

Government of West Bengal  
**Department of Parliamentary Affairs**

Writers' Buildings, 'G'-Block, 1<sup>st</sup> Floor, Kolkata-700 001

Tele Fax No.-033-2214-2076, email – [jtsecpa@gmail.com](mailto:jtsecpa@gmail.com)

In partial modification of earlier order no.198-P.A./1M-30/12 dt.16/04/2019 the Officers and Staff are entrusted with works as detailed below :

Sl. No.	Name of the Employee with Designation	Works entrusted with	Leave substitute
1	Shri Amit Chatterjee Upper Division Assistant	<ul style="list-style-type: none"> <li>• Matters relating to leave in respect of employees and officers of this Deptt.;</li> <li>• N.O.C./I.C. related to passport.</li> <li>• Organisational matters of State level YPC including workshop, tender, quotation for bag, prize, logistics etc.</li> <li>• HTC/LTC related matters.</li> <li>• GISS</li> <li>• All Pension matters of employees &amp; officers</li> <li>• Printing/distribution of matters relating to YPC</li> <li>• Preparation of APRs &amp; ACRs in respect of employees and officers of this Deptt.</li> <li>• e-service book entry &amp; verification.</li> </ul>	Smt. Mousumi Chakraborty, L.D.A.
2	MD. Aftabuddin Molla Upper Division Assistant	<ul style="list-style-type: none"> <li>• Sending monthly Performance report with respect to Annual Administrative Calendar.</li> <li>• Issue of Identity Card to all employees and officers of this Deptt.</li> <li>• All cases of payment of bills of various entitlements available to MIC, CGW and Opposition Leader including Electric, Gas &amp; News Paper Bills</li> </ul>	Shri Swapan Basak, U.D.A.
3	Shri Banibrata Mondal, Upper Division Assistant	<ul style="list-style-type: none"> <li>• All major Bills including salary Bills;</li> <li>• Maintenance of Bill Transit Register (BTR);</li> <li>• Maintenance of records for preparation of Govt. Orders (date-wise Bill Diary);</li> <li>• Maintenance of all accounting Book and records including Salary Bills and of all T.R. Forms</li> <li>• Calculation of Income Tax and issuance of Form-16 to the employees and officers of this Deptt.</li> <li>• I.T.Return in Form 24Q/26Q</li> </ul>	Smt. Debasree Sarkar, U.D.A. Shri Pankaj Neogi, U.D.A.
4	Smt. Debasree Sarkar, Upper Division Assistant	<ul style="list-style-type: none"> <li>• All bills including salary bills</li> <li>• Works related to IFMS</li> <li>• Acting arrangement</li> </ul>	Shri Banibrata Mondal, U.D.A.
5	Shri Anindya Mukherjee, Upper Division Assistant	<ul style="list-style-type: none"> <li>• Establishment matters related to joining, release, transfer, promotion of Gr. A, B &amp; C employees</li> <li>• W.B.L.A. Secretariat establishment matters,</li> <li>• Election matter;</li> <li>• Matters pertaining to modernisation of this Deptt.</li> <li>• Matters related to food and refreshment in c/w YPC</li> </ul>	Shri Anindya Banerjee, U.D.A. Shri Arnab Sen, U.D.A.
6	Shri Anindya Banerjee, Upper Division Assistant	<ul style="list-style-type: none"> <li>• Matters relating to G.P.F in respect of employees and Officers of this Deptt.;</li> <li>• Loans and Advances.</li> <li>• Establishment Matters</li> <li>• State Level Essay contest;</li> <li>• Summoning/Prorogation of the Assembly;</li> <li>• All cases of Governor's Assent</li> </ul>	Shri Anindya Mukherjee, U.D.A.

7	Shri Swapan Basak U.D.A.	<ul style="list-style-type: none"> <li>• Payment of all Telephone bills</li> <li>• Asset declaration receipt, custody and maintenance of related (A , B &amp; C) register.</li> </ul>	MD. Aftabuddin Molla, U. D. A.
8	Shri Rupesh Mondal U.D.A.	<ul style="list-style-type: none"> <li>• All entitlements of members / ex-members of WBLA</li> <li>• Bills related to office of Hon'ble MIC &amp; Principal Secretary</li> <li>• All files regarding other Assembly and Parliament related matters.</li> <li>• Miscellaneous</li> </ul>	Hasan Anser L.D.A.
9	Shri Arnab Sen U.D.A.	<ul style="list-style-type: none"> <li>• Attendants' engagement, termination and absorption in regular Gr.D establishment and related register of roster maintenance etc.</li> <li>• All Vehicle matters : retention, bills etc.</li> <li>• Pay fixation &amp; related matters</li> <li>• Establishment matters related to joining, release, transfer, promotion of Gr.B, Gr.C &amp; Gr.D employees &amp; related roster maintenance</li> <li>• Miscellaneous establishment matter.</li> </ul>	Shri Sushobhan Bar L. D. A.
10	Shri Pankaj Neogi U.D.A.	<ul style="list-style-type: none"> <li>• All matters related to Accounts Cell</li> <li>• Miscellaneous.</li> </ul>	Shri Banibrata Mondal, U.D.A.
11	Smt. Sharmila Ghosh, L.D.A.	<ul style="list-style-type: none"> <li>• All matters related to WBHS</li> <li>• e-service book entry &amp; verification.</li> <li>• Miscellaneous</li> </ul>	Shri Sunil Singh, U. D. A.
12	Shri Sushobhan Bar Lower Division Assistant	<ul style="list-style-type: none"> <li>• Budget preparation and all related works</li> <li>• Allotment of funds and advance drawal of funds in respect of YPC programme;</li> <li>• Assembly/Parliament Questions;</li> <li>• Audit</li> </ul>	Smt. Kuntal Paul, L.D.A.
13	Smt. Mousumi Chakraborty L.D.A.	<ul style="list-style-type: none"> <li>• All leave related matters</li> <li>• NOC/IC for passport</li> <li>• Preparation of APR, ACRs</li> <li>• GISS</li> <li>• Misc. Organizational matters related to YPC.</li> <li>• All Service Book entries in respect of joining, release, fixation, increment &amp; leave of the staff &amp; officers of this Department.</li> </ul>	Shri Amit Kr. Chatterjee, U.D.A.
14	Shri Pratick Kr. Chowdhury L.D.A.	<ul style="list-style-type: none"> <li>• All Purchase of Installation and repair of Electronic and non-electronic Stationery items and its payment</li> <li>• Maintenance of Stock Register for electronic and non- electronic items</li> </ul>	Shri Swapan Basak, U.D.A.
15	Shri Kuntal Paul L.D.A.	<ul style="list-style-type: none"> <li>• All matters related to W.B.H.S</li> </ul>	Shri Sushobhan Bar, L.D.A.
16	Mr. Hasan Anser L.D.A.	<ul style="list-style-type: none"> <li>• Maintenance of cash book</li> <li>• RTI</li> <li>• Annual report preparation &amp; publication</li> <li>• C R U for e-office</li> <li>• Miscellaneous</li> </ul>	Shri Rupesh Mondal, U.D.A.
17	Shri Ganesh Chandra Murmu, Muharrir, Gr.-II	<ul style="list-style-type: none"> <li>• All works relating to Reference Section of this Deptt.</li> <li>• Correspondence page marking is must before placing the file to the dealing concerned.</li> </ul>	Shri Arnab Majumdar, L.D.A.

