

Government of West Bengal  
Self Help Group & Self Employment Department  
1<sup>st</sup> Floor, Kreta Suraksha Bhawan  
11A, Mirza Ghalib Street, Kolkata – 700 087.

No. 1060 –SH/1M-08/2023

Dated : 8<sup>th</sup> September, 2023

**OFFICE ORDER**

In supersession to the all previous orders in this regard, the following would be the assignment of the officers as noted against each with an immediate effect :-

Sl. No.	Name of the officer	Assignment of work	To be received from
01.	Smt. Sujata Ghosh, IAS, Senior Special Secretary	Budget related matters	Sri Arindam Roy, WBCS (Exe) Additional Secretary.
		Audit matters	Smt. Suparna Majumder (Paul) WBCS(Exe),Sr. Deputy Secretary
		Law/ Court matters	Smt. Suparna Majumder (Paul) WBCS(Exe),Sr. Deputy Secretary
		Annual Administrative Report, Administrative Calendar, Report to CS & CMO	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.
		Micro Project, SHG-run canteen	Smt. Suparna Majumder (Paul) WBCS(Exe),Sr. Deputy Secretary
		WBSSP, SVSKP	Sri Arindam Roy, WBCS (Exe) Additional Secretary.
		She will submit files to the Principal Secretary of this Department. Any other works assigned by the Competent Authority. <b>Leave substitute:</b> Sri Bani Prasad Das, WBCS (Exe) Additional Secretary.	
02.	Sri Bani Prasad Das, WBCS (Exe) Additional Secretary	CMRO Grievance portal and other public Grievances	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.
		Appellate authority under RTI Act, 2005	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.
		JAAGO, All establishment matters, Assembly Questions Parliamentary Questions, Standing Committee related matters	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.
		All matters related to Corporation (WBSCCL)	Sri Avik Chatterjee, WBCS (Exe)



			Joint Secretary.
		Training and Entrepreneurship related matters of Self Help Group & Self Employment.	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.
		He will submit files to the Principal Secretary of this Department. Any other works assigned by the Competent Authority	
		<b>Leave substitute:</b> Smt. Sujata Ghosh, IAS, Senior Special Secretary .	
03.	Sri Arindam Roy, WBCS (Exe) Additional Secretary	Budget related matters, SVSKP, WBSSP	Smt. Suparna Majumder (Paul) WBCS (Exe), Sr. Deputy Secretary
		Samaj Sathi Scheme  Report to CS & CMO	
		He will submit files to the Principal Secretary of this Department through Smt. Sujata Ghosh, IAS, Senior Special Secretary. Any other works assigned by the Competent Authority	
		<b>Leave substitute:</b> Sri Bani Prasad Das, WBCS (Exe) Additional Secretary	
04.	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.	All Establishment matters	Shri Sambhu Nath Mondal, WBSS, Deputy Secretary
		SAMAJ SATHI SCHEME	Sri Arindam Roy, WBCS (Exe) Additional Secretary
		JAAGO, CMRO Grievances	
		Annual Administrative Report, Administrative Calendar, Standing Committee related matters.	Smt. Dona Chakraborty, WBCS (Exe) Sr. Deputy Secretary
		Assembly Questions Parliamentary Questions	Smt. Suparna Majumder (Paul) WBCS(Exe),Sr. Deputy Secretary
		Training and Entrepreneurship related matters of Self Help Group & Self Employment.	Smt. Suparna Majumder (Paul) WBCS(Exe),Sr. Deputy Secretary
		All matters related to Corporation (WBSCL)	Smt. Suparna Majumder (Paul) WBCS(Exe),Sr. Deputy Secretary
		He will submit files to Smt. Sujata Ghosh, IAS, Senior Special Secretary / Sri Bani Prasad Das, WBCS (Exe) Additional Secretary/ Sri Arindam Roy, WBCS (Exe) Additional Secretary as mentioned above. Any other works assigned by the Competent Authority.	
		<b>Leave substitute:</b> Sri B.P. Das, WBCS (Exe) Additional Secretary	



05.	Smt. Suparna Majumder (Paul) WBCS (Exe), Sr. Deputy Secretary	Budget related matters	Sri Arindam Roy, WBCS (Exe) Additional Secretary.
		Assembly Questions Parliamentary Questions	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.
		Training of Self Help Group and Entrepreneurship related matters of Self Help Group & Self Employment.	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.
		Audit matters, Court / Law matters	Smt. Sujata Ghosh, IAS Sr. Special Secretary.
		SVSKP & WBSSP	Sri Arindam Roy, WBCS (Exe) Additional Secretary.
		All matters related to Corporation (WBSCL)	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.
		Micro Project & SHG run canteen	Smt. Sujata Ghosh, IAS, Senior Special Secretary
		Any other works assigned by the Competent Authority. <b>Leave substitute:</b> Smt. Avik Chatterjee WBCS (Exe) Joint Secretary.	
06.	Smt. Dona Chakraborty, WBCS (Exe) Sr. Deputy Secretary	Supervision & field level visit regarding training of Self Help Group and related matters. Annual Administrative Report, Administrative Calendar, Standing Committee related matters.	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.
		Any other works assigned by the Competent Authority. <b>Leave substitute:</b> Smt. Suparna Mujumder (Paul), WBCS (Exe) Sr. Deputy Secretary.	
07.	Shri Sambhu Nath Mondal, WBSS, Deputy Secretary	All establishment matters All accounts related matters HRMS related matters	Sri Avik Chatterjee, WBCS (Exe) Joint Secretary.



		Gem (e-market place) (Nodal Officer/Buyer) Any other matter as may be assigned from time to time	
--	--	---	--

*Rdeep*  
8/9/23

Principal Secretary  
Self Help Group & Self Employment Department

No. 1069/17 SH/1M-08/2023

Dated : 8<sup>th</sup> September, 2023

Copy forwarded for information to :

1. Smt. Sujata Ghosh, IAS, Senior Special Secretary
2. Shri Bani Prasad Das, WBCS (Exe.), Additional Secretary
3. Shri Arindam Roy, WBCS (Exe.), Additional Secretary
4. Shri Avik Chatterjee, WBCS (Exe.), Joint Secretary
5. Smt. Suparna Majumder (Paul), WBCS (Exe.), Sr. Deputy Secretary
6. Smt. Dona Chakraborty, WBCS (Exe.), Sr. Deputy Secretary
7. Shri Sambhu Nath Mondal, WBSS, Deputy Secretary

*[Signature]*

Additional Secretary  
Self Help Group & Self Employment Department