

ANNEXURE - I

Distribution of works among the Assistant Secretaries, Registrar, OSD, SOs, HAs, UDAs, LDAs and other officers and Staff of the Department of Disaster Management and Civil Defence (Civil Defence Wing),
No:- 1069-CD [E-650346] Bikash Bhaban, South Block, 2nd Floor, Salt Lake, Kolkata-91. Date:- 17/07/2023.

Section/Cell	Allocation of Work	SS/ JS/ AS & their Mob. Nos.	Registrar/OSD & their Mob. Nos.	Supervisor [S.O./ H.A.] & their Mob. Nos.	Dealing Assistant & their Mobile No.	Work Station No.
1. ESTABLISHMENT CELL	Joining, Release, Promotion, Pay Fixation, CAS, Pay Protection, GPF, Loans & Interest, Leave, SAR, AP R, Service Book & all other Service matters, Office Maintenance Matter, IC/NOC, ID Card, Election	Shri Amitava Bhattacharya (AS) 9830511799	Shri Subir Bhattacharya, OS D 9330836994	1. Shri Kamal Saha, HA 9038744406 T-21	1. Susobhan Mukherjee, UDA 8017795028 2. Shri Bikash Jana, UDA 9432937001 3. Smt. Pinki Bauri, LDA 9051558317 4. Smt. Piyali Palit, LDA 9748980746 5. Anasua Debnath, LDA, 9748442629 6.. Barnali Bhowmick (CDV) 6290910219 7. Mithu Dey (CDV) 9007694762 8. Sobuj Biwsas (CDV) 8001992831 9.. Madhab Mondal (CDV) 6290363271	T-17 T-1 T-2 T-28A T-12 T-50 T-52 T-42 T-41

Distribution of works among the Assistant Secretaries, Registrar, OSD, SOs, HAs, UDAs, LDAs and other officers and Staff of the Department of Disaster Management and Civil Defence (Civil Defence Wing), Bikash Bhaban, South Block, 2nd Floor, Salt Lake, Kolkata-91.

					10. Basudev Mondal (CDV) 7003728409	T-40
					11. Gita Rani Basak, Record supplier 8981566056	T-51
2. RTI & Others	Parliament & Assembly question, RTI Matters, CMRO, Public grievance	Shri Amitava Bhattacharya, (AS) 9830511799	Shri Subir Bhattacharya, OSD 9330836994		1. Susobhan Mukherjee, UDA 8017795028	T-17
					2. Shri Bikash Jana, UDA 9432937001	T-01
3. Medical Cell	W.B. Health Scheme Reimbursement etc. Online enrolment for Health Scheme for Secretariat and Directorates	Shri Abhijit Chaudhuri (AS) 9330449748	Shri Sanjay Banerjee (Reg) 8017618632	1. Shri Gopinath Mukherjee, HA 8981786274 T-20	1. Shri Ratan Barui, LDA, [CD Dtc] 9932620749	T-05
					2. Shri Biswajit Karmakar, UDA 6291877296	T-15

Distribution of works among the Assistant Secretaries, Registrar, OSD, SOs, HAs, UDAs, LDAs and other officers and Staff of the Department of Disaster Management and Civil Defence (Civil Defence Wing), Bikash Bhaban, South Block, 2nd Floor, Salt Lake, Kolkata-91.

4. Budget Cell	Plan & Administrative building P.A. Fund. Annual Plan, Budget preparation, Reconciliation, Budget Special	Shri Abhijit Chaudhuri (AS) 9330449748	Shri Sanjay Banerjee(Reg) 8017618632	1. Anuran Mandal, HA 9433375036 T-19	1. Shri Ranjan Paramanick, UDA 9748859529 2. Rajib Barman, LDA, 9830963453	T-4 T-6
5. Audit Cell	Audit Replies	Shri Abhijit Chaudhuri (AS) 9330449748	Shri Subir Bhattacharya ,OSD 9330836994	1. Mihir Guha, SO 7003036534 T-18 2. Shri Arun Krishna Roy , HA, 7003072248 T-14	1. Shri Ranjan Paramanick, UDA 9748859529 2. Rajib Barman, LDA, 9830963453	T-4 T-6
6. Accounts & Billing Cell including WFTS, HRMS, ACCRS, IFMS & Cash Book	All matter related to Accounts, All bills of Office Establishment and WFTS, HRMS, ACCRS, IFMS etc., Telephone bills, Electric bills, Car bills, & Misc. Bills, Audit para reply.	Shri Abhijit Chaudhuri (AS) 9330449748	Shri Sanjay Banerjee(Reg) 8017618632	1. Shri Kamal Saha, HA 9038744406 T-21	1. Shri Prasanta Kr. Dutta, UDA , 9903993833 2. Shri Sankar Mondal, UDA, 9038103114 3. Shri Pradip Singh ,UDA 7001945825 4. Shri Sumit Dutta, UDA, 8617099265 5. Shri Asit Malakar (CDV), 9432206517	T-29 T-28 T-24 T-25 T-33

