

Government of West Bengal  
Department of Disaster Management & Civil Defence  
"NABANNA" (2<sup>nd</sup> Floor)  
325, Sarat Chatterjee Road, Howrah – 711 102.

No.842/DMCD

Dated, Howrah, the 18<sup>th</sup> April, 2024.

**O R D E R**

In supersession of all the previous orders, work allotment in respect of the Officers/employees of this Department is revised as follows :-

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.	Cell- 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 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.	Rahul Sengupta, U.D.A.	Sri Palash Kumar Roy, H.A.	Smt. Briti Sil, U.D.A.
		1. NGR, LGR (allotment), payment, 2. transport/remuneration ch.), 3. Any other work as may be allotted by the authority.	Smt. Briti Sil, U.D.A.	Sri Palash Kumar Roy, H.A.	Rahul Sengupta, U.D.A.
		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.	Smt. Soumita Koley, L.D.A. Cell-I	Sri Palash Kumar Roy, H.A.	Sri Somnath Sheet, U.D.A.

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		<ul style="list-style-type: none"> <li>7. Starvation Cash GR (H/A-2235),</li> <li>8. Any other work as may be allotted by the authority in addition of her normal duties.</li> </ul>					
2.	Cell- II (Budget Cell)	<ul style="list-style-type: none"> <li>1. Ganga Sagar Mela.</li> <li>2. Vivekananda Chair.</li> <li>3. Covid-19 Ex-gratia.</li> <li>4. RE &amp; BE under Administrative expenditure.</li> <li>5. RE &amp; BE under state development scheme.</li> <li>6. Suggestion of head of account related to other cells.</li> <li>7. Online reconciliation with AG.</li> <li>8. Apada Mitra.</li> <li>9. Salaries of officers and staffs of this Department.</li> <li>10. Minister's discretionary grant.</li> <li>11. Up gradation of SEOC &amp; District EOCs.</li> </ul>	Sri. Somnath Sheet, U.D.A.	Sri Brojobandhu Chaudhuri, S.O. Akkas Ali, S.O. Sri. Nirvik Roy Chowdhury, H.A.	Sri Brojobandhu Chaudhuri, S.O. Sri. Nirvik Roy Chowdhury, H.A.		
		<ul style="list-style-type: none"> <li>12. Mock exercise.</li> <li>13. ATI training.</li> <li>14. Net grant statement.</li> </ul>				Sri. Nirvik Roy Chowdhury, H.A.	Sri Brojobandhu Chaudhuri, S.O.
		<ul style="list-style-type: none"> <li>15. Any other work as may be allotted by the authority in addition of his normal duties.</li> </ul>				Sri Brojobandhu Chaudhuri, S.O. Sri. Nirvik Roy Chowdhury, H.A.	
		<ul style="list-style-type: none"> <li>1. All matters related to SDMRF/NDRF.</li> <li>2. Audit Query replies.</li> </ul>	Sri Sanjay Mandal, U.D.A.,	Sri Sekhar Majumdar, H.A. Sri. Nirvik Roy Chowdhury, H.A.	Somnath Sheet, U.D.A.		
		<ul style="list-style-type: none"> <li>3. SDRF, SDMF.</li> <li>4. Reducing of urban flooding under NDMF.</li> <li>5. Monthly report of SDRF.</li> <li>6. Annual report of SDRF.</li> <li>7. Attachment II.</li> <li>8. Investment in scheduled Commercial Bank.</li> <li>9. SEC approval of proposals received from line Department and Dte.</li> <li>10. Interest payment on release of delayed matching state share.</li> <li>11. Interest payment on closing balance of SDRF.</li> </ul>					

