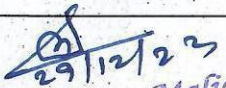


ANNEXURE

Sl. No.	Cell No.	Allotted Work	Name of the Dealing Assistant	Name of the HA/SO to whom file will be placed	Leave substitute
1.	I (Relief Cell)	1. Ex-Gratia Grant (NC), arson/riots/cross border firing/Bomb blasts/CBRN/ Accidental deaths/Snake bite/Sun Stroke/Heat Wave, Cyclone/Flood Shelter, Anti Sikh Riot '1984, Misc., 2. Relief Godown, Shifting of relief articles from godown to another godown. 3. Any other work as may be allotted by the authority.	Sri Mrityunjoy Roy, UDA and Sri Mithlesh Tiwari, LDA	Sri Asish Bandhopadhyay, H.A. Sri Palash Kumar Roy, H.A.	Sri Mithlesh Tiwari, LDA & Sri Mrityunjoy Roy, UDA will work as leaves substitute to each other
		1. H/B Grants (Fire), 2. H/B Grants (N/C), 3. Any other work as may be allotted by the authority.	Asif Anees, LDA	Sri Asish Bandhopadhyay, H.A. Sri Palash Kumar Roy, H.A.	
		1. NGR, LGR (allotment), payment, 2. transport/remuneration ch.), 3. Any other work as may be allotted by the authority.	Smt. Swapnali Mondal, LDA,	Sri Asish Bandhopadhyay, H.A. Sri Palash Kumar Roy, H.A.	Smt. Minakshi Mondal, LDA.
		1. Relief Contingency. 2. Boat hiring charges. 3. Air dropping, D.M. kits. 4. Allotment of Tarpaulin. 5. Allotment of Clothing/ Garments. 6. Cash GR, Spl. Gratuitous Relief. 7. Starvation Cash GR (H/A-2235), 8. Any other work as may be allotted by the authority in addition of her normal duties.	Smt. Soumita Koley, L.D.A. Cell-I	Sri Asish Bandhopadhyay, H.A. Sri Palash Kumar Roy, H.A.	Sri Somnath Sheet, U.D.A.
2.	II (Budget Cell)	1. Ganga Sagar Mela. 2. Vivekananda Chair. 3. Covid-19 Ex-gratia. 4. RE & BE under Administrative expenditure. 5. RE & BE under state development scheme. 6. Suggestion of head of account related to other cells. 7. Online reconciliation with AG. 8. Apada Mitra. 9. Salaries of officers and staffs of this Department. 10. Minister's discretionary grant. 11. Up gradation of SEOC & District EOCs.	Sri. Somnath Sheet, U.D.A.	Sri Brojobandhu Chaudhuri, S.O. Sri. Nirvik Roy Chowdhury, H.A.	
		12. Mock exercise.		Sri Paritosh Sarkar, H.A.	


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	13. ATI training. 14. Net grant statement.		Sri. Nirvik Roy Chowdhury, H.A.	
	15. Any other work as may be allotted by the authority in addition of his normal duties.		Sri Brojobandhu Chaudhuri, S.O Sri Paritosh Sarkar, H.A. Sri. Nirvik Roy Chowdhury, H.A.	
	1. All matters related to SDMRF/NDRF. 2. Audit Query replies. 3. SDRF, SDMF. 4. Reducing of urban flooding under NDMF. 5. Monthly report of SDRF. 6. Annual report of SDRF. 7. Attachment II. 8. Investment in scheduled Commercial Bank. 9. SEC approval of proposals received from line Department and Dte. 10. Interest payment on release of delayed matching state share. 11. Interest payment on closing balance of SDRF. 12. Procurement of equipment under SDRF. 13. Eastern Zonal Council Meeting.	Sri Subhajit Dutta, LDA,	Sri Brojobandhu Chaudhuri, S.O Sri Paritosh Sarkar, H.A. Sri. Nirvik Roy Chowdhury, H.A.	
	14. Any other work as may be allotted by the authority in addition of his normal duties.			
	1. NCRMP-II (Component A,B,C,&D), ICZMP. 2. BSNL Bill Payment. 3. Vodafone Bill Payment. 4. Appropriation Accounts. 5. Famex Programme. 6. Clothing and Garments under MLA quota. 7. Air lifting bills. 8. Sendai framework. 9. Strengthening of SDMA & DDMA.	Smt. Sumana Jana, L.D.A.	Sri Brojobandhu Chaudhuri, S.O Sri Paritosh Sarkar, H.A. Sri. Nirvik Roy Chowdhury, H.A.	
	10. Any other work as may be allotted by the authority in addition of her normal duties.			
	1. CAS Benefit of Employees of this Deptt. & DMOs 2. Fixation of Pay on ROPA/Promotion/ CAS benefit 3. Increment, Bonus, Fest. Adv. 4. Advance drawal and claim settlement of West Bengal	Smt. Swati Sengupta, UDA,	Sri. Subrata Kr. Mandal, S.O. Sri. Santosh Kr. Mazumdar, S.O. Sri. Nirvik Roy Chowdhury, H.A.	Smt. Uttara Ghosh Chowdhury, UDA,

