

Government of West Bengal
Department of Disaster Management & Civil Defence
Nabanna, (2nd Floor), 325, Sarat Chatterjee Road,
Howrah – 711102.

No. 1198 –DMCD

Date:29.07.2021

ORDER

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 roaster:-

Date	Name of the Employee/Officer
02/08/2021 MONDAY	Ananta Kumar Sikhdar, Assistant Secretary; ; Cell-I:- Kanchan Kumar Das(HA), Mithlesh Tiwari (LDA) Cell-II:- Haradhan Singha, H.A. Manoranjan Adhikary, HA ; ; Cell-III:- Monoranjan Biswas, S.O. , Debashis Sur, UDA; Purna Biswas, UDA; Mahua Dolui, UDA; Cell-IV:- Partha Pratim Chowdhury, UDA ; Kishore Sardar, UDA; Cell-V:- Arunava Nag, UDA, Monojit Das, UDA; A/C Cell:- Badal Maity, UDA; Lily Bhattacharjee, UDA; Debi Prasad Bhattacharjee, UDA; Sambhu Nath Adak, Muhrr. Gr.-I Issue:- Kazi Nozrul Islam, Sup. Gr. Typist; Avijit Paria, Typist Gr.-I , Zahir Baidya, Peon IT PERSONNEL:- ; E office support personnel(on contract):- Gouranga Behera ; Receiving & Reference Section:- Alokesh Kundu, UDA; Gr. D:- Susanta Das, Peon;
03/08/2021 TUESDAY	Asim Kumar Roy, Registrar; ; Cell-I:- Swapnali Mondal (LDA Cell-II:- Somenath Dutta, H.A, Subhajit Dutta, LDA Cell-III:- Swati Sengupta, UDA; Bijoy Kr. Saha, UDA ;Subodh Beshra, UDA; Zobaida Khatun, Muhrr. Gr.-II Cell-V:- Riju Bhuinya, UDA; A/C Cell:- MD Amin Qoraishi, SO; Mithun Majumdar, LDA; Ashim Kumar Choudhury, R.S. ; Issue:- Dhurjati Chakraborty, Sup. Gr. Typist ; Ratna Manna , Typist Gr.-I; Fatema Khatun, Peon IT PERSONNEL- Barun Maity, SSP(on contract); Law Officer on contract:- Sougata Mukhopadhyay, Receiving & Reference Section:- Goutam Das, UDA; Gr. D:- Rik Ghosh, Peon;
04/08/2021 WEDNESDAY	Ananta Kumar Sikhdar, Assistant Secretary; ; Cell-I:- Pradyout Kumar Ghosh (HA), Manzar Alam Siddiqui (LDA) Cell-II:- Haradhan Singha, H.A.; Manoranjan Adhikary, HA Cell-III:- Subrata Kr. Mondal, S.O.; Anupam Chakraborty, UDA; Debashis Sur, UDA; Bhaskar Banerjee, UDA; Uttara Ghosh Chowdhury, UDA ; Bijoy Kr. Saha, UDA ;Mahua Dolui, UDA; Cell-V:- Dipak Ranjan Das, H.A., Arunava Nag, UDA, Monojit Das, UDA; A/C Cell:- MD Amin Qoraishi, SO ,Badal Maity, UDA; Debi Prasad Bhattacharya, UDA, Mithun Majumdar, LDA; Sambhu Nath Adak, Muhrr. Gr.-I; Issue:- Kazi Nozrul Islam, Sup. Gr. Typist; Subrata Saha, UDA, Sandip Kundu, Typist Gr.-I, Saminul Hoque Biswas, Peon Gr.-I IT PERSONNEL- Sabbir Ali Seikh, S.D.(on contract); Receiving & Reference Section:- Alokesh Kundu, UDA;
05/08/2021 THURSDAY	Asim Kumar Roy, Registrar; ; Cell-I:- Somenath Sheet (UDA) , Asif Anees (LDA) Cell-II:- Somenath Dutta, H.A; Cell-III:- Swati Sengupta, UDA; Purna Biswas, UDA; Zobaida Khatun, Muhrr. Gr.-II ; Cell-IV:- Partha Pratim Chowdhury, UDA, Kishore Sardar, UDA; Cell-V:- Monojit Das, UDA, Riju Bhuinya, UDA; A/C Cell:- Mithun Majumdar, LDA; Ashim Kumar Choudhury, R.S. Issue:- Dhurjati Chakraborty, Sup. Gr. Typist; Avijit Paria, Typist Gr.-I , Zahir Baidya, Peon ; ; IT PERSONNEL- Barun Maity, SSP(on contract); Receiving & Reference Section:- Seema Das, UDA; Gr. D:- Shyamali Sarkar, Peon;
06/08/2021 FRIDAY	Ananta Kumar Sikhdar, Assistant Secretary; ; Cell-I:- Mrityunjoy Roy (UDA), Cell-II:- Manoranjan Adhikary, HA Subhajit Dutta, LDA Cell-III:- Subrata Kr. Mondal, S.O.; Bhaskar Banerjee, UDA; Uttara Ghosh Chowdhury, UDA ; Ratan Sardar, UDA; Mahua Dolui, UDA; Cell-V:- Dipak Ranjan Das, H.A., Arunava Nag, UDA,; A/C Cell:- Lily Bhattacharya, UDA; Raunak Siddique, Peon Issue:- Kazi Nozrul Islam, Sup. Gr. Typist; Subrata Saha, UDA, Ratna Manna, Typist Gr.I, Saminul Hoque Biswas, Peon Gr.-I IT PERSONNEL- Sabbir Ali Seikh, S.D.(on contract); Law Officer on contract:- Sougata Mukhopadhyay, Receiving & Reference Section:- Alokesh Kundu, UDA; Gr. D:- Rik Ghosh, Peon; E office support personnel(on contract):- Gouranga Behera ;

