUSTRIAL RECONSTRUCTION

Nature of duties: Matters related to granting of loans to Private Co./PSUs (Central and State) with original documents like security bond/agreement, any other administrative issues, Regular monthly updating the status of Government dues from AGWB by reconciliating the demand register, status of such companies in MCA website and NCLT/NCLAT, Matters related to treasury, recovery of loan including interest, Preparation/ Regular updating Demand Register, database of companies on loan matters with regular updating and issuance of timely NOC. This cell will also deal with any new Industrial Reconstruction scheme, as and when it comes.

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Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1.	Shri Arup Chakraborty	OSD	Inspection of different companies	Smt Rupa Rana, S.O.
2	Smt Rupa Rana	Section Officer	a) Custodian of Demand Register of Companies which have been given loan by PE&IR. b) All I.R. related matters of Companies c) Keeping liaison with AG, WB and Treasury for reconciliation of Demand on Loan.	Shri Chandranibha Biswas, UDA & Smt. Kakali Saha, UDA
3	Shri Soumya Sengupta	U.D. Assistant	All I.R. related matters of Companies	Smt. Kakali Saha, UDA
4	Smt. Kakali Saha	U.D. Assistant	All I.R. related matters of Companies	Shri Chandranibha Biswas, UDA
5	Shri Pradip Saha	Typist S.G.	Any typing related work assigned by officials dealing with related matters of the Cell.	Shri Pravash Hazra, Typist Gr. - I
6	Smt. Ripon Byapari	Peon B.G.	Letter & File Movement, Xerox etc.	Shri Mukund Paswan, Peon Gr-I

7. IT CELL

Nature of duties: Fulfilment of IT/Software/LAN requirements, Repair/Maintenance of computers and peripherals and assessment of future needs. Matters related to e-office (including scanning of documents etc.) and any other technical support to employees of the department.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Ayan Chatterjee	U.D. Assistant	a) Maintenance of website. b) Preparation of as is, where is documents proposal etc. for new software of PE&IR Deptt. c) Disposal of e-waste, liaison with technical team for assisting condemnation committee and other work related to IT. d) Maintaining all soft copies of reports submitted by different consultants to the department. e) Scanning of legacy files (100% implementation of e-office by completing scanning legacy files present in the department or any other place where such files are stored. The scanned files are to be digitized. f) Maintaining the security and safety aspects of the systems installed in the department & redressing any technical issue thereon. g) Any other IT related work	Shri Debabrata Dutta, SSP

2	Shri Subhas Pramanik	U.D. Assistant	Maintaining e-stock register, training of employees in e-office, development of new software, e-purchase (GeM), co-ordination with agencies like WEBEL for execution of works, disposal of e-waste, liaison with technical team for assisting condemnation committee and other work related to IT, IT related purchase and bill payment, Software related bill payment.	Shri Ayan Chatterjee
2	Shri Debabrata Dutta	SSP	a) Development of new software, maintenance of website and its time-to-time upgradation, co-ordination with agencies like WEBEL for execution of works, b) Preparation of as is, where is documents proposal etc. for new software of PE&IR Deptt. c) Disposal of e-waste, liaison with technical team for assisting condemnation committee and other work related to IT. d) Maintaining all soft copies of reports submitted by different consultants to the department. e) Scanning of legacy files (100% implementation of e-office by completing scanning legacy files present in the department or any other place where such files are stored. The scanned files are to be digitized. f) Maintaining the security and safety aspects of the systems installed in the department & redressing any technical issue thereon. g) Any other IT related work	Shri Somnath Mandal, UDA
3	Smt. Priti Das	Peon B.G.	File Movement, Xerox etc.	Shri Mayukh Goswami, Peon B.G.
4	Shri Mayukh Goswami	Peon B.G.	File Movement, Xerox etc.	Smt. Priti Das, Peon B.G.

