

Duties Assigned to the Official of Parliamentary Affairs Deptt. since 18/06/2014

Sl. No	Name of the Employee with Designation	Works entrusted with	Leave substitute
1	Shri Amit Chatterjee	<ul style="list-style-type: none"> Matters relating to leave in respect of employees and officers of this Deptt.; Entries reg. leave and increments in the service book of employees and officers of this Deptt Departmental Publication Organisational matters of State level YPC Printing/distribution of matters relating to YPC 	Shri Snehasish Moitra, U.D.A.
2	Shri Sukhendu Paul Upper Division Assistant	<ul style="list-style-type: none"> Preparation of Miscellaneous Bill of the Accounts Section of this Deptt.; I.T.Return in Form 24Q/26Q; 	Shri Debraj Saha L.D.A Shri Rabi Kr. Shaw,LDA
3	Shri Sunil Kr. Singh Upper Division Assistant	<ul style="list-style-type: none"> Matter relating to Budget; Allotment of funds and advance drawal of funds in respect of YPC programme; Tender and Quotation relating to YPC Programme; Miscellaeous matters relating to YPC programme; 	Sri Mrityunjoy Malik, L.D.A.
4	Shri Snehasish Moitra, Upper Division Assistant	<ul style="list-style-type: none"> Assembly/Parliament Questions; Right to Information cases; Right to Consumer Affairs cases; Correspondence with the Ministries of Central Govt. Payment of Telephone Bills; All cases of payment of bills of various entitlements available to MIC,CGW and Opposition Leader including Electric, Gas & News Paper Bills 	1. Shri Anup Kr. Das UDA 2. Shri Amit Chatterjee,UDA
5	Shri Banibrata Mondal, Upper Division Assistant	<ul style="list-style-type: none"> All major Bills including salary Bills; Maintenance of Bill Transit Register (BTR); Maintenance of records for preparation of Govt. Orders (date-wise Bill Diary); Maintenance of Govt. orders and circulars for the use of Accounts Section; Maintenance of all accounting Book and records including Salary Bills; Maintenance of all T.R. Forms relating to Accounts section; Calculation of Income Tax and issuance of Form-16 to the employees and officers of this Deptt. 	Shri Debraj Saha, L.D.A.
6	Shri Anindya Mukherjee, Upper Division Assistant	<ul style="list-style-type: none"> Establishment matters; Appointment, Release, Transfer; Election matter; Preparation of APRs & ACRs in respect of employees and officers of this Deptt. Matter related to extempore speech. Matters pertaining to modernisation of this Deptt. 	Shri Anindya Banerjee, U.D.A.
7	Shri Anindya Banerjee, Upper Division Assistant	<ul style="list-style-type: none"> Matters relating to G.P.F in respect of employees and Officers of this Deptt.; Loans and Advances. Office Vehicles; State Level Essay contest; Summoning/Prorogation of the Assembly; All cases of Governor's Assent; 	Shri Anindya Mukherjee, U.D.A Shri Debraj Saha, L.D.A.
8	Sri Anup Kr. Das, Upper Division Assistant	<ul style="list-style-type: none"> Purchase & Repair of furniture; Maintenance of Stock Registrar; Supply of non-electronic stationery; All printing matters; Adv. Bill & Payment All entitlements of Members / Ex.- Members of the West Bengal Legislative Assembly; Cabinet matters. Annual Report (Budget, SC-ST, Land Information e.t.c) 	Shri Snehasish Moitra, Upper Division Assistant

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9	Shri Chandan Barua, Lower Division Assistant	<ul style="list-style-type: none"> • Purchase of Electronic Stationery items and its payment; • Maintenance of Stock Registrar; • Installation and repair of all kinds of Machines; • All cases of Annual Maintenance; • Works relating to e-Governance. • Maintenance of Departmental website and matters incidental thereto • All matters relating to West Bengal Health Scheme 2008; 	Shri Mrityunjoy. Malik, L.D.A
11	Sri Debraj Saha, L.D.A.	<ul style="list-style-type: none"> • Pay fixation and other pay matters and Group Insurance of employees and Officers of this Deptt.; • Entries in the Service Book regarding above; • COSA implementation in the Accounts Section of this Deptt. • Preparation and maintenance of monthly Acting Arrangement. • Pension