

Government of West Bengal
Department of Disaster Management & Civil Defence
Nabanna, (2nd Floor), 325, SaratChatterjee Road,
Howrah - 711012.

No. **2337**-DMCD

Date: **10.09.2020**


In terms of C.S. Circular No. 218-CS/2020 dt. 30.05.2020 r/w F.D. Memo No. 1912-F(H) dt. 09.06.2020
Officers/Employees/Contractual Employees of this Department are directed to attend office as per the following duty roster:-

Date	Name of the Employee/Officer
14/09/2020 (Monday)	Runu Poddar, P.A. to Spl.Secy ; Cell-I:- Monojit Das, LDA; Mithlesh Tiwari, LDA; Cell-II:- Haradhan Singha, HA; Cell-III:- Anupam Chakraborty, LDA; Ratan Sardar, LDA; Cell-IV:- Manoj Kr. Chaudhuri, Asstt. Secy. ; Partha Pratim Chowdhury, LDA; Cell-V:- Minati Roy, S.O.; A/C Cell:- Ongdup John Lepcha, Registrar; Md. Amin Qoraishi, S.O.; Badal Maity, LDA; Mithun Majumdar, LDA; Issue:- Ratna Manna, Typist Gr. -I; Receiving Section:- Goutam Das, LDA ; Gr D:- Saminul Hoque Biswas, Peon Gr. I. SSP (on contract):- Barun Maity
15/09/2020 (Tuesday)	Cell-I:- Pradyut Kr. Ghosh, HA ; Swapnali Mondal, LDA; Asif Anees, LDA; Cell-II:- Manoranjan Adhikary, HA; Cell-III:- Anupam Chakraborty, LDA; Debashis Sur, LDA; Purna Biswas, LDA; Bhaskar Banerjee, LDA; Swati Sengupta, LDA; Bijoy Kr. Saha, LDA; Zobaidda Khatun, Muhrr. Gr.-II; Cell-IV:- Kishore Sardar, LDA; Cell-V:- Arunava Nag, Goutam Mal, LDA; A/C Cell:- Lily Bhattacharya, LDA; Issue:- Avijit Paria, Typist Gr. -I; Receiving Section:- Sonu Balmiki, LDA ; Gr. D:- Raunak Siddique, Peon. Eoffice support personnel (on contract):-Gouranga Bahera,
16/09/2020 (Wednesday)	Runu Poddar, P.A. to Spl.Secy ; Cell-I:- Mrityunjay Ray, LDA; Monojit Das, LDA; Swapnali Mondal, LDA; Cell-II:- Somenath Dutta, H.A.; Cell-III:- Purna Biswas, LDA; Subodh Beshra, LDA; Cell-IV:- Partha Pratim Chowdhury, LDA; Cell-V:- Minati Roy, S.O.; Riju Bhuiya, LDA; A/C Cell:- Badal Maity, LDA; Issue:- Shyamal Chakraborty, Sup. Gr. Typist; Receiving Section:- Subrata Saha, LDA; Gr D:- Raunak Siddique, Peon. SSP (on contract):- Barun Maity
18/09/2020 (Friday)	Cell-I:- Kanchan Kr. Das, HA ; Mrityunjay Ray, LDA; Asif Anees, LDA; Cell-II:- Haradhan Singha, HA; Cell-III:- Debashis Sur, LDA; Swati Sengupta, LDA; Bhaskar Banerjee, LDA; Bijoy Kr. Saha, LDA; Ratan Sardar, LDA; Cell-IV:- Manoj Kr. Chaudhuri, Asstt. Secy. ; Cell-V:- Minati Roy, S.O.; Arunava Nag, LDA; A/C Cell:- Ongdup John Lepcha, Registrar; Md. Amin Qoraishi, S.O.; Mithun Majumdar, LDA; Sambhunath Adak, Muhrr. Gr.-I; Issue:- Dhurjati Chakraborty, Sup. Gr. Typist; Receiving Section:- Smt. Seema Das, LDA; Gr. D:- Saminul Hoque Biswas, Peon Gr. I. Eoffice support personnel (on contract):-Gouranga Bahera,
