



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

No. 67-PEIR-11/81/2021-ESTT SEC-PEIR

Dated : 16.01.2026

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 All Law related matters;	
		3 All court related matters including drafting of Affidavits, Affidavit –in- opposition, appointment of Lawyers & following up of progress of Court matters in different Courts;	
		4 Delegated powers of Head of Office and Pension Sanctioning Authority;	
		5 1st Appellate Authority under RTI Act, 2005.	
		6 All Budget related matter	
		7 Preparation of Governor's Speech;	
		8 Preparation of Finance Minister's Speech;	
		9 Preparation of Report for CMO during HCM visit to the districts;	
		10 All works relating to Medical Cell, Approver for Medical claims in connection with WBHS claims;	
		11 Nodal Officer of Budget related matter;	
		12 Member, Tender Committee.	
		13 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 Matters and Payment related to Saraswaty Press Ltd. (SPL) And Durgapur Chemical Limited (DCL).	
		6 Parliamentary & Assembly Questions;	
		7 Audit & Accounts matter;	
		8 Liason with the Office of the AG;	
		9 Matters related to IR Cell;	

		10	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, Claims, etc.;	
		4	Expenses from P.A. Fund;	
		5	Matters related to insurance scheme under ERS.	
		6	Payment of Security Agencies and payment being made to closed PSUs (all payments);	
		7	Matters related to Rules of Business;	
		8	Drafting of Bills/Acts, Rules, Policies;	
		9	Preparation of Cabinet notes;	
		10	Central Receiving Unit	
		11	Matters related to Closed PSUs;	
		12	Matter related to Polling Personnel Database and other Election Related work;	
		13	Nodal Officer relating to Administrative Calender	
		14	Nodal Officer regarding compliance of the mandates of the Rights of the Persons with Disabilities Act, 2016.	
		15	Nodal Officer, Energy Saving	
		16	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	All Vigilance Matters of the Department;	
		4	Maintenance of Service Book of all officials in all aspect such as entries, verification etc. of all officials.	
		5	To look after the work of renovation, sitting arrangement, extension, etc. of the Office.	
		6	Chairman of the Condemnation Committee.	
		7	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.	
		8	Record Room	
		9	Matters related to JV companies;	
		10	Any other duties by the Head of the Department/Senior Officers of this department.	

This supersedes all the previous orders of allocation of work in the above mentioned post(s) of this Department with immediate effect.

Sujit Kumar Biswas
Secretary
16/02/26

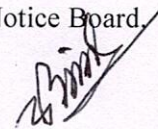
to the Government of West Bengal

No. 67/1(16)/PEIR-11/81/2021-ESTT SEC

Dated : 16-01-2026

Copy for information and necessary action to :

- 1) The Secretary in the Department.
- 2) The Financial Adviser of this Department.
- 3-6) The Deputy Secretary (All) of this Department.
- 7-9) The Assistant Secretary (All) of this Department.
- 10) 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.
- 11) The Assistant Financial Advisor, Department of PE&IR.
- 12) The Sr. Law Officer & E.O. Asstt. Secretary, Department of PE&IR.
- 13) The Sr. P.S. to the Secretary of this Department – for record.
- 14) Shri/Smt.....
- 15) The SSP of this Department with the request to upload of e-office Notice Board.
- 16) Notice Board of this Department.



Deputy Secretary to the Government of West Bengal