8. JV MATTERS

Dealing with: Implementation of IBC related issues, NCLT/NCLAT related matters, Opening and maintenance of Demat account, account in NeSL, regular submission of reports from NeSL portal to the HoD, Maintenance of records of Shareholdings in the JVs, participation on the BoD meetings, collection of Annual reports, review of performance of JVs, exit from the JVs, engagement of TAs for the same if any, land matters of JVs and any other related works.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
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1	Shri Manish Kundu	Special Officer	a) Supervision of all matters of JV Cell b) Stake sale/share transfer of companies under PE&IR. c) Quarterly review meeting of JVs d) Engagement of TA (including for PMU) or any other purpose and related works e) Reports of TAs engaged by PE&IR earlier f) Annual Report of PE&IR. g) Mutation matters of Land of WBATCL h) Pending issues, nomination of Director in BOD, AFS etc. regarding WBATCL, including court cases.	Smt. Rupa Rana, Section Officer
2	Smt. Rupa Rana	Section Officer	i) Mutation matters of Land in respect of AZIL. ii) Initiation of the issues as per the resolution in the meeting of BOD of LGEKHL, including mortgage of land by company for Loans.	Shri Manish Kundu, Special Officer
3.	Shri Ayan Chatterjee	U.D. Assistant	a) Initiate all files in respect of all JV companies, i.e. AZIL, WBCIL, WBATCL & EMT Meghatherm. b) All matters related to EMT Megatherm.	Smt. Rupa Rana, S.O.
4.	Smt. Jharna Podder	Typist Gr-I	Any typing related work assigned by officials dealing with related matters of the Cell.	Shri Jyoti Prakash Bal, Typist Gr.-I
5	Smt. Suparna Manna	Peon B.G.	File Movement, Xerox etc.	Smt. Shampa Chakraborty, Peon B.G.

9. LAND CELL

Nature of duties: Identification of Land in the name of the Department or companies under the Department and creation of Land Bank.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Manish Kundu	Special Officer	a) Identification of land in the name of the Department or companies under the Department. b) Co-ordination with other districts and Land Department for updating the status of the Department in RoR. c) Assist the Department to co-ordinate with the Land Department on various policy level issues.	Shri Tapan Kanti Sardar, S.O.

2	Shri Tapan Kanti Sardar	Section Officer	a) Maintenance of Land Register of PE & IR deptt b) Mutation of land in favour of PE&IR Department and liaison with DL & LRO	ShriManish Kundu, Special Officer.
3	Shri Subhas Pramanik	U.D. Asstt	a) Co-ordination with other districts and Land Department for updating the status of the Department in RoR. b) Maintenance of Land Register of PE&IR.	Shri Tapan Kanti Sardar, SO
4	Shri Jyoti Prakash Bal	Typist Gr-I	Any typing related work assigned by officials dealing with related matters of the Cell.	ShriShambhu Ghosh, Typist Gr-I
5	Smt. Suparna Manna	Peon B.G.	File Movement, Xerox etc.	Smt. Shampa Chakraborty, Peon B.G.

10. LAW / COURT MATTERS

Nature of duties: Court cases in Supreme Court/High Court/District Court/NCLT/NCLAT etc. relating to PSUs or Department and co-ordinate with the Law Department/L&LR Department, LR office/AG office/AoR office/GP office.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1.	Shri Arup Chakraborty	O.S.D.	NCLT/OL liason with concerned Lawyer.	
2.	Shri Tapan Kanti Sardar	S.O.	All legal matters of closed PSUs and DRT liason with concerned Lawyer.	
1.	Shri Sourav Mukherjee	U.D.Asstt	a) Matters related to Nuddea Jute Mills. b) Gazette public notification of SPL. c) All issue related to liaison with High Court, Ld. L.R., NCLT/NCLAT, State Advocate etc. d) All legal matters of BEIL/IKL, DCL,NCJM and Gouripore e) IBC related issues f) Registration in NeSL and regular submission of reports of Govt, dues g) Submission of dues as reflected in NeSL portal/ as per our records to IRP/RP during resolution process etc,	ShriKaustav Das, UDA
2	Shri Debabrata Banerjee	U.D.Asstt	a) All legal matters of Closed PSEs (KSGL, LPL, NISCO, IPP). b) All legal matters of Jessop & Co. Ltd. and Dunlop India Ltd.	ShriSourav Mukherjee, UDA

3	ShriKaustav Das	U.D.Asstt	a) Preparation of affidavit, etc. b) Matters relating to cases in NCLT/NCLAT& OL. c) All legal matters related to JV Companies	ShriDebabrata Banerjee, UDA
4	**Shri Pradip Saha	Typist S.G.	Any typing related work assigned by officials dealing with related matters of the Cell.	ShriPravashHazra, Typist Gr. - I
5	Smt. Shampa Chakraborty,	Peon B.G.	File Movement, Xerox etc.	Smt Suparna Manna ,Peon B.G.

