

Government of West Bengal
Self Help Group & Self Employment Department
1st Floor, Kreta Suraksha Bhawan
11A, Mirza Ghalib Street, Kolkata – 700087

No.: 974-SHGSE-11026/2/2018

Dated: 17.08.2023

OFFICE ORDER

In supersession to all the previous orders in this regard, the work assignments of the Officers up to rank of Registrar and the members of staff of the Secretariate would be governed by the table depicting brief descriptions against each, with an immediate effect.

The erstwhile assignees would pass on the parked e-files to the new assignees.

Sd/-
Joint Secretary
to the Govt. of West Bengal

No.: 974-SHGSE-11026/2/2018

Dated: 17.08.2023

Copy forwarded for information, guidance and compliance to:-

1. The Additional Secretaries (B.P.D./S.D.) of this Department.
2. The Joint Secretary of this Department.
3. The Additional Director & Director –in-charge & ex-officio Additional Secretary, Directorate of SHG&SE.
4. The FA of this Department.
- 5-6. Sr. Deputy Secretary (DC), (SMP) of this Department.
7. Deputy Secretary of this Department.
8. PS to The HMoS (IC) of this Department.
9. PS to The HMoS of this Department
10. The Registrar of this Department.
- 11 – 12. The Section Officers of this Department.
13. The Head Assistant of this Department.
14. The Sr. PS to Pr. Secretary of this Department.
15. Shri/Smt. _____, UDA, of this Department.
16. Shri _____, LDA of this Department.
17. Shri _____, Record Suppliers of this Department.
18. The SSP of this Department.
19. Office Copy.
- ✓ 20. Guard File.


Joint Secretary
to the Govt. of West Bengal

Allotment / Re-Allotment of Works Amongst Registrar/SO/HA of Secretariate

Sl. No.	Employee Name	Designation	Allotment Work
01	Shri Amit Ghosh	Registrar	Registrar will act as D.D.O. for this Department & the Directorate.
			Matters relating to leave including supervision of office Register regarding all employees of this Department.
			Supervision of Attendance Registrar
			Matters relating to Purchase/Repair/Maintenance of office articles including furniture, electronics devices, stationary articles etc.
			Supervision of Receiving & Despatch Section.
			Maintenance / Distribution of all types of forms such as HRA, Asset Declaration, HRMS, e-Mandate etc.
			Any other works as may be assigned by the authority concern.
02	Shri Pranab Kumar Kar	Section Officer - I	Supervise the works related to Establishment matters and matters related to Audit Query, Audit report (CAG Report). He will supervise the work related to Assembly matter and Protocol Duty and ATI Training. He will supervise the work related to Action taken report in connection with the video conference. He will also act as leave substitute of SO (II)
			Any other works as may be assigned by the authority concerned.
03	Shri Arup Chakraborty	Section Officer - II	Supervision of issues on Budget matters JAAGO and Muktidhara project and also Administrative Calendar. He will supervise the work related to Karmatirtha, S.V.S.K.P., W.B.S.S.P., Skill Development Training, Convergence initiative, Awareness Campaign, Samajsathi. He will also act as leave substitute of SO (I)
			Any other works as may be assigned by the authority concerned.
04	Shri Sudip Kumar Pal	Head Assistant	Maintenance of Stock and Stock Registrar, Acting arrangement, Maintenance of cash Registrar, P.A. Fund, Adjustment of P.A. Fund, Purchase of Stationary Articles and Vehicles Bills. IT Return Preparation, AMC of photocopier and gadgets, Expenses/retention and engagement of vehicles, vehicle management.
			Any other works as may be assigned by the authority concerned.
05	Shri Gobinda Paul	UDA	Skill Development Training, Computers, Peripherals, IT equipment, furniture, and fixture, WBHS-2014, Medical claim of IAS officer, HB Loan, RTI, e-Governance, NSATI and other Institute Training, DCRB matters, Awareness and media campaign, FA set-up, e-Gem procurement.
			Any other works as may be assigned by the authority concerned.
			He will also act as leave substitute of Shri Tapas Kumar Mukherjee, UDA.
06	Shri Tapas Kumar Mukherjee	UDA	SVSKP, Muktidhara / Convergence, WBSSP Creation of post Documentation of APR of Gr. 'B','C', and ACR of Gr. 'A', NOC on Passport and other issues. (All type), Contractual personnel of Department and WBSCL, Establishment related matter of IT personnel, Supervisor (all type). Prkalpa Sahayak, WBSCL statutory issues, DDO related matter, SLBC and Institutional Financing, Departmental proceedings and vigilance issues. (HRMS Module maintenance, IFMS master maintenance). Legal matters, Assembly / Parliament Questions.
			Any other works as may be assigned by the authority concerned.
			He will also act as leave substitute of Shri Gobinda Paul, UDA.

