

Government of West Bengal
Office of the Controller of Civil Defence, Kolkata
 81/2/2 Phears Lane, Kolkata-700012


Memo No.: 600/CDC

September 04, 2023

Order

Following Staff Officer-Cum-Instructors are hereby detailed in the office of The Controller of Civil Defence, Kolkata for official purposes with immediate effect.

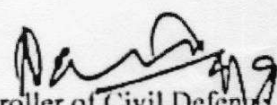
Sl No.	Name of the SOI	Section	Remarks
1.	SOURAV KUMAR SAHA 9804186310	Land and Building Matters & Grievance Cell	
2.	MAHASIN MONDAL 7586040586	Communication, Law & Store	
3.	MD SAIFULLAH SK 7278871551	Transport, Receive & Dispatch	
4.	ASHIS DAS 8642903585	Procurement Matter	
5.	CHANDRA BERA 6290384953	Training & ICC	
6.	AKIBUDDIN MONDAL 6295156675	In-Charge Control Room, Warden Services & Swastha Sathi	
7.	BHARAT MONDAL 9681574216	RTI all matters & deployment of CDVs	


 Controller of Civil Defence
 Kolkata
 September 04, 2023

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Copy Forwarded for kind information:

1. The Director of Civil Defence, West Bengal.
2. The ADG of Civil Defence, West Bengal.
3. The IGP of Civil Defence, West Bengal.
4. The Deputy Controller of Civil Defence North, Central and South Sub-Area.
5. The Officer Commanding of Civil Defence Training/ Communication/ Transport/ Supply Service.
6. Commandant of Central Civil Defence Training Institute, West Bengal.
7. Head Clerk.
8. Establishment Section.


 Controller of Civil Defence
 Kolkata

GOVERNMENT OF WEST BENGAL
OFFICE OF THE CONTROLLER OF CIVIL DEFENCE, KOLKATA
81/2/2, Phears Lane, Kolkata-700 012

Order

No. ⁷⁹⁴ CDC/E-191591

Date. 5.12.23

It is hereby ordered that henceforth for smooth functioning of this office, the following work distribution is hereby made as follows:-

Sl. No.	Name & Designation	Allotted Work Details	Contact No.	Attached CDV's for computer working
1.	Shri Pritam Banerjee Head Clerk	Pension matters, Appointment, Promotion, Gradation, CAS of all employees and all over supervision of Establishment Section.	9831406079	Shri Amit Mitra
2.	Shri Subrata Joarder, Head Clerk	Head Clerk of Central sub area, Kolkata. Attached to the Director, WB and also In-Charge of Medical Cell of CCD, Kol and Director ,WB	9830348279	Shri Abhijit Ojha
3.	Smt Rituparna Gupta Dutta, accountant	All Accounts verification, Preparation of all bills, Allotment of CCD, Kol and Director ,WB and also look after Budget and Audit matters.	9051727138	Shri Goutam Bhandari
4.	Shri Debasish Dasgupta, UDC	Overall charge of Store Section	877482744	Shri Abhijit Chatterjee
5.	Shri Anil Singh, UDC	Overall charge of Transport Section and look after Store Section.	6290122013	

6.	Shri Arijit Dey UDC	Attached with Director, WB office	9123372272	
7.	Miss Sayani Ganguly, UDC	Attached to the Establishment Section to look after the personal file , Service book , Leave of Group(A,B,C) employees, Joining and release of all employees and also look after all matters pertaining to e-Office NIC and monthly Training matter with Shri Swapan Majhi, OC	9674266416	Shri Amit Mitra
8.	Smt. Summona Chakraborty, LDC	Attached to the medical cell, creation of log-in ID, primary checking of medical cell. claim of Group-D staff and assist to Shri Pritam Banerjee, HC	8334874601	Shri Abhijit Ojha
9.	Sri. Barun Dutta, LDC	Preparation of Personal File , Service Book and leave of all Group D employees.	9830045328	
10.	Smt. Antara Bakshi (Sil), Gr-D	Attached to the Acctt. Section and maintained Cash Book	9433910148	
11.	Shri Suvo Das, Gr-D	Attached to the Medical Cell(WBHS)Scrutiny the medical claim and prepared the sanction order.	7980603275	

This will remain in force until further orders.

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Controller of Civil Defence
Kolkata

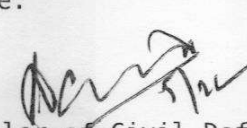
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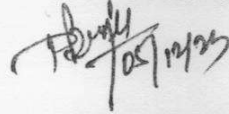
Date. 5.12.23

Copy to:-

1. The Director of Civil Defence, West Bengal for kind information
2. The IGP of Civil Defence, West Bengal.
3. The Dy. Controller of Civil Defence, Hqrs, Kolkata
4. The Officer Commanding, Training Service, CDO, Kolkata.
5. 1-9 Shri/ Smt..... For Compliance.


Controller of Civil Defence

Kolkata


05/12/23