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		12. Procurement of equipment under SDRF. 13. Eastern Zonal Council Meeting.			
		14. Any other work as may be allotted by the authority in addition of his normal duties.			Sri Brojobandhu Chaudhuri, S.O Sri. Nirvik Roy Chowdhury, H.A.
		1. NCRMP-II (Component A, B, C, &D), ICZMP.			Sri Brojobandhu Chaudhuri, S.O Sri. Nirvik Roy Chowdhury, H.A.
		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.		Akkash Ali, S.O. Sri. Nirvik Roy Chowdhury, H.A.
		10. Any other work as may be allotted by the authority in addition of her normal duties.			Sri Brojobandhu Chaudhuri, S.O Sri Paritosh Sarkar, H.A. Sri. Nirvik Roy Chowdhury, H.A.
3.	Cell- III (Estt. Of Sectt.)	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 Health Scheme (Secretariat), 5. Car Stickers and Passes for Assembly and Nabanna 6. Payments of Bills of Papers and periodicals of Hon'ble MIC and Principal Secretary and Joint Secretary 7. Recoupment of Permanent Advance fund, P.O. Bill Payment, 8. Work related to RTI Act, RPwD Act. Misc. 9. Appointment of DDO, 10. Any other work as may be allotted by the authority.	Smt. Swati Sengupta, UDA,		Sri. Subrata Kr. Mandal, S.O. Sri. Santosh Kr. Mazumdar, S.O. Sri. Nirvik Roy Chowdhury, H.A.

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		<ol style="list-style-type: none"> <li>1. Advance drawal and claim settlement under W.B.H.S. of Directorate and Regional offices,</li> <li>2. Pension files</li> <li>3. DRR/DRMP/observation of NDDR/CETC/Aquatic Disaster Training.,</li> <li>4. Leave encashment.</li> <li>5. Talk Show,</li> <li>6. Capacity Building,</li> <li>7. Annual Administrative Report, Misc.</li> <li>8. Any other work as may be allotted by the authority.</li> </ol>	<p style="text-align: center;">Sri Debi Prasad Bhattacharya, UDA,</p>	<p style="text-align: center;">Sri Santosh Kr. Mazumdar, S.O.</p>	<p style="text-align: center;">Sri Subrata Mandal, S.O. Sri Subrata Kr. Majumdar, S.O.</p>
		<ol style="list-style-type: none"> <li>1. PRSS,</li> <li>2. Reserve Bank Cheque,</li> <li>3. Tiffin Allowance, Liveries,</li> <li>4. Employees' Data Sheet,</li> <li>5. Gangasagar Mela control room duty G.O.,</li> <li>6. Durga Puja &amp; Kali Puja Control room duty roaster G.O.,</li> <li>7. PMNRF Ex-Gratia,</li> <li>8. Payment to advertising agency.</li> <li>9. Payment to Saraswaty Press, E-Soft, Biswa Bangla.</li> <li>10. Payment to WTL for special control room duty.</li> <li>11. Payment for booking Air &amp; Rail Tickets.</li> <li>12. Payment of Telephone bills of this Department.</li> <li>13. Any other work as may be allotted by the authority.</li> </ol>	<p style="text-align: center;">Sri Bijoy Saha, UDA,</p>	<p style="text-align: center;">Smt. Rituparna Chandra Kundu, HA.</p>	
		<ol style="list-style-type: none"> <li>1. Purchase through GeM,</li> <li>2. Purchase of Stationery Articles,</li> <li>3. AMC of Computers, Photocopiers, Fax,</li> <li>4. Order to PWD,</li> <li>5. Payment regarding Washing of towels,</li> <li>6. Payment from PA fund,</li> <li>7. Order and Payment to IRCTC and other agencies for supplying food packets.</li> <li>8. Any other work as may be allotted by the authority.</li> </ol>	<p style="text-align: center;">Sri Ratan Sardar, UDA</p>	<p style="text-align: center;">Sri. Subrata Kr. Mandal, S.O.</p>	<p style="text-align: center;">Md. Manzar Alam Siddiqi, U.D.A.</p>
		<ol style="list-style-type: none"> <li>1. Tour &amp; Training (General),</li> <li>2. Joining and Release of all employees of this Department.</li> </ol>	<p style="text-align: center;">Smt. Uttara Ghosh Chowdhury, UDA,</p>	<p style="text-align: center;">Sri. Subrata Kr. Mandal, S.O.</p>	<p style="text-align: center;">Smt. Swati Sengupta, UDA.</p>