11. MEDICAL Cell

Dealing with: Medical related cases of both in-service and retired officers/ employees.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Smt. Jaya Sarkar	Section Officer	Cases related to AIS Medical Attendance Rules.	Shri Surajit Biswas, UDA
2	Shri Surajit Biswas	U.D.Asstt	Medical related cases of both in-service and retired officers/ employees	Smt. Jaya Sarkar, SO
3	# Shri Tanmoy Maity	Peon B.G.	File Movement, Xerox etc.	Smt. Suparna Manna ,Peon B.G.

12. PUBLIC ENTERPRISES CELL

Nature of duties: Allotment of fund for companies, Insurance bill for ERS employees, Payment of Ex-gratia, ESI and other matters, Review of performance of the companies (existing and closed), Winding up of the closed companies, Implementation of IBC related issues, NCLT/NCLAT related matters.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Arup Chakraborty	O.S.D.	a) Works related to formal closer of PSUs. b) Furnishing information related to closed PSUs as short for AG (Audit), W.B.	Shri Chandan Sarkar, S.O.

1	Shri Chandan Sarkar	Section Officer	a) Supervision of all matters related to Closed PSUs (KSGI, LPL, NCJM, IPP, DRCL, BEIL, DCL, SPL & WBTCL). b) All IBC related matter. c) Opening and maintenance of Demat account, account in NeSL. d) Regular submission of reports from NeSL portal to the HoD. e) Supervision of Allotment of fund for all companies, Insurance bill for ERS employees, Payment of Ex-gratia, ESI and other matters.	Shri Debabrata Banerjee, UDA
3	***Shri Prasanta Halder	H.A. Asstt	a) All matters and bills related to DCL, SPL & WBTBCL, DRCL. b) Furnishing information related to closed PSUs as short for AG (Audit), W.B.	Shri Soumya Sengupta, UDA
4	Shri Debabrata Banerjee	U.D.Asstt	a) All matters and bills related to closed PSUs (CPEL, WBPAPL, NPT, LPL, KSGI, BEIL, NISCO) b) All matters and bills on ex gratia, ESI etc. of Jessop & Co. Ltd. and Dunlop India Ltd. c) Insurance bill for ERS employees.	Shri Chandan Sarkar, S.O.
5	Shri Chandranibha Biswas	U.D.Asstt.	a) All matters and bills related to DCL, SPL & WBTBCL, DRCL; b) Assisting the works at the office of the Closed PSU.	Shri Prasanta Halder, H.A.
6	# Shri Rakesh Das	U.D.Asstt.	Works related to formal closer of PSUs.	
5	Smt. JharnaPodder	Typist Gr-I	Any typing related work assigned by officials dealing with related matters of the Cell.	Shri Jyoti Prakash Bal, Typist Gr.-I
6	Smt. Shampa Chakraborty	Peon B.G.	File Movement, Xerox etc.	Smt Suparna Manna, Peon B.G.

13. RTI

Nature of duties: All RTI matters and ensuring timely replies.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Sitangshu Sekhar Das	Registrar	Supervision of RTI cases, Review of pending cases	Shri Surajit Biswas, UDA
2	Shri Surajit Biswas	U.D. Asstt	Reply to RTI cases	Shri Sitangshu Sekhar Das , Registrar
3	Shri Shambhu Ghosh	Typist Gr-I	Any typing related work assigned by officials dealing with related matters of the Cell.	Smt. Jharna Podder, Typist Gr.- I
4	Smt. Shampa Chakraborty	Peon B.G.	File Movement, Xerox etc.	Smt. Suparna Manna, Peon B.G.

14. VIGILANCE

Nature of duties: Vigilance matters, Departmental proceedings etc.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	ShriManish Kundu	Special Officer	Supervision of Vigilance cases, Departmental proceedings etc.	Shri Badal Ch. Maity, SO
2	Shri Badal Maity	Section Officer	Vigilance cases, Departmental proceedings etc.	Shri Manish Kundu, Special Officer
3	Shri Santosh Biswas	U.D. Asstt	Custodian of Assets Statement of officers and staff	Shri Badal Maity, SO
4	Smt. Shampa Chakraborty	Peon B.G.	File Movement, Xerox etc.	Shri Mukund Paswan, Peon Gr-I

15. RECORD ROOM (including optimizer)

Nature of duties: Maintenance of files and records in the record room and optimizer.