19/09/2020 (Saturday)	Runu Poddar, P.A. to Spl.Secy ; Cell-I:- Mithlesh Tewari, LDA; Cell-II:- Manoranjan Adhikary, HA; Cell-III:- Manoranjan Biswas, S.O.; Shamsul Alam, H.A. ; Dipak Ranjan Das, H.A.; Cell-IV:- Partha Pratim Chowdhury, LDA; Cell-V:- Riju Bhuiya, LDA; A/C Cell:- Pradyot Sardar, LDA; Debi Prasad Bhattacharya, LDA; Manzar Alam Siddique, LDA ; Issue:- Alokesh Kundu, LDA; Sandip Kundu, Typist Gr.-I; Law Officer (on contract):-Sougata Mukhopadhyay, Receiving Section:- Goutam Das, LDA ; Gr. D:- Sachin Das, Record Supplier; Ashim Kr. Chowdhury, Duftry; Zahir Baidya, Peon; Rik Ghosh, Peon. SSP (on contract):- Barun Maity
21/09/2020 (Monday)	Runu Poddar, P.A. to Spl.Secy ; Cell-I:- Monojit Das, LDA; Mithlesh Tiwari, LDA; Cell-II:- Haradhan Singha, HA; Cell-III:- Debashis Sur, LDA; Ratan Sardar, LDA; Cell-IV:- Manoj Kr. Chaudhuri, Asstt. Secy. ; Cell-V:- Minati Roy, S.O.; Goutam Mal, LDA; A/C Cell:- Ongdup John Lepcha, Registrar; Badal Maity, LDA; Issue:- Ratna Manna, Typist Gr.-I; Receiving Section:- Goutam Das, LDA ; Gr D:- Raunak Siddique, Peon. SSP (on contract):- Barun Maity
22/09/2020 (Tuesday)	Cell-I:- Pradyut Kr. Ghosh, HA ; Swapnali Mondal, LDA; Mithlesh Tiwari, LDA; Asif Anees, LDA; Cell-II:- Somenath Dutta, H.A.; Cell-III:- Bhaskar Banerjee, LDA; Bijoy Kr. Saha, LDA; Zobaidda Khatun, Muhrr. Gr.-II; Cell-IV:- Kishore Sardar, LDA; Cell-V:- Arunava Nag, Goutam Mal, LDA; A/C Cell:- Lily Bhattacharya, LDA; Issue:- Avijit Paria, Typist Gr. -I; Receiving Section:- Sonu Balmiki, LDA ; Gr. D:- Saminul Hoque Biswas, Peon Gr. I. Eoffice support personnel (on contract):-Gouranga Bahera,
23/09/2020 (Wednesday)	Runu Poddar, P.A. to Spl.Secy ; Cell-I:- Mrityunjay Ray, LDA; Monojit Das, LDA; Swapnali Mondal, LDA; Cell-II:- Manoranjan Adhikary, HA; Cell-III:- Anupam Chakraborty, LDA; Purna Biswas, LDA; Ratan Sardar, LDA; Subodh Beshra, LDA; Cell-IV:- Partha Pratim Chowdhury, LDA; Cell-V:- Minati Roy, S.O.; Riju Bhuiya, LDA; A/C Cell:- Badal Maity, LDA; Issue:- Shyamal Chakraborty, Sup. Gr. Typist; Receiving Section:- Subrata Saha, LDA; Gr D:- Raunak Siddique, Peon. SSP (on contract):- Barun Maity
24/09/2020 (Thursday)	Cell-I:- Kanchan Kr. Das, HA ; Mrityunjay Ray, LDA; Asif Anees, LDA; Cell-II:- Haradhan Singha, HA; Cell-III:- Anupam Chakraborty, LDA; Debashis Sur, LDA; Purna Biswas, LDA; Cell-IV:- Manoj Kr. Chaudhuri, Asstt. Secy. ; Cell-V:- Riju Bhuiya, LDA; A/C Cell:- Ongdup John Lepcha, Registrar; Mithun Majumdar, LDA; Sambhunath Adak, Muhrr. Gr.-I; Issue:- Dhurjati Chakraborty, Sup. Gr. Typist; Receiving Section:- Smt. Seema Das, LDA; Gr. D:- Saminul Hoque Biswas, Peon Gr. I. Eoffice support personnel (on contract):-Gouranga Bahera,
25/09/2020 (Friday)	Runu Poddar, P.A. to Spl.Secy ; Cell-I:- Pradyut Kr. Ghosh, HA ; Asif Anees, LDA; Cell-II:- Somenath Dutta, H.A.; Cell-III:- Bhaskar Banerjee, LDA; Bijoy Kr. Saha, LDA; Zobaidda Khatun, Muhrr. Gr.-II; Cell-IV:- Kishore Sardar, LDA; Cell-V:- Minati Roy, S.O.; Arunava Nag, LDA; A/C Cell:- Md. Amin Qoraishi, S.O.; Lily Bhattacharya, LDA; Issue:- Avijit Paria, Typist Gr. -I; Receiving Section:- Sonu Balmiki, LDA ; Gr. D:- Saminul Hoque Biswas, Peon Gr. I. SSP (on contract):- Barun Maity