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<ol style="list-style-type: none"> <li>3. Joining and Release of all employees of this Department.</li> <li>4. Issuance of Identity Card in favour of the employees of this Deptt.</li> <li>5. Payment to Susanta Mondal (IT Equipments Cleaner).</li> <li>6. Child Care Leave &amp; Station Leave Permission,</li> <li>7. Service Book of all employee of this Department,</li> <li>8. ACR/APR of employees of all categories,</li> <li>9. GPF, HBA, MCA, MIA, GISS, Misc.</li> <li>10. Preparation and Sending of Service Verification Certificates of the Pr. Secretary and other WBCS Officers.</li> <li>11. Any other work as may be allotted by the authority.</li> </ol>		<p>Sri Santosh Kumar Mazumdar. S.O.</p>	
<ol style="list-style-type: none"> <li>1. Leave files.</li> <li>2. Attendance Report,</li> <li>3. Bill for payment of Car of this Deptt. &amp; Directorate Office.</li> <li>4. Any other work as may be allotted by the authority.</li> </ol>	<p>Shri Subodh Chandra Besra, UDA,</p>	<p>Sri Santosh Kumar Mazumdar. S.O. Sri. Subrata Kr. Mandal, S.O.</p>	<p>Sri Ratan Sardar, UDA.</p>
<ol style="list-style-type: none"> <li>1. All HRMS Matters, LTC/HTC,</li> <li>2. Engagement of Car on permanent &amp; Casual Basis.</li> <li>3. Renewal of Contract of Cars associated with Hon'ble MIC of this Department,</li> <li>4. Bill payment of Cars of Hon'ble MIC, Pr. Secretary and other Officers.</li> </ol>	<p>Shri Purna Biswas UDA,</p>	<p>Sri Santosh Kumar Mazumdar. S.O Sri. Subrata Kr. Mandal, S.O. Sri. Nirvik Roy Chowdhury, H.A.</p>	<p>Sri Mithun Majumdar, LDA,</p>
<ol style="list-style-type: none"> <li>1. Appointment and Payment of contractual staff (Software Developer and Software Support Personnel of this Department),</li> <li>2. Promotion, Acting Arrangements for monthly Salary of all officers and staffs of this Department,</li> <li>3. Allocation of Control Room Duty,</li> <li>4. Collection of Govt. calendars from Govt. Press.</li> <li>5. Election duty,</li> <li>6. Preparation of Gradation list of Group-'C' &amp; 'D' staffs of this Department,</li> <li>7. Preparation of list of employees for appointment &amp; promotion in this Department following the Rosters as per Govt. orders,</li> <li>8. Payment of bills of cars of Hon'ble MIC and other</li> </ol>	<p>Md. Manzar Alam Siddiqui, UDA.</p>	<p>Sri Santosh Kumar Mazumdar. S.O. Sri. Subrata Kr. Mandal, S.O.</p>	<p>Wahed Raza, LDA.</p>

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		<p>officers.</p> <p>9. Any other work as may be allotted by the authority.</p>			
		<p>1. Appointment and Payment of Contractual Officers (Capacity Building Officer, Documentation Officer &amp; Disaster Management Specialist attached to EOC of this Department, Sr. Consultant).</p> <p>2. Awareness Generation related works.</p> <p>3. Any other work as may be allotted by the authority.</p>	<p>Wahed Raza, LDA. He is at present under the control of the CEO.</p>	<p>Sri Santosh Kumar Mazumdar. S.O.</p>	<p>Md. Manzar Alam Siddiqui, LDA.</p>
		<p>1. Leave of Gr. A Officers (above S.O.).</p> <p>2. Leave file of all DMO attached with his department.</p> <p>3. Leave file of all Gr. D staff of this Department.</p> <p>4. Leave file of all contractual staff attached with this Department.</p> <p>5. Maintain of SDMA Account.</p> <p>6. Maintaining register of "Apada Mitra".</p> <p>7. Any other work as may be allotted by the authority in addition of his regular duties.</p>	<p>Debraj Paul, LDA.</p>	<p>Sri Kajol Sardar. S.O.</p>	<p>Sri. Subodh Ch. Besra, U.D.A.</p>
4.	<p>Cell- IV (Audit Cell)</p>	<p>1. Various Audit Queries and preparation of answers for all pending Audit paras.</p> <p>2. Various Audit Matters,</p> <p>3. Financial Audit matters AC/DC bill adjustment</p> <p>4. Migrant Labour Fund.</p> <p>5. U.C. of Grant-in-Aid, Training &amp; Development Fund etc.</p> <p>6. Any other work as may be allotted by the authority.</p>	<p>Sri Partha Pratim Chowdhury, UDA, Sri Kishore Kumar Sardar, UDA, Sri Arijeet Mukherjee, UDA</p>	<p>Smt. Rituparna Chanda Kundu, H.A.</p>	<p>Sri Partha Pratim Chowdhury, UDA, Sri Kishore Kumar Sardar, UDA &amp; Sri Arijeet Mukherjee, UDA will work as leaves substitute to each other</p>
		<p>1. Works related to Audit Cell.</p> <p>2. Law Cell.</p> <p>3. Any other work as may be allotted by the authority in addition of his regular duties.</p>	<p>Sri Soumya Kanti Jana, L.D.A. He is now under the control of CEO.</p>		<p>Smt. Rituparna Chanda Kundu, H.A.</p>
	<p>Cell- V</p>	<p>1. Relating to procurement of MLA &amp; NC Quota clothing/garment &amp; Tarpaulins, D.M.Kit.</p> <p>2. Any other work as may be allotted by the authority.</p>	<p>Sri Monojit Das, UDA</p>	<p>Sri Anindya Roy, H.A.</p>	<p>Sri Arunava Nag, UDA.</p>