Sl. No	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Santosh Biswas	U.D. Asstt	a) Supervision of all activities in Record Room. b) Maintenance of manual record register.	Shri Shambhu Ghosh, Typist Gr-I
2	Shri Pravash Hazra	Typist, Grade-I	Maintenance of records in computer.	Shri Pradip Saha, S.G. Typist
3	Shri Debabrata Datta	SSP	Maintenance of records in computer.	Shri Pravash Hazra, Typist Gr-I
4	ShriAhitosh Roy	Muharrir Gr-I	Maintenance of files in the optimizers, almirahs and other places.	Shri Sovan Manna, Muharrir Gr-I
5	Shri Sovan Manna	Muharrir Gr-I	Maintenance of files in the optimizers, almirahs and other places.	Shri Ahitosh Roy, Muharrir Gr-I
6	Shri Avijit Das	Record Supplier	Maintenance of files in the optimizers, almirahs and other places.	Shri Sovan Manna, Muharrir Gr-I
7	Shri Sania Oraon	Record Supplier	Supplying files to all Cells, Xerox etc.	Shri Anirban Pradhan, Peon B.G.
8	Shri Mayukh Goswami	Peon Basic Grade	Maintenance of records in computer.	Shri Pravash Hazra, Typist Gr-I

16. OFFICERS' CHAMBER

Nature of duties: Duties in chamber of officers.

Sl. No.	Name of the officer/employee	Designation	Allotted work	Leave substitute
1	Shri Sudipta Biswas	Peon B.G.	Chamber of Secretary	Shri Sagnik Basu, Peon B.G.
2	Shri Sagnik Basu	Peon B.G.	Chamber of Secretary	Smt Dipannita Sarkar, Peon B.G.
3	Smt. Dipannita Sarkar	Peon B.G.	Chamber of Secretary	Smt Sudipta Biswas, Peon B.G.
4	Smt. Antara Roy	Peon B.G.	Chamber of Secretary (UB)	Shri Mayukh Goswami, Peon B.G.
5	Shri Ripon Byapari	Peon B.G.	Chamber of Sr. Special Secretary (SB)	Shri Mukund Paswan, Peon Gr-I
6	Shri Anirban Pradhan	Peon B.G.	Chamber of Joint Secretary- I & II	Smt Suparna Manna, B.G. Peon.
7	Smt. Suparna Manna	Peon B.G.	All Deputy Secretaries & Assistant Secretaries.	Shri Anirban Pradhan, Peon B.G.
8	Shri Papai Roy	Peon B.G.	Chamber of Assistant Financial Advisor	Shri Naba Ganguly, Peon B.G.

* To be released.

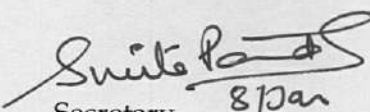
** To be retired in January, 2025.

*** Now on deputation to this Department.

On election duty.

Any other duties as required shall be assigned by the Head of the Department / Officers of this Department.

The handing over of the files, e-files as well as hard files if any, in custody of the concerned employee should be completed within 7 working days from the date of issuance of this order and all concerned to ensure strict compliance. This order supersedes all previous orders issued in this connection earlier and takes place with immediate effect.


Secretary 8/Jan

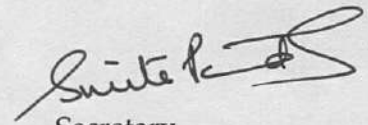
to the Govt. of West Bengal

No. 28/1(75) -PEIR-11/81/2021-ESTT SEC-PEIR

Date: 08.01.2025

Copy forwarded for information and necessary action to:

1. The Secretary in this Department.
2. The Sr. Special Secretary of this Department.
3. The P.S. to the HMIC of this Department- with a request to kindly place to the HMIC of this Deptt.
4. The Financial Advisor of this Department.
5. The Sr. P.S. to the Secretary of this Department- for record.
6. The Deputy Secretary (All) of this Department.
7. The Assistant Secretary (All) of this Department.
8. The Sr. Law Officer of this Department.
9. The Assistant Financial Advisor of this Department.
10. to 73) Shri/Smt.
- 74) The SSP of this Department with the request to upload in e-office Notice Board.
- 75) Notice Board of this Department.



Secretary
to the Govt. of West Bengal