



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

No. 1437-PEIR-11/81/2021-ESTT SEC

Date : 15.10.2025

ORDER

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

Sl. No.	Name	Allotted works	Leave Substitute
1	Shri Sankar Singh, Deputy Secretary	1 All RTI matters;	Shri Sanjay Chakrabarti, Deputy Secretary
		2 SPIO of this Department under RTI Act, 2005;	
		3 All Law related matters;	
		4 All court related matters including drafting of Affidavits, Affidavit –in- opposition, appointment of Lawyers & following up of progress of Court matters in different Courts;	
		5 Approver for Medical claims in connection with WBHS claims;	
		6 Delegated powers of Head of Office and Pension Sanctioning Authority;	
		7 Preparation of Budget Speech;	
		8 Preparation of Governor's Speech;	
		9 Preparation of Finance Minister's Speech;	
		10 Preparation of Report for CMO during HCM visit to the districts;	
		11 Any other duties as assigned by the Head of the Department/Senior Officers of this department.	
2	Shri Sujit Kumar Biswas, Deputy Secretary	1 All Land matters including Mutation of Land in favour of Department of PE&IR;	Shri Jiwan Mukut Tirkey, Deputy Secretary
		2 Regular liaison with the DL&LRO Offices and KMC for Land issues;	
		3 Ex-gratia and ESI to the employees of Jessop & Dunlop Co.	
		4 Other issues related to Jessop & Dunlop Co. including Reports;	
		5 Payment related to Saraswaty Press Ltd.;	
		6 Matters related to Saraswaty Press Ltd.;	
		7 Any other duties as assigned by the Head of the Department/Senior Officers of this department;	
3	Shri Sanjay Chakrabarti, Deputy Secretary	1 To look after the Establishment Cell of this Department;	Shri Sankar Singh, Deputy Secretary
		2 Maintenance of Service related matters of IAS, WBCS (Exe.) and WBA & AS Officers;	
		3 Matters related to AIS Medical Rules, Claimsetc.;	
		5 Expenses from P.A. Fund;	
		6 Matters related to PSUs Cell;	
		7 Matters related to insurance scheme under ERS.	

		8	Payment of Security Agencies and payment being made to closed PSUs (all payments);	
		9	Payment of salary, wages, other payments to the employees of DCL and Water bill, Electricity bill;	
		10	Matters related to Durgapur Chemicals Limited;	
		11	Matters related to JV matters;	
		12	Matters related to Rules of Business;	
		13	Drafting of Bills/Acts, Rules, Policies;	
		14	Preparation of Cabinet notes;	
		15	Any other duties by the Head of the Department/Senior Officers of this department.	
4	Shri Jiwan Mukut Tirkey, Deputy Secretary	1	Pension, GISS, Leave Encashment of all Officials;	Shri Sujit Kumar Biswas, Deputy Secretary
		2	Advance/ Final Payment of GPF money;	
		3	Nodal Officer regarding compliance of the mandates of the Rights of the Persons with Disabilities Act, 2016;	
		4	All Vigilance Matters of the Department;	
		5	Maintenance of Service Book in all aspect such as entries, verification etc. of all officials.	
		6	To look after the work of renovation, sitting arrangement, extension, etc. of the Office.	
		7	Regular conveying of Condemnation Committee in meetings.	
		8	Supervising the scanning of legacy files as well as implementation of e-office by completing scanning of legacy files and digitization of scanned files etc.	
		9	Any other duties by the Head of the Department/Senior Officers of this department.	

This supersedes the previous Order No. 188/PEIR/11/81/2021-ESTT SEC dated 10.02.2025 of allocation of work in the above mentioned post(s) of this Department.

sd/-
Joint Secretary to the Government of West Bengal

No. 1437/1(18)-PEIR-11/81/2021-ESTT SEC

Date : 15.10.2025

Copy for information and necessary action to :

- 1) The Secretary in the Department.
- 2) The Sr. Special Secretary- 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.

jm/-
Joint Secretary to the Government of West Bengal