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5.	(Estt. Of Dte.)	<ol style="list-style-type: none"> <li>All matters relating to Relief Godowns (Hiring, Rent, Insurance).</li> <li>Pay Fixation of Directorate &amp; Paymatters of DMOs.</li> <li>Appointment of ADR, Gr.-D etc of Directorate.</li> <li>Pension of Directorate.</li> <li>House Building Advances of Directorate.</li> <li>Service on Compassionate Ground.</li> <li>All Directorate Establishment related matters etc.</li> <li>Purchase/Maintenance of DDM.</li> <li>Loading/unloading labour charges.</li> <li>Engagement of Labour Contractor</li> <li>Any other work as may be allotted by the authority.</li> </ol>	Sri Arunava Nag, UDA, Smt. Dipanwita Das, U.D.A.	Sri Anindya Roy, H.A.	Sri Monojit Das, UDA.
		<ol style="list-style-type: none"> <li>Pay, T.E, O.O.E., O.C., MCA of Directorate &amp; Districts,</li> <li>E.R. Grants (General/Ex-TB),</li> <li>Behala Oil Victims, Burma Evacuees,</li> <li>Any other work as may be allotted by the authority.</li> </ol>	Sri Riju, Bhuinya, UDA, Sri Purna Biswas, UDA,	Sri Anindya Roy, H.A.	Smt. Briti Sil, U.D.A.
		<ol style="list-style-type: none"> <li>Promotion &amp; Recruitment of SDDMOs &amp; DDMOs.</li> <li>Filling up of the post of BDMO &amp; SDDMO.</li> <li>Any other work as may be allotted by the authority.</li> </ol>	Zahir Baidya, L.D.A.	Sri Anindya Roy, H.A.	Monojit Das, U.D.A.
6.	Cell-VI Accounts	<ol style="list-style-type: none"> <li>Bills relating to official tour,</li> <li>HTC, LTC,</li> <li>Telephone Bill, Tiffin Bills &amp; Washing Bills of Group-D employees,</li> <li>Sumptuary Bills, PA Fund, Bills relating to party payments.</li> <li>Maintenance of Cash Book,</li> <li>Works relating to SDMA and others monitored by Shri Kajal Sardar (S.O) and to look after the allotted works of <del>Smt. Swapnali Mondal, LDA</del> in her absence.</li> <li>In addition to that any work may be allotted as and when requires.</li> </ol>	Smt. Minakshi Mondal, LDA	Sukanta Chaudhuri, Registrar & D.D.O,	Sri Mithun Majumdar, LDA.
		<ol style="list-style-type: none"> <li>HRMS related works including pay Bills, wages Bills, professional fees payment bill, GPF, GST Bill,</li> <li>Pensionary benefits, Medical Bill of IAS Officer, Employees and Pensioners,</li> </ol>	Sri Mithun Majumdar, LDA,	Sukanta Chaudhuri, Registrar & D.D.O,	Smt. Minakshi Mondal, LDA