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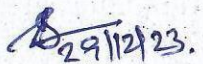
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3.	III (Estt. Of Sectt.)	Health Scheme (Secretariat), 5. Recoupment of Permanent Advance fund, P.O. Bill Payment, 6. Work related to RTI Act, RPwD Act. Misc. 7. Appointment of DDO, 8. Allotment of work of the officials of this Department. 9. Any other work as may be allotted by the authority.			
		1. Advance drawal and claim settlement under W.B.H.S. of Directorate and Regional offices, 2. Pension files 3. DRR/DRMP/observation of NDDR/CETC/Aquatic Disaster Training,, 4. Talk Show, 5. Capacity Building, 6. Annual Administrative Report, Misc. 7. Any other work as may be allotted by the authority.	Sri Debi Prasad Bhattacharya, UDA,	Sri Santosh Kr. Mazumdar, S.O.	
		1. Engagement of Car on permanent & Casual Basis. 2. Renewal of Contract of Cars associated with Hon'ble MIC of this Department, 3. Bill payment of Cars of Hon'ble MIC, Pr. Secretary and other Officers. 4. Car Stickers and Passes for Assembly and Nabanna 5. Payments of Bills of Papers and periodicals of Hon'ble MIC and Principal Secretary and Joint Secretary 6. Joining and Release of all employees of this Department. 7. Payment to Susanta Mondal (IT Equipments Cleaner). 8. Issuance of Identity Card in favour of the employees of this Deptt. 9. Any other work as may be allotted by the authority.	Smt. Mahua Dalui, UDA	Sri Santosh Kumar Mazumdar. S.O. Sri. Subrata Kr. Mandal, S.O.	
		1. PRSS, 2. Reserve Bank Cheque, 3. Tiffin Allowance, Liveries, 4. Employees' Data Sheet, 5. Gangasagar Mela control room duty G.O., 6. Durga Puja & Kali Puja Control room duty roaster G.O., 7. PMNRF Ex-Gratia, 8. Payment to advertising agency. 9. Payment to Saraswaty Press, E-Soft, Biswa Bangla. 10. Payment to WTL for special control room duty.	Sri Bijoy Saha, UDA,	Smt. Rituparna Chandra Kundu, HA.	

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	<ul style="list-style-type: none"> 11. Payment for booking Air & Rail Tickets. 12. Payment of Telephone bills of this Department. 13. Any other work as may be allotted by the authority. 			
	<ul style="list-style-type: none"> 1. Purchase through GeM, 2. Purchase of Stationery Articles, 3. AMC of Computers, Photocopiers, Fax, 4. Order to PWD, 5. Payment regarding Washing of towels, 6. Payment from PA fund, 7. Order and Payment to IRCTC and other agencies for supplying food packets. 8. Any other work as may be allotted by the authority. 	Sri Ratan Sardar, UDA	Sri. Subrata Kr. Mandal, S.O.	
	<ul style="list-style-type: none"> 1. Tour & Training (General), 2. Leave Encashment, 3. Child Care Leave & Station Leave Permission, 4. Service Book of all employee of this Department, 5. ACR/APR of employees of all categories, 6. GPF, HBA, MCA, MIA, GISS, Misc. 7. Preparation and Sending of Service Verification Certificates of the Pr. Secretary and other WBCS Officers. 8. Any other work as may be allotted by the authority. 	Smt. Uttara Ghosh Chowdhury, UDA,	Sri. Subrata Kr. Mandal, S.O.	Smt. Swati Sengupta, UDA.
	<ul style="list-style-type: none"> 1. Leave of LDA, UDA, HA, SO and Typist Employees. 2. Attendance Report, 3. Bill for payment of Car of this Deptt. & Directorate Office. 4. Any other work as may be allotted by the authority. 	Shri Subodh Chandra Besra, UDA,	Sri Santosh Kumar Mazumdar. S.O. Sri. Subrata Kr. Mandal, S.O.	Sri Ratan Sardar, UDA.
	1. All HRMS Matters, LTC/HTC, ER Grant	Shri Purna Biswas UDA,	Sri Santosh Kumar Mazumdar. S.O Sri. Subrata Kr. Mandal, S.O. Sri. Nirvik Roy Chowdhury, H.A.	Sri Mithun Majumdar, LDA,
	<ul style="list-style-type: none"> 1. Appointment and Payment of contractual staff (Software Developer and Software Support Personnel of this Department), 2. Promotion, Acting Arrangements for monthly Salary of all officers and staffs of this Department, 3. Allocation of Control Room Duty, 4. Collection of Govt. calendars from Govt. Press. 5. Election duty, 	Md. Manzar Alam Siddiqui, LDA.	Sri Santosh Kumar Mazumdar. S.O. Sri. Subrata Kr. Mandal, S.O.	Wahed Raza, LDA.