09/08/2021 MONDAY	Ananta Kumar Sikhdar, Assistant Secretary; ; Cell-I:- Kanchan Kumar Das(HA), Mithlesh Tiwari (LDA) Cell-II:- Haradhan Singha, H.A. Somenath Dutta, H.A.; ; Cell-III:- Monoranjan Biswas, S.O. , Anupam Chakrabarty, UDA; Debashis Sur, UDA; Purna Biswas, UDA; Mahua Dolui, UDA; Cell-IV:- Partha Pratim Chowdhury, UDA ; Kishore Sardar, UDA; Cell-V:- Arunava Nag, UDA, Monojit Das, UDA; A/C Cell:- Badal Maity, UDA; Lily Bhattacharjee, UDA; Debi Prasad Bhattacharjee, UDA; Sambhu Nath Adak, Muhrr. Gr.-I Issue:- Dhurjati Chakraborty, Sup. Gr. Typist; Avijit Paria, Typist Gr.-I , Zahir Baidya, Peon IT PERSONNEL:- ; E office support personnel(on contract):- Gouranga Behera ; Receiving & Reference Section:- Alokesh Kundu, UDA; Gr. D:- Susanta Das, Peon;
10/08/2021 TUESDAY	Asim Kumar Roy, Registrar; ; Cell-I:- Swapnali Mondal (LDA) Cell-II:- Monoranjan Adhikary, H.A, Subhajit Dutta, LDA Cell-III:- Swati Sengupta, UDA; Bijoy Kr. Saha, UDA Subodh Beshra, UDA; Zobaida Khatun, Muhrr. Gr.-II Cell-V:- Riju Bhuinya, UDA; A/C Cell:- MD Amin Qoraishi, SO; Mithun Majumdar, LDA; Ashim Kumar Choudhury, R.S. ; Issue:- Kazi Nozrul Islam, Sup. Gr. Typist ,Ratna Manna , Typist Gr.-I; Fatema Khatun, Peon Gr.-1 IT PERSONNEL:- Barun Maity, SSP(on contract); Law Officer on contract:- Sougata Mukhopadhyay, Receiving & Reference Section:- Goutam Das, UDA; Gr. D:- Rik Ghosh, Peon;
11/08/2021 WEDNESDAY	Ananta Kumar Sikhdar, Assistant Secretary; ; Cell-I:- Pradyout Kumar Ghosh (HA), Manzar Alam Siddiqui (LDA) Cell-II:- Haradhan Singha, H.A.; Somenath Dutta, H.A.; Cell-III:- Subrata Kr. Mondal, S.O.; Anupam Chakrabarty, UDA; Debashis Sur, UDA; Bhaskar Banerjee, UDA; Uttara Ghosh Chowdhury, UDA ; Mahua Dolui, UDA; Cell-V:- Dipak Ranjan Das, H.A., Arunava Nag, UDA, Monojit Das, UDA; A/C Cell:- Badal Maity, UDA; Debi Prasad Bhattacharya, UDA, Mithun Majumdar, LDA; Sambhu Nath Adak, Muhrr. Gr.-I; Issue:- Dhurjati Chakraborty, Sup. Gr. Typist; Subrata Saha, UDA, Sandip Kundu, Typist Gr.-I, Zahir Baidya, Peon; IT PERSONNEL:- Sabbir Ali Seikh, S.D.(on contract); Receiving & Reference Section:- Alokesh Kundu, UDA;
