

**Government of West Bengal**  
**Department of Parliamentary Affairs**  
**Writers' Buildings, 'G'-Block, 1<sup>st</sup> Floor, Kolkata-700 001**

No. 615-P.A/1M-30/2012

Date : 13 /08/2024

In Supersession of all previous orders, the following distribution of work in respect of the officers and staff is hereby made below against their names for the smooth functioning of this Department:

Sl. No.	Name of the Employee with Designation	Works entrusted with	Leave substitute
1	Shri Alok Kr. Sam, Section Officer	<p><b>Supervision of the following:-</b></p> <p>1) <u>Establishment matters</u></p> <p>a) All pension matters of employees and officers of this Department.</p> <p>b) Work allotment of officers and staff.</p> <p>c) Audit Matter.</p> <p>d) Pay fixation and other pay related matter.</p> <p>e) Matter related to joining, transfer, promotion, release of employees.</p> <p>f) Sending of various reports.</p> <p>g) Leave and leave related matters.</p> <p>2) <u>Assembly matter</u></p> <p>a) Matter related to entitlement of members/ex-members of WBLA.</p> <p>b) Establishment of WBLA.</p> <p>c) Assembly/Parliament questions.</p> <p>d) Visit of Parliamentary Committees.</p> <p>3) Assent to Bills</p> <p>4) Court Cases.</p> <p>5) Miscellaneous Matter.</p>	Smt.Sanchita Bhattacharya, Section Officer.
2	Smt. Sanchita Bhattacharya, Section Officer	<p><b>Supervision of the following:-</b></p> <p>1) <u>Establishment matters</u></p> <p>a) WBHS matter.</p> <p>b) Matter related to all Bills related to MIC, MOS, ACS &amp; Others.</p> <p>c) Administrative Calendar.</p> <p>d) Annual Report Publication.</p> <p>e) Acting Arrangement.</p> <p>f) LTC /HTC and foreign visit.</p> <p>2) Miscellaneous Matter</p>	Shri Alok Kr. Sam,Section Officer

O/c

3	Shri Sunil Murmu, Section Officer	<b>Supervision of the following:-</b> 1) Issuance of NOC 2) Nomination for training programme 3) Matter in connection with missent letter. 4) Supervision of record keeping. 5) Monitoring Issue & Despatch Section 6) Miscellaneous matter.	Smt. Sanchita Bhattacharya, Section Officer
4	Shri Mrinmoy Halder, H.A.	1) Work allotment of Officer & Staff 2) Supervision of the following :- a) RTI b) G.P.F & Other Loans and Advances. c) Cash Book. d) Budget matter & Budget Speech. 3) Miscellaneous Matter.	Shri Subhash Chandra Biswas, H.A. Shri Arpan Kumar Ghosh , H.A.
5	Shri Subhash Chandra Biswas, H.A.	1) Cabinet related matter. 2) Summoning and Prorogation. 3) Assent to Bills 4) Sending of Medical Bills to Home(Co-ord) Deptt in respect of MIC/MOS & persons having MOS Status. 5) Supervision of the following :- a) <b>Supervision</b> of WBHS matter as submitted by Smt. S. Ghosh & Rupesh Mondal b) Accounts Section 6) Issuance of Identity Card and Assembly pass to all employees and officers of this Department. 7) Miscellaneous Matter.	Shri Mrinmoy Halde H.A., Shri Arpan Kumar Ghosh , H.A.
6	Shri Arpan Kumar Ghosh, H.A.	1) <b>Supervision</b> of matter related to YPC . 2) Miscellaneous Matter. 3) Sending of various reports. 4) Pay fixation and other pay related matter. 5) Matter related to joining, transfer, promotion, release of employees. 6) APR/ACR 7) Assembly matter a) Matter related to entitlement of members/ex-members of WBLA. b) Establishment of WBLA. c) Assembly/Parliament questions. d) Visit of Parliamentary Committees.	Shri Mrinmoy Halder H.A. Shri Subhash Chandra Biswas, H.A.