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		<ol style="list-style-type: none"> 6. Preparation of Gradation list of Group-'C' & 'D' staffs of this Department, 7. Preparation of list of employees for appointment & promotion in this Department following the Rosters as per Govt. orders, 8. Any other work as may be allotted by the authority. 			
		<ol style="list-style-type: none"> 1. Appointment and Payment of Contractual Officers (Capacity Building Officer, Documentation Officer & Disaster Management Specialist attached to EOC of this Department, Sr. Consultant). 2. Awareness Generation related works. 3. Any other work as may be allotted by the authority. 	Wahed Raza, LDA.	Sri Santosh Kumar Mazumdar. S.O.	Md. Manzar Alam Siddiqui, LDA.
		<ol style="list-style-type: none"> 1. Leave of Gr.A Officers (above S.O.). 2. Leave file of all DMO attached with his department. 3. Leave file of all Gr.D staff of this Department. 4. Leave file of all contractual staff attached with this Department. 5. Maintain of SDMA Account. 6. Maintaining register of "Apada Mitra". 7. Any other work as may be allotted by the authority in addition of his regular duties. 	Debraj Paul, LDA.	Sri Kajol Sardar. S.O.	
4.	IV (Audit Cell)	<ol style="list-style-type: none"> 1. Various Audit Queries and preparation of answers for all pending Audit paras. 2. Various Audit Matters, 3. Financial Audit matters AC/DC bill adjustment 4. Migrant Labour Fund. 5. U.C. of Grant-in-Aid, Training & Development Fund etc. 6. Any other work as may be allotted by the authority. 	Sri Partha Pratim Chowdhury, UDA, Sri Kishore Kumar Sardar, UDA, Smt. Payel Adak, LDA.	Smt. Rituparna Chanda Kundu, H.A.	Sri Partha Pratim Chowdhury, UDA, Sri Kishore Kumar Sardar, UDA & Smt. Payel Adak, LDA will work as leaves substitute to each other
		<ol style="list-style-type: none"> 1. Works related to Audit Cell. 2. Law Cell. 3. Any other work as may be allotted by the authority in addition of his regular duties. 	Sri Soumya Kanti Jana, L.D.A.		Smt. Rituparna Chanda Kundu, H.A.
	V (Estt. Of Dte.)	<ol style="list-style-type: none"> 1. Relating to procurement of MLA & NC Quota clothing/ garment & Tarpaulins, D.M.Kit. 2. Any other work as may be allotted by the authority. 	Sri Monojit Das, UDA	Sri Anindya Roy, H.A.	Sri Arunava Nag, UDA.