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		<ol style="list-style-type: none"> <li>3. Presentation of Bills to PAO-1 and Works relating to RBI.</li> <li>4. In addition to that any work may be allotted as and when requires.</li> </ol>			
		<ol style="list-style-type: none"> <li>1. All Bills relating to vehicles,</li> <li>2. Preparation of Form-16, Income Tax related works and presentation of Bills to PAO-1.</li> <li>3. In addition to that any work may be allotted as and when requires.</li> </ol>	Sri Susanta Das, LDA	Sukanta Chaudhuri, Registrar & D.D.O,	Sri Anupam Das, LDA
		<ol style="list-style-type: none"> <li>1. Bills relating to P.K computer and Bidhannagar wholesale co-operative.</li> <li>2. In addition to that any work may be allotted as and when requires.</li> </ol>	Sri Anupam Das, LDA	Sukanta Chaudhuri, Registrar & D.D.O,	Sri Susanta Das, LDA
		<ol style="list-style-type: none"> <li>1. In addition to that any work may be assigned as and when requires.</li> </ol>		Sukanta Chaudhuri, Registrar & D.D.O,	Smt. Swapnali Mondal, LDA, Sri. Mithun Majumdar, LDA,
7.	Cell- VII Issue Cell	<ol style="list-style-type: none"> <li>1. Typing &amp; Compare</li> <li>2. Issuance of Memo. No.,</li> <li>3. Photocopy of Enclosures &amp; necessary attestation work,</li> <li>4. Issuance of Letter</li> <li>5. Arrangement/Sorting of bills to be sent to A/cs Section</li> <li>6. Scanning of documents.</li> <li>7. Any other work as may be allotted by the authority.</li> </ol>	Typing & allied work - Smt. Ratna Manna, Sri Avijit Paria, Compare & Issue of letters and Maintenance of official mail for distribution of letters to the officers/ cells concerned.	Kazi Nazrul Islam, Supervisory Grade Typist & Sri Raghunath Barui, Supervisory Grade Typist	Any of the Typist will act as leave substitute of others.
8.	Cell- VIII Receiving Cell	<ol style="list-style-type: none"> <li>1. Receiving of Letters &amp; Files from other establishment.</li> <li>2. Despatch of inward &amp; Outward files.</li> <li>3. Any other work as may be allotted by the authority.</li> </ol>	Smt. Seema Das, UDA & Sri Alokesh Kundu, UDA	Letters & files may be sent to the Joint Secretary/Deputy Secretary or the respective officers	
9.	Cell- IX Law Cell		Sri Paritosh Sarkar, H.A. Partha Pratim Chowdhury, U.D.A.	Sougata Mukhopadhyay, Law Officer.	In absence of one, the other will perform the duty.

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10.	Name of the Officials who will execute the file work of NDMA.	1. Anindya Roy, H.A. 2. Smt. Rituparna Chanda Kundu, H.A. 3. Mahua Dalui, U.D.A. 4. Sumana Jana, L.D.A.	1. Anindya Roy, H.A.	Smt. Mahua Dalui, U.D.A./ Smt. Sumana Jana, L.D.A.
11.	Name of the officials who will keep liaison with the authorities of NDMA.	1. Partha Pratim Mahakul, DMO. 2. Monalisa Rakshit, D.M.S. 3. Akhilendu Patra, D.O.		

The files relating to purchase, leave, GPF, distribution of works, joining of Staff and other establishment matters, as deem fit, be routed through the Registrar of this Department.

This will take immediate effect.

This is issued with the approval of the Special Secretary of this Department.

*Abas*  
Deputy Secretary to the Govt. of West Bengal.

No.842/1(12)/DMCD

Dated, Howrah, the 18<sup>th</sup> April, 2024.

Copy forwarded for information :-

1. The Additional Secretary of this Department;
2. The Private Secretary of this Department;
3. The O.S.D. & ex-officio Joint Secretary of this Department;
4. The Senior Deputy Secretary of this Department;
5. The Deputy Secretary, \_\_\_\_\_ of this Department;
6. The Registrar and DDO of this Department;
7. The Sr. P.S. to the Principal Secretary of this Department;
8. P.A. to the Senior Special Secretary of this Department;
9. P.A. to the Special Secretary of this Department;
10. All S.O./H.A. of this Department;
11. Office Copy;
- ✓ 12. Copy to IT Cell for uploading in the Departmental Website of this Department.

*Abas*  
Deputy Secretary to the Govt. of West Bengal.