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					6. Debashish Chatterjee (HG)9804312937	T-30
					7. Priyanka Rang (HG) 9804453395	T-31
7. Law	Law matters including Court Cases	Shri Amitava Bhattacharya (AS) 9830511799	1. Shri Subir Bhattacharya, OSD 9330836994 2. Shri Sougata Mukherjee, Law officer 7865058015	1. Shri Mihir Guha, SO 7003036534 T-18 2. Arun Krishna Roy, HA, 7003072248 T-14	1. Ms. Kasturi Goswami, UDA, 9073971207 2. Kalyan Kumar Biswas, LDA, 7908195054 3. Shri Ratan Barui, LDA, 9932620749 4. Balaram Halder, HG 9800122582	T-27 T-13 T-05 T-32
8. Civil Defence Organization (CDO)	All matter related to Civil Defence Organization, Cabinet Memo.	Shri Abhijit Chaudhuri (AS) 9330449748	Shri Sanjay Banerjee (Reg) 8017618632	Shri Jayanta Mukherjee, HA 7602584201 T-22	1. Shri Krishna Kanta Sardar, UDA 9434101450 2. Chinmay Maitra, UDA, 9564304627 3. Smt. Pinki Barui, LDA 9051558317	T-10 T-3 T-2

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9. WBNVF Organization	All matter related to WBNVF Organization.	Shri Amitava Bhattacharya (AS) 9830511799	Shri Sanjay Banerjee (Reg) 8017618632	1. Smt. Sohini Chatterjee Maity 9433557737 T-23	1. Shri Surajit Ranjan Ray, UDA 9732692296	T-8
					2. Smt. Shampa Roy, UDA 9433899148	T-11
					3. Anasua Debnath, LDA, 9748442629	T-12
10. Receiving. Issue & Despatch Cell	All Receiving matters including e-Office filling, Issue & Despatch	Shri Amitava Bhattacharya (AS) 9830511799	Shri Subir Bhattacharya ,OSD 9330836994	M.A Kaji,SupGrTypist 9433984141 T-48	1. Shri Manoj kumar Singh, L DA 7003664846	T-38
					2. Shri Panchu Gopal Mondal, LDA 8777631258	T-396
					3. Ashim Das ,DGC 7687889279	T-46
					4. Aparna Bhattacharya ,HG , 7980652856	T-47
					5. Sandipan Seal CDV 8240470772	T-49
					6. Sauvik Saha ,DEO 9836516059	T-37

Distribution of works among the Assistant Secretaries, Registrar, OSD, SOs, HAs, UDAs, LDAs and other officers and Staff of the Department of Disaster Management and Civil Defence (Civil Defence Wing), Bikash Bhaban, South Block, 2nd Floor, Salt Lake, Kolkata-91.

<p>11. Compassionate Ground Appointment</p>	<p>All cases including CD & NVF wing</p>	<p>Shri Abhijit Chaudhuri (AS) 9330449748</p>	<p>Shri Sanjay Banerjee(Reg) 8017618632</p>	<p>1. Anuran Mandal, HA 9433375036 T-19</p>	<p>1.Smt. Shampa Roy, UDA 9433899148 All cases in the NVF Dte. 2. Kalyan Kumar Biswas, LDA, 7908195054 All cases in the CDO</p>	<p>T-11 T-13</p>
<p>12.Data Management and compilation of report return cell and soft ware& Hard Ware solution, Annual Plan and Administrative Calender</p>	<p>Shri Amitava Bhattacharya (AS) 9830511799</p>	<p>Shri Sanjay Banerjee(Reg) 8017618632</p>	<p>Shri Amrit Ekka ,SO 9831064955 T-16</p>	<p>Shri Amrit Ekka ,SO 9831064955 T-16</p>	<p>1. Partha Khan, Gr-I Typist. 8335952015 2. Barun Kumar Maity, SSP, 9804747236 3. Souvik Saha ,DEO 9836516059 4. Moumi Karar(CDV COMP.) 5. Arghya Bask (CDV COMP.) 6. Subrata Mandal (CDV COMP.)</p>	<p>T-26 T-07 T-37 T-34 T-36 T-35</p>