7	MD. Aftabuddin Molla, Upper Division Assistant	<ol style="list-style-type: none"> <li>1) Preparation of Annual Administrative Report</li> <li>2) Sending monthly Performance report with respect to Annual Administrative Calendar.</li> <li>3) Miscellaneous matter.</li> </ol>	Shri Rupesh Mondal U.D.A.
8	Shri Rupes Mondal, U.D.A.	<ol style="list-style-type: none"> <li>1) Custody and maintenance of register of Annual Asset Declaration.</li> <li>2) IRCTC &amp; Other such Bills related to office of Hon'ble MIC &amp; ACS/Principal Secretary.</li> <li>3) Visit of Parliamentary Committees.</li> <li>4) Sessional Allowance.</li> <li>5) Assembly Pass and issuance of Identity Card of all Staff and Officers of this Department.</li> <li>6) Court cases.</li> <li>7) Miscellaneous matter.</li> <li>8) Matters related to WBHS for Group- Pensioners &amp; Update.</li> <li>9) Sending of Medical Bills to Home(Co-ord) Deptt in respect of MIC/MOS &amp; persons having MOS Status.</li> </ol>	<p>Sk Moidul Haque U.D.A.(Other than medical matter)</p> <p>Smt. Sharmila Ghosh, U.D.A.(Medical matter)</p>
9	Shri Arnab Sen, U.D.A.	<ol style="list-style-type: none"> <li>1) Attendants' engagement, termination and absorption in regular Gr.D establishment and related register of roster maintenance etc.</li> <li>2) All Vehicle matters : retention, bills etc.</li> <li>3) Pay fixation &amp; related matters.</li> <li>4) Training.</li> <li>5) Sending of various report.</li> <li>6) Establishment matters related to joining, release, transfer of Group-A, B, C and D Employees. &amp; Promotion of Gr.D employees &amp; related roster maintenance.</li> <li>7) SSP and DEOS related matters.</li> <li>8) Election matters.</li> <li>9) Miscellaneous establishment matter.</li> <li>10) YPC             <ol style="list-style-type: none"> <li>a) Organisational matters of District, Division, State level YPC including workshop, food, prize, logistics etc.</li> <li>b) Tender Committee</li> </ol> </li> </ol>	<p>Shri Sushobhan Bar, U.D.A.</p> <p>Shri Pankaj Neogi, U.D.A.(YPC) &amp; Shri Pratick Kr. Chowdhury, U.D.A.(YPC)</p>
10	Smt. Debasree Sarkar, Upper Division Assistant	<ol style="list-style-type: none"> <li>1) All bills including salary bills.</li> <li>2) Works related to IFMS.</li> <li>3) Acting arrangement.</li> <li>4) I.T.Return in Form 24Q/26Q.</li> <li>5) Audit matter</li> <li>6) GPF, loans and advances &amp; nomination</li> <li>7) e-service book entry and verification.</li> <li>8) Miscellaneous.</li> <li>9) Calculation of Income Tax and issuance of Form-16 to the employees and officers of this Deptt.</li> <li>10) HTC/LTC, foreign visit related matters</li> </ol>	Shri Pankaj Neogi, U.D.A.


11	Shri Pankaj Neogi U.D.A.	<ol style="list-style-type: none"> <li>1) All Bills including salary Bills</li> <li>2) Maintenance of all accounting Book and records including Salary Bills and of all T.R. Forms</li> <li>3) Calculation of Income Tax and issuance of Form-16 to the employees and officers of this Deptt.</li> <li>4) File for charge handover and takeover for Officers.</li> <li>5) Audit matter</li> <li>6) All Pension matters of employees &amp; officers.</li> <li>7) GISS.</li> <li>8) Miscellaneous.</li> </ol>	Smt. Debasree Sarkar, U.D.A. & Shri Avishek Naskar U.D.A
12	Shri Pratick Kr. Chowdhury, U.D.A	<ol style="list-style-type: none"> <li>1) All Purchase related matter.</li> <li>2) Installation and repair of Electronic and non- Electronic Stationery items and its payment.</li> <li>3) Maintenance of Stock Register for electronic and non-electronic items.</li> <li>4) All e-Tender.</li> <li>5) Matter related to Departmental Website.</li> <li>6) Miscellaneous Matter.</li> <li>7) P.A. Fund</li> </ol>	Shri Sushobhan Bar, U.D.A.
13	Smt. Sharmila Ghosh, U.D.A.	<ol style="list-style-type: none"> <li>1) Matters related to WBHS for Group-A,B,C,D Service and Update</li> <li>2) Miscellaneous</li> </ol>	Shri Rupes Mondal, U.D.A.
14	Smt. Mousumi Chakraborty, U.D.A	<ol style="list-style-type: none"> <li>1) All leave related matters</li> <li>2) Issuance of miscellaneous NOC</li> <li>3) Preparation of APR, ACRs</li> <li>4) All Service Book entries in respect of joining, release, fixation &amp; leave of the staff of this Department.</li> <li>5) e-service book entry &amp; verification.</li> <li>6) N.O.C./I.C. related to passport</li> </ol>	Sk. Moidul Haque, U.D.A.
15	Shri Sushobhan Bar, U.D.A	<ol style="list-style-type: none"> <li>1) Budget matter with related works.</li> <li>2) Preparation of Budget speech.</li> <li>3) Preparation of Progress report / Achievement report.</li> <li>4) Allotment of funds and advance drawal of funds.</li> <li>5) All Audit matters.</li> <li>6) Matter related to UCs</li> <li>7) Assembly/Parliament Questions.</li> <li>8) Miscellaneous matters</li> <li>9) Tender Committee</li> </ol>	Shri Arnab Sen, U.D.A.
			Shri Rupesh

