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GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF DISASTER MANAGEMENT  
TRAN BHAWAN  
87A, S.N. BANERJEE ROAD, KOLKATA-14

Memo No. 491 - DDM/2E/1A/2002

Date: 11.05.2023

**ORDER**

In partial modification of this office's earlier order no. 764-DDM/2E/1A/2002 dt.18.07.2022, following arrangement of duties is made with immediate effect and until further order.

Sl. No.	Name of the Employee	Duties	Leave Substitute
1.	<b>Sri Dilip Roy, PA, Gr-I</b>	<ol style="list-style-type: none"><li>1. Taking dictation &amp; typing</li><li>2. Files relating to DRMP/NDMA and other meetings.</li><li>3. Liaison with PWD Civil, Electrical &amp; IT Division</li><li>4. Any other works as may be assigned by the Authority.</li></ol>	<b>Nazer Asrar Azim, PA, Gr-I</b>
2.	<b>Nazer Asrar Azim, PA, Gr-I</b>	<ol style="list-style-type: none"><li>1. Taking dictation &amp; typing from Director of Disaster Management</li><li>2. File relating to Permission for purchase of Land/ Flat/Houses/ Vehicle etc &amp; sit for various Exam/ Higher Studies etc. No objection for Passport/Visa/Foreign Tour etc.</li><li>3. All confidential matters like ACR /Vigilance/D.P/OPR/Asset Declaration etc. of all employees under this Dte.</li><li>4. Any other works as may be assigned by the Authority</li></ol>	<b>Sri Dilip Roy, PA, Gr-I</b>
3.	<b>Smt Anjana Basak, Head Clerk</b>	<ol style="list-style-type: none"><li>1. All matter relating to Leave &amp; Service Book.</li><li>2. Custodian of Personal files and Service Book (as the case may be) of all staffs as well as Director/ Joint Director/Deputy Director/Assistant Director &amp; Jt. DDM (A&amp;A) of this establishment.</li><li>3. Allocation of duties amongst the staff/officers</li><li>4. Supervision of works related to maintenance of Tran Bhawan &amp; Fire fighting equipment.</li><li>5. Supervision of matters relating to promotion &amp; other of Gr. D/LDC/UDC/HC/Superintendent G.R stors/ ADDM.</li><li>6. Supervision of all matter relating to Pension and retention &amp; creation of post.</li><li>7. Supervision of purchase &amp; procurement of relief materials.</li><li>8. Supervision of all matters relating to Vehicles.</li><li>9. Supervision of file relating to stationery articles and services.</li><li>10. Supervision of matter relating to Labour Contractor.</li><li>11. Supervision of matter relating to hiring, Insurance &amp; maintenance of G.R.S/Hired Godwons.</li><li>12. Supervision of all matters relating to Election Duties.</li><li>13. OPR of staff</li><li>14. Supervision of file relating to disposal of unserviceable Articles</li><li>15. Supervision of files relating to procurement of refreshment/ Tiffin Packets etc, for various meetings.</li><li>16. Any other works may be assigned by the authority.</li></ol>	<b>Sri Manas Gangopadhyay, Head Clerk</b>