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Bikash Bhaban, South Block, 2nd Floor, Salt Lake, Kolkata-91.**

SOs & HAs will be the leave substitute of each other. Within Sections, SOs & HAs will distribute files & letters as per nature of works. For UDA and LDA, immediate higher authority will ensure the leave substitute before allowing/recommending/sanctioning their leave. In general, files will be routed through the Registrar/ OSD/ AS, as the case may be or as ordered by the higher authorities, from time to time for urgent purposes. But for urgent purposes and in absence of any higher authority, file should be submitted/sent directly to the next higher authority. In case of absence/leave of Dealing Assistants, HAs concerned will deal the files.

This order issues in supersession of all previous orders and will take immediate effect.

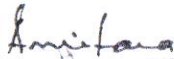
No. 1069 /1(11)-CD


Special Commissioner

Date: 17/07/2023.

Copy with a copy forwarded for information and necessary action to:

1. The Joint Secretary, DM Wing, Department of Disaster Management & Civil Defence
2. The P.S. to the HMIC, Department of Disaster Management & Civil Defence
3. ShriAssistant Secretary/ Registrar/ OSD, Department of DM&CD [CD Wing]
4. Shri.....,S.O./ L.O., Department of DM&CD [CD Wing]
5. The Sr. PS to the Principal Secretary, Department of DM&CD
6. The Sr. PA to the Special Commissioner, Department of DM&CD[CD Wing]
7. Shri/Smt.....,H.A., Department of DM&CD [CD Wing]
8. Shri/Smt.....,UDA, Department of DM&CD [CD Wing]
9. Shri/Smt.....,LDA, Department of DM&CD [CD Wing]
10. Shri/Smt.Department of DM&CD [CD Wing]
11. Guard File


Assistant Secretary

Government of West Bengal
Department of Disaster Management & Civil Defence
(Civil Defence Wing), Bikash Bhawan, South Block, 2nd Floor
Salt Lake, Kolkata -700091

No. 1517 -CD (E 650946)

Date: 21/12/2023

ORDER

In partial modification to this Department's previous order bearing No. 1869-CD (E 650946) dated 17.07.2023, the office work of this Department is, hereby, distributed/ re-distributed among the officers and staff members of the CD Wing of this Department in the manner mentioned below.

Shri Amitava Bhattacharya, Assistant Secretary, will, henceforth, look after all the budgetary matters of the CD Wing of this Department, which have, heretofore, been assigned to Shri Abhijit Chaudhuri, Assistant Secretary, in addition to his previously allotted work assignment as stated in the aforementioned order, whereas, Shri Chaudhuri will, as usual, look after the other allotted matters as per the above-mentioned order barring budgetary matters.

All the matters related to Law including court cases, Parliamentary & Assembly Questions, Audit Replies are, henceforth, assigned to Smt. Sohini Chatterjee Maity, Head Assistant, in lieu of all the matters related to the WENVE Organization, previously assigned to her, in the order mentioned above, which are now assigned to Shri Sanat Das, Head Assistant.

This order is issued in the public interest and will take immediate effect.


Special Secretary
to the Government of West Bengal

No. 1517 /1(11)-CD Date: 21/12/2023.

Copy forwarded for information and necessary action to:

1. The Special Secretary, DM Wing, Department of Disaster Management & Civil Defence
2. The P.S. to the HMIC, Department of Disaster Management & Civil Defence
3. Shri Assistant Secretary/ Registrar/ OSD, Department of DM&CD [CD Wing]
4. Shri..... S.O./L.O., Deptt. of DM&CD [CD Wing]
5. The Sr. PS to the Principal Secretary, Department of DM&CD
6. The Sr. PA to the Special Commissioner, Department of DM&CD [CD Wing]
7. Shri/Smt..... H.A., Deptt. of DM&CD [CD Wing]
8. Shri/Smt....., UDA, Department of DM&CD [CD Wing]
9. Shri/Smt....., LDA, Department of DM&CD [CD Wing]
10. Shri/Smt..... Department of DM&CD [CD Wing]
11. Guard File


Assistant Secretary