16	Sk Moidul Haque, U.D.A.	<ol style="list-style-type: none"> <li>1) R.T.I.</li> <li>2) WBLA Secretariat establishment matters.</li> <li>3) Matter related to entitlement of members/ex-members of WBLA</li> <li>4) Annual report preparation &amp; publication</li> <li>5) Assembly/Parliament Questions.</li> <li>6) Miscellaneous matter.</li> <li>7) Assent to Bills</li> <li>8) e-service book entry and verification.</li> </ol>	Shri Rupesh Mondal, U.D.A.
17	Shri Avishek Naskar, U.D.A.	<ol style="list-style-type: none"> <li>1) All Others bills except Salary Bill</li> <li>2) Cash book maintenance</li> <li>3) Maintenance of Bill Transit Register (BTR);</li> <li>4) Maintenance of records for preparation of Govt. Orders (date-wise Bill Diary);</li> <li>5) Audit matter</li> <li>6) Miscellaneous.</li> <li>7) Guide all staff and officers for submitting HRA Declaration.</li> <li>8) All Purchase related matter (to work in tandem with Shri Pratick K. Choudhury, L.D.A.)</li> </ol>	Shri Pankaj Neogi, U.D.A.
18	Sanjay Khan L.D.A.	<ol style="list-style-type: none"> <li>1) Payment of all telephone bills</li> <li>2) Matter in connection with missent letters.</li> <li>3) Payment of Post Office Bill.</li> <li>4) Loans and Advances except GPF.</li> <li>5) All cases of payment of bills of various entitlements available to MIC, CGW, Opposition Chief Whip etc including Electric, Gas &amp; News Paper Bills.</li> </ol>	Subrata Hazra, L.D.A
19	Subrata Hazra L.D.A.	<ol style="list-style-type: none"> <li>1) Issue section of this Department.</li> <li>2) Misc. Matters.</li> </ol>	Sanjay Khan, L.D.A.
20	Shri Ganesh Chandra Murmu, Muharrir, Gr.-II	<ol style="list-style-type: none"> <li>1) All works relating to Reference Section of this Deptt.</li> <li>2) Correspondence page marking is must before placing the file to the dealing concerned.</li> </ol>	<ol style="list-style-type: none"> <li>1) Shri Madhab Karmakar, R.S.</li> <li>2) Shri Banibrata Mukherjee, R.S.</li> <li>3) Shri Shanta Malik</li> </ol>

21	Smt. Kanika Banerjee, Supervisory Grade Typist	1) Issue and Despatch works of this Deptt.	Shri Subrata Hazra, L.D.A.
22	Shri Dayamoy Ghosh Typist Grade-I	1) Typing Works as assigned by the Dealing Assistants, Typist supervisor and officers of this Deptt. 2) Assist in issue & despatch works.	Works of Shri Dayamoy Ghosh and Smt Mousumi Rani Maity are complementary.
23	Smt Mousumi Rani Maity Typist Grade-I	Issue and Despatch works of this Deptt. (Smt Mousumi Rani Maity) Typist Grade-I	
24	Shri Madhab Karmakar Record Supplier	1) All matter related to record keeping.	
25	Shri Banibrata Mukherjee Record Supplier	1) All matter related to record keeping.	
26	Shri Shanta Malik Record Supplier	1) All matter related to record keeping.	

Apart from the specific works allotted above, all officers and staff may be entrusted further with additional work as assigned by the higher authorities as and when required.

All the Gr-D staff of the department are hereby directed to comply with the orders of the higher authorities. Therefore, no specific job is hereby assigned to them individually.

  
 Deputy Secretary to the  
 Government of West Bengal

**Government of West Bengal**  
**Department of Parliamentary Affairs**  
Writers' Buildings, 'G' Block, 1<sup>st</sup> Floor, Kolkata-700 001

No. 690-PA/1M-30/12

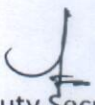
Dated: Kolkata, the 17<sup>th</sup> September, 2024

ORDER

In continuation of this Department's previous order no. 615-P.A./1M-30/12 dt. 13/08/2024 the following staff is hereby entrusted with the work as detailed below for the smooth functioning of this Department.

Sl. No.	Name of the employee with designation	Works entrusted with	Leave substitute
1	Shri Tanmoy Dutta, L.D.A.	1. Receiving and Issue Section of this Department 2. Miscellaneous matter	Shri Subrata Hazra, L.D.A.

This will take immediate effect.


  
Deputy Secretary to the  
Government of West Bengal

No. 690-PA/1M-30/12

Dated: Kolkata, the 17<sup>th</sup> September, 2024

Copy forwarded for kind information and necessary action to:

1. P.A. to Special Secretary of this Department.
2. Deputy Secretary of this Department.
3. Assistant Secretary of this Department.
4. Registrar of this Department.
5. Shri Tanmoy Dutta, L.D.A. of this Department.
6. Guard file.

  
Deputy Secretary to the  
Government of West Bengal

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