  
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4.	<b>Sri Manas Gangopadhyay, Head Clerk</b>	<ol style="list-style-type: none"> <li>1. Overall in charge of Account Section i.e. <ol style="list-style-type: none"> <li>i) Supervision of work relating to Accounts Section.</li> <li>ii) Checking up to all bills and vouchers.</li> <li>iii) Inspection reports &amp; Audit objections etc.</li> <li>iv) Correspondence relating to accounts matters including seeking all kinds of allotment of funds &amp; sending of U.C.s and adjustments.</li> <li>v) Supervision of maintenance of allotment registers.</li> <li>vi) Preparation of Draft of Annual &amp; supplementary Budget estimate including Surrender of savings.</li> <li>vii) Supervision of making necessary entries in Service Book relating to Annual increment/Service Verification etc.</li> <li>viii) Supervision of Income Tax and matter relating to G.S.T.</li> </ol> </li> <li>2. Training of staff excluding Gr. D.</li> <li>3. Supervision of maintenance of Electronic equipments.</li> <li>4. Supervision of matters relating to DMOs, BDMOs, SDDMOs, DDMOs for promotion (functional and non-functional) /Vacancy Notification/Gradation List/Pay Fixation/Pay protection etc including creation of post code and tagging against post code in HRMS Portal.</li> <li>5. Supervision of matters relating to promotion Sr. DMOs/P.A. to the DDM in this Directorate</li> <li>6. Supervision of matter relating to W.B. Health Scheme including all matters related to online submission of bills</li> <li>7. Supervision of all matter relating to GPF etc including submission of bills</li> <li>8. Supervision of files relating to service I.D. cards of all staff including DMOs/BDMOs/SDDMOs etc.</li> <li>9. Any other works as may be assigned by the authority.</li> </ol>	<b>Smt Anjana Basak, Head Clerk</b>
5.	<b>Sri Mrinal Kanti Ghose, UDC.</b>	<ol style="list-style-type: none"> <li>1. Preparation of following bills: <ol style="list-style-type: none"> <li>i) Casual &amp; monthly hiring charges of WBY cars</li> <li>ii) Fuel charges bill</li> <li>iii) Repairing of Govt Truck</li> <li>iv) TA/LTC bill</li> <li>v) Random sampling &amp; Testing bill</li> <li>vi) Bills of Stationary articles</li> <li>vii) Labour charges bill</li> <li>viii) AC /DC bill</li> <li>ix) Behala Oil victim bill</li> <li>x) ER Grant bill</li> <li>xi) Ex-Gratia bill, H.B. Grant bill</li> </ol> </li> <li>2. Any other works as may be assigned by the Authority</li> </ol>	Sri Pradip Kumar Roy
6.	<b>Sri Rajesh Shaw, Accountant</b>	<ol style="list-style-type: none"> <li>1. All establishment works relating to Promotion (functional and non-functional) /Vacancy Notification/Gradation List/Pay Fixation/Pay protection etc</li> <li>2. Preparation of Charge Report</li> <li>3. All cases of Pledging and releasing of Security Deposit</li> <li>4. Files relating to RTI</li> <li>5. Files relating to Court Cases</li> <li>6. All cases of employment on compassionate ground</li> <li>7. To deal with files relating to Promotion (Functional &amp; Non-functional), Vacancy Notification, Gradation list, Pay Fixation, Transfer, Posting and New Appointment of DMO/BDMO/SDMO/SDDMO</li> <li>8. File relating to Procurement/Maintenance of Computer and related matters including purchase of computer peripherals</li> <li>9. Files relating to maintenance of Xerox, Fax, Water Purifier, Cooler etc all electronic equipments</li> <li>10. Any other works as may be assigned by the Authority</li> </ol>	<b>Sri Tonmoy Roy, UDC</b>