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5.		<ol style="list-style-type: none"> All matters relating to Relief Godowns (Hiring, Rent, Insurance). Pay Fixation of Directorate & Paymatters of DMOs. Appointment of ADR, Gr.-D etc of Directorate. Pension of Directorate. House Building Advances of Directorate. Service on Compassionate Ground. All Directorate Establishment related matters etc. Purchase/Maintenance of DDM. Loading/unloading labour charges. Engagement of Labour Contractor Any other work as may be allotted by the authority. 	Sri Arunava Nag, UDA,	Sri Anindya Roy, H.A.	Sri Monojit Das, UDA.
		<ol style="list-style-type: none"> Pay, T.E, O.O.E., O.C., MCA of Directorate & Districts, E.R. Grants (General/Ex-TB), Behala Oil Victims, Burma Evacuees, Any other work as may be allotted by the authority. 	Sri Riju, Bhuinya, UDA, Sri Purna Biswas, UDA,	Sri Anindya Roy, H.A.	
		<ol style="list-style-type: none"> Promotion & Recruitment of SDDMOs & DDMOs. Filling up of the post of BDMO & SDDMO. Any other work as may be allotted by the authority. 	Zahir Baidya, L.D.A.	Sri Anindya Roy, H.A.	
6.	Accounts	<ol style="list-style-type: none"> Bills relating to official tour, HTC, LTC, Telephone Bill, Tiffin Bills & Washing Bills of Group-D employees, Sumptuary Bills, PA Fund, Bills relating to party payments. In addition to that any work may be allotted as and when requires. 	Smt. Lily Bhattacharjee, UDA	Sukanta Chaudhuri, Registrar & D.D.O,	Sri Mithun Majumder, LDA.
		<ol style="list-style-type: none"> HRMS related works including pay Bills, wages Bills, professional fees payment bill, GPF, GST Bill, Pensionary benefits, Medical Bill of IAS Officer, Employees and Pensioners, Presentation of Bills to PAO-1 and Works relating to RBI. In addition to that any work may be allotted as and when requires. 	Sri Mithun Majumdar, LDA,	Sukanta Chaudhuri, Registrar & D.D.O,	Smt. Lily Bhattacharjee, UDA
		<ol style="list-style-type: none"> All Bills relating to vehicles, Preparation of Form-16, Income Tax related works and presentation of Bills to PAO-1. In addition to that any work may be allotted as and 	Sri Susanta Das, LDA	Sukanta Chaudhuri, Registrar & D.D.O,	Sri Anupam Das, LDA


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		when requires.			
		1. Bills relating to P.K computer and Bidhannagar wholesale co-operative. 2. In addition to that any work may be allotted as and when requires.	Sri Anupam Das, LDA	Sukanta Chaudhuri, Registrar & D.D.O,	Sri Susanta Das, LDA
		1. Maintenance of Cash Book, 2. Assisting Shri Mithun Majumdar(LDA) for preparation of Bills on probation, 3. IT Related works. 4. Works relating to SDMA and others monitored by Shri Kajal Sardar (S.O) and to look after the allotted works of Smt. Swapnali Mondal, LDA in her absence. 5. In addition to that any work may be assigned as and when requires.	Smt. Minakshi Mondal, LDA	Sukanta Chaudhuri, Registrar & D.D.O,	Smt. Swapnali Mondal, LDA, Sri. Mithun Majumdar, LDA,
7.	Issue Cell	1. Typing & Compare 2. Issuance of Memo. No., 3. Photocopy of Enclosures & necessary attestation work, 4. Issuance of Letter 5. Arrangement/Sorting of bills to be sent to A/cs Section 6. Scanning of documents. 7. Any other work as may be allotted by the authority.	Typing & allied work - Smt. Ratna Manna, Sri Avijit Paria, Compare & Memo. No.-, Sri Subrata Saha, UDA	Kazi Nazrul Islam, Supervisory Grade Typist & Sri Raghunath Barui, Supervisory Grade Typist	Any of the Typist will act as leave substitute of others.
8.	Receiving Cell	1. Receiving of Letters & Files from other establishment. 2. Despatch of inward & Outward files. 3. Any other work as may be allotted by the authority.	Smt. Seema Das, UDA & Sri Alokesh Kundu, UDA	Letters & files may be sent to the Joint Secretary/Deputy Secretary or the respective officers	
9.	Law Cell		1. Partha Pratim Chowdhury, U.D.A. 2. Asif Anees, L.D.A.	Sougata Mukhopadhyay, Law Officer.	
10.	Name of the Officials who will execute the file work of NDMA.		1. Payel Bar, L.D.A. 2. Subhojit Dutta, L.D.A. 3. Mithiesh Tiwari, L.D.A.	1. Anindya Roy, H.A.	
11.	Name of the officials who keep liaison with the authorities of NDMA.		1. Partha Pratim Mahakul, DMO. 2. Monalisa Rakshit, D.M.S. 3. Akhilendu Patra, D.O.		

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