18	Shri Kriti Sunder Nath Supervisory Grade Typist	<ul style="list-style-type: none"> <li>Supervise Issue and Despatch works of this Deptt.</li> </ul>	Works of Smt Mausumi Rani Maiti Shri Puspendu De and Shri Dayamoy Ghosh are complementary.
19	Shri Puspendu De Typist Grade-I	<ul style="list-style-type: none"> <li>As assigned by the dealings, officers and Typist supervisor of this Deptt. reg type/Computer works.</li> </ul>	
20	Shri Dayamoy Ghosh Typist Grade-I		
21	Smt Mousumi Rani Maity Typist Grade-I		
22	Shri Madhab Karmakar Record Supplier	<ul style="list-style-type: none"> <li>Keeping and supply of records as per request of the dealings and officers of this Deptt.</li> </ul>	Works of Shri Madhab Karmakar & Shri Banibrata Mukherjee are complementary.
23	Shri Banibrata Mukherjee Record Supplier		

Sl. No.	Supervisors	Supervising works	Leave substitute
01	Shri Goutam Das Section Officer	<p><b>Supervise the matters related to the topic :</b></p> <ul style="list-style-type: none"> <li>vehicle matters</li> <li>Establishment matters</li> <li>All pension matters of employees and officers of this Department</li> <li>Office vehicles</li> <li>Allotment of funds and advance drawal of funds in respect of YPC programme &amp; Collection of u/c;</li> <li>Audit Query</li> <li>Establishment matters relating to joining, transfer, promotion, release of employees.</li> <li>APRs of the employees of the deptt.</li> </ul>	Shri Saibal Ray Section Officer
02	Shri Saibal Ray Section Officer	<p><b>Supervise the matters related to the topic:</b></p> <ul style="list-style-type: none"> <li>Assembly/Parliament matters and Questions;</li> <li>All entitlements of Members / Ex.- Members of the West Bengal Legislative Assembly</li> <li>Matter relating to Budget and e- Bantan</li> <li>Correspondences will ministries of Central Govt.</li> <li>Visit of Parliamentary Committees and other dignitaries</li> <li>Establishment matters,</li> <li>Miscellaneous matters</li> </ul>	Shri Goutam Das Section Officer

03	Smt. Haimanti Ghosh Dey Head Assistant	<b>Supervise the matters related to the topic:</b> <ul style="list-style-type: none"> <li>• Work allotment of Officer &amp; Staff</li> <li>• Matter relating to Passport and foreign visit</li> <li>• All matters related to WBHS</li> <li>• Acting Arrangement</li> <li>• All Pension matters of employees &amp; officers</li> </ul>	Smt. Mala Dey H.A.
04	Smt. Mala Dey Head Assistant	<b>Supervise the matters related to the topic:</b> <ul style="list-style-type: none"> <li>• Matter relating to Budget and e- Bantan</li> <li>• Payment of all entitlement related bill and Telephone Bills</li> <li>• vehicle matters</li> <li>• Maintaining liason with various Deptt.s, and District Authorities, College and Schools in connection with YPC Programmes</li> </ul>	Shri Paritash Kumar Das H.A.
05	Shri Paritash Kumar Das H.A.	<b>Supervise the matters related to the topic:</b> <ul style="list-style-type: none"> <li>• Pay fixation and other pay matters and Group Insurance of employees and Officers of this Deptt.</li> <li>• All Pension matters of employees &amp; officers</li> <li>• State Level Essay contest;</li> <li>• Accounts Section, Organisational Matters relating to YPC</li> <li>• Acting arrangement</li> </ul>	Smt. Mala Dey Head Assistant

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

All the other Gr-D staff of the department are requested to comply with the directives of the higher authorities. No specific job is hereby assigned to them individually.

Deputy Secretary to the  
Government of West Bengal