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7.	<b>Sri Loke Nath Kar, UDC</b>	<ol style="list-style-type: none"> <li>1. All matters relating to leave including preparation of monthly Absentee Statement/Attendance Report/ necessary entries in the Service Book.</li> <li>2. All matters relating to GPF</li> <li>3. Opening of Service Book for Dte. Staff with necessary entries in the Service Book including DMOs, SDDMOs &amp; Personal File of the Head Quarter Establishment</li> <li>4. All matters relating to Service Identity Cards of the employees</li> <li>5. To make necessary entries in Service Book relating to Annual increment/Service Verification etc.</li> <li>6. Any other works as may be assigned by the Authority</li> </ol>	<b>Sri Mrinal Kanti Ghose UDC.</b>
8.	<b>Sri Tonmoy Roy, UDC</b>	<ol style="list-style-type: none"> <li>1. All matters relating to procurement of Relief Articles, services and other articles including conduct of Tender, Quotation, Auction etc.</li> <li>2. File relating to checking and testing of Relief Articles etc.</li> <li>3. Files relating to Insurance process of the hired Godowns</li> <li>4. Files relating to hiring of Godowns</li> <li>5. Files relating to preparation of DM Kits</li> <li>6. Files related to disposal of unserviceable articles/ IJIRA destructible sample etc.</li> <li>7. Any other works as may be assigned by the Authority.</li> </ol>	<b>Sri Rajesh Shaw, Accountant</b>
9.	<b>Smt Mousumi Roy, UDC</b>	<ol style="list-style-type: none"> <li>1. All matters relating to vehicle.</li> <li>2. Matters relating to KMC garage hiring for Govt Truck</li> <li>3. Matters relating to Liveries of drivers, helper etc</li> <li>4. All matters relating to Pension, Gratuity, GISS, Leave Salary</li> <li>5. Files relating to Maintenance /Cleaning work of Tran Bhawan including fire fighting arrangement</li> <li>6. Monitoring of all maintenance/cleaning work of Tran Bhawan</li> <li>7. Management of all meetings to be held at Conference Hall of Tran Bhawan</li> <li>8. Any other works as may be assigned by the Authority</li> </ol>	<b>Sri Rajesh Shaw, Accountant</b>
10.	<b>Sri Pradip Kumar Roy, U.D.C.</b>	<ol style="list-style-type: none"> <li>1. Preparation of Clothing/ garment Bills</li> <li>2. Matters related to Income Tax &amp; GST</li> <li>3. Health Scheme for Dte. Staff, DMOs, SDMOs &amp; BDMOs, SDDMOs including pensioners and Preparation of bills i.r.o. Directorate staff &amp; pensioners</li> <li>4. Preparation of Salary /arrear &amp; wages bills of all staff of this Directorate</li> <li>5. Ad-hoc bonus &amp; Festival Advance bills</li> <li>6. Tarpaulin Bills</li> <li>7. DM kits bills</li> <li>8. Any other works as may be assigned by the authority</li> </ol>	<b>Sri Loke Nath Kar, UDC</b>
11.	<b>Smt Soma Bhattacharya, UDC</b>	<ol style="list-style-type: none"> <li>1. Receive/ Issue and Dispatch of all official letters and related matters.</li> <li>2. Custodian of Postage Stamps and maintenance of respective register/Issue Register/ Receive Register/ File Number Register etc.</li> <li>3. Custodian of Peon Books.</li> <li>4. Purchase/Maintenance of Office Furniture//Stationery Goods /Name Plates/Rubber Stamp.etc.</li> <li>5. Entry of Names of Officers &amp; Staff in the Attendance Register every month.</li> <li>6. Copy of Service Book of Group-D employees</li> <li>7. Arrangement of refreshments in various Meetings/Training/ Seminars at Tran Bhawan.</li> <li>8. Any other works as may be assigned by the authority</li> </ol>	<b>Sri Pradip Kumar Roy, U.D.C.</b>

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12	<b>Sri Manoj Kumar Das, Cashier</b>	<ol style="list-style-type: none"> <li>1. Handling cash &amp; maintenance of Cash Book</li> <li>2. Maintenance of contingency &amp; advance , payment register, Register of cheques</li> <li>3. Encashment of Cheques as per requirement</li> <li>4. Safe Custody of keys of Cash Chest, Accounts papers, documents, Running Tender Box, Valuables etc.</li> <li>5. Maintenance of P.A Registers</li> <li>6. Any other works as may be assigned by the Authority</li> </ol>	<b>Sri Mrinal Kanti Ghose UDC.</b>
13	<b>Md Ehtasham Khan, Upper Division Clerk</b>	<ol style="list-style-type: none"> <li>1. Maintenance of all registers of Store Section viz. stock register, Receive Register, Despatch Register etc.</li> <li>2. Preparation of various stock reports.</li> <li>3. Processing of challans and bills.</li> <li>4. Files related to MLA Quota and others maintained at store section</li> <li>5. Any other works as may be assigned by the Authority</li> </ol>	<b>Sri Uttam Kumar Ghosh</b>
14	<b>Sri Abhijit Sardar, Record Supplier</b>	<ol style="list-style-type: none"> <li>1. Work relating to record supplying i.e. maintenance of records/forms /files/service books / personal files</li> <li>2. Assist Md. Ehtasham Khan in store section.</li> <li>3. Any other works as may be assigned by the Authority</li> </ol>	

No. 491 /1(21)-DDM

Director of Disaster Management, W.B

Date: 11.05.2023  
 Director of Disaster Management,  
 West Bengal

Copy forwarded for information to the:

1. Joint Director (A & A) DDO, Directorate of Disaster Management
2. Assistant Director of Disaster Management.
3. PA to Director of Disaster Management
4. SDMOs, Directorate of Disaster Management.
5. DMOs, Directorate of Disaster Management.
6. Superintendent of Govt. Stores, Directorate of Disaster Management.
7. HC-I & HC-II, Directorate of Disaster Management.

8-21. \_\_\_\_\_, Directorate of Disaster Management

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 West Bengal