07	Shri Souris Aich	UDA	Karmatirtha, CFCX/CPC/Canteen. Admin Expenses, Net Grant, Annual Plan, Reconciliation of Budget Administrative Calendar, Allotment of Pay etc. to Secretariate, Directorate & District, AAFS Module, JAAGO, Portal issues, Fair and expose, State Development plan Budget, Budget Speech. Preparation and update of Report-return
			Any other works as may be assigned by the authority concerned.
			He will also act as leave substitute of Smt. Swarupa Chakraborty (Bag), UDA
08	Shri Sajal Chowdhury	UDA	Despatch & receiving and reference, GPF Statement collection, Invitation card, Assembly Pass, Car Pass from HRBC (Nabanna Sticker), Cash Sarkar, RBI matter, Maintenance of Cash Registrar, Loans and advances.
			Any other works as may be assigned by the authority concerned.
			He will also act as leave substitute of Shri Biswanath Mondal, UDA.
09	Smt. Swarupa Chakraborty (Bag)	UDA	Joining / Release of all cadre, E.A. appointment, Service Book Entry, Appointment of Sr. P.S. , Service Verification of IAS/WBCS(Exe.) / WBA&AS, Actionable in Election & MCC, Weekly Budget Report.
			Any other works as may be assigned by the authority concerned.
			She will also act as leave substitute of Sri Souris Aich, UDA.
10	Shri Biswanath Mondal	UDA	CAG and PrAG Audit Matters, Allotment of fund to the districts regarding Telephone/Vehicle/Office Expenses/Retention and engagement of vehicles, Parliament and WBLA Standin g Committee visits.
			Any other works as may be assigned by the authority concerned.
			He will also act as leave substitute of Sri Sajal Chowdhury, UDA.
11	Shri Tanmay Sanphui	UDA	All types of e-Billing, HTC & LTC, Grant- in – Aid Bill, Declaration of HRA, GPF all Group, All type of Nomination, HRMS related matter like release in /release out, LPC related matter, Post code tagging, CMRO Grievance Portal, JAAGO related Bills and Maintenance of web portal.
			Any other works as may be assigned by the authority concerned.
			He will also act as leave substitute of Shri Tapas Kr. Mukherjee/Souris Aich, UDA.
12	Shri Arghyanath Lo	LDA	HMIC Attendant/EA absorption, Group 'D' roster maintenance, Asset Statement record, SC/ST/OBC record maintenance & all types of leave entry in HRMS Module, Preparation of Car bills, Purchase of computer accessories, AMC of Xerox machines, Computers & printers, Car Bill, Telephone Bill of Pr. Secretary.
			Any other works as may be assigned by the authority concerned.
			He will also act as leave substitute of Shri Basant Roy, LDA.
13	Shri Basant Ray	LDA	Preparation of Telephone bills/News papers bills/APR of Group D, Electric Bills and any type of grievance redressal.
			Any other works as may be assigned by the authority concerned.
			He will also act as leave substitute of Shri Arghyanath Lo, LDA.