12/08/2021 THURSDAY	Asim Kumar Roy, Registrar; ; Cell-I:- Somenath Sheet (UDA) , Asif Anees (LDA) Cell-II:- Monoranjan Adhikary, H.A, Cell-III:- Swati Sengupta, UDA; Bijoy Kr. Saha, UDA , Purna Biswas, UDA; Zobaida Khatun, Muhrr. Gr.-II ; Cell-IV:- Partha Pratim Chowdhury, UDA, Kishore Sardar, UDA; Cell-V:- Dipak Ranjan Das, H.A., Riju Bhuinya, UDA; A/C Cell:- MD Amin Qoraishi, SO; Mithun Majumdar, LDA; Ashim Kumar Choudhury, R.S. Issue:- Kazi Nozrul Islam, Sup. Gr. Typist; Avijit Paria, Typist Gr.-I , Saminul Hoque Biswas, Peon Gr.-I; ; IT PERSONNEL:- Barun Maity, SSP(on contract); Receiving & Reference Section:- Seema Das, UDA; Gr. D:- Shyamali Sarkar, Peon;
13/08/2021 FRIDAY	Ananta Kumar Sikhdar, Assistant Secretary; ; Cell-I:- Mntyunjoy Roy (UDA), Cell-II:- Somenath Dutta, H.A; Subhajit Dutta, LDA Cell-III:- Subrata Kr. Mondal, S.O.; Anupam Chakrabarty, UDA; Bhaskar Banerjee, UDA; Uttara Ghosh Chowdhury, UDA ; Ratan Sardar, UDA; Mahua Dolui, UDA; Cell-V:- Arunava Nag, UDA, Monojit Das, UDA; A/C Cell:- Lily Bhattacharya, UDA; Raunak Siddique, Peon Issue:- Dhurjati Chakraborty, Sup. Gr. Typist; Ratna Manna, Typist Gr.I, Subrata Saha, UDA, Fatema Khatun, Peon Gr.-1 IT PERSONNEL:- Sabbir Ali Seikh, S.D.(on contract); Law Officer on contract:- Sougata Mukhopadhyay, Receiving & Reference Section:- Alokesh Kundu, UDA; Gr. D:- Rik Ghosh, Peon; E office support personnel(on contract):- Gouranga Behera ;

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. In addition to above roaster, if any staff is instructed to attend office by his superior, he shall attend office.

Officers/Employees of this Department are hereby directed to do their work from home through e-Office file management system. Staffs attached to the office of the Joint Secretary are hereby directed to attend office as per the instruction of the Joint Secretary.

This is issued in the interest of public services.


Deputy Secretary to the Govt. of West Bengal

No.1198/1(5)-DMCD

Date: 29.07.2021

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