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26/09/2020 (Saturday)	Cell-I:- Mithlesh Tewari, LDA; Cell-II:- Manoranjan Adhikary, HA; Cell-III:- Shamsul Alam, H.A. ; Dipak Ranjan Das, H.A.; Cell-IV:- Minati Roy, S.O.; Partha Pratim Chowdhury, LDA; Cell-V:- Riju Bhuiya, LDA; A/C Cell:- Pradyot Sardar, LDA; Debi Prasad Bhattacharya, LDA; Manzar Alam Siddique, LDA ; Issue:- Alokesh Kundu, LDA; Sandip Kundu, Typist Gr.-I; Law Officer (on contract):-Sougata Mukhopadhyay; Receiving Section:- Goutam Das, LDA ; Gr. D:- Sachin Das, Record Supplier; Susanta Das, Peon; Zahir Baidya, Peon; Rik Ghosh, Peon. SSP (on contract):- Barun Maity
28/09/2020 (Monday)	Runu Poddar, P.A. to Spl.Secy ; Cell-I:- Monojit Das, LDA; Mithlesh Tiwari, LDA; Cell-II:- Haradhan Singha, HA; Cell-III:- Debashis Sur, LDA; Ratan Sardar, LDA; Cell-IV:- Manoj Kr. Chaudhuri, Asstt. Secy. ; Cell-V:- Minati Roy, S.O.; A/C Cell:- Ongdup John Lepcha, Registrar; Md. Amin Qoraishi, S.O.; Badal Maity, LDA; Issue:- Ratna Manna, Typist Gr.-I; Receiving Section:- Goutam Das, LDA ; Gr D:- Raunak Siddique, Peon. Eoffice support personnel (on contract):-Gouranga Bahera,
29/09/2020 (Tuesday)	Cell-I:- Pradyut Kr. Ghosh, HA ; Mrityunjay Ray, LDA; Swapnali Mondal, LDA; Asif Anees, LDA; Cell-II:- Manoranjan Adhikary, HA; Cell-III:- Anupam Chakraborty, LDA; Purna Biswas, LDA; Swati Sengupta, LDA; Uttara Ghosh Chowdhury, LDA; Bijoy Kr. Saha, LDA; Zobaidda Khatun, Muhrr. Gr.-II; Cell-IV:- Kishore Sardar, LDA; Cell-V:- Arunava Nag, LDA; A/C Cell:- Lily Bhattacharya, LDA; Issue:- Avijit Paria, Typist Gr. -I; Receiving Section:- Sonu Balmiki, LDA ; Gr. D:- Saminul Hoque Biswas, Peon Gr. I. SSP (on contract):- Barun Maity
30/09/2020 (Wednesday)	Runu Poddar, P.A. to Spl.Secy ; Cell-I:- Mrityunjay Ray, LDA; Monojit Das, LDA; Cell-II:- Somenath Dutta, H.A.; Cell-III:- Debashis Sur, LDA; Bhaskar Banerjee, LDA; Ratan Sardar, LDA; Subodh Beshra, LDA; Cell-IV:- Partha Pratim Chowdhury, LDA; Cell-V:- Minati Roy, S.O.; Riju Bhuiya, LDA; A/C Cell:- Badal Maity, LDA; Issue:- Shyamal Chakraborty, Sup. Gr. Typist; Receiving Section:- Subrata Saha, LDA; Gr D:- Raunak Siddique, Peon. Eoffice support personnel (on contract):-Gouranga Bahera,


Officers/Employees having any sort of symptoms like mild fever, cough and Cold are advised not to attend office with necessary intimation to this effect to the respective authority. Officers/Employees of this Department are hereby directed to do their work from home through e-Office file management system. Staff attached to the office of the Joint Secretary are hereby directed to attend office as per the instruction of the Joint Secretary. In addition to above roster, if any staff is instructed to attend office by his superior, he must attend office.
This is issued in the interest of public services.


Deputy Secretary to the Govt. of West Bengal
Date: **10.09.2020**

No. **2337** /115)-DMCD

Copy to :-

1. Sr. P.A. to the Principal Secretary of this Deptt.
2. Sr. P.A. to the Special Secretary of this Deptt.
3. Sr. P.A. to the Joint Secretary of this Deptt.
4. Copy for Website Section for uploading of the same in the Official Website of this Deptt.
5. Office Copy.


Deputy Secretary to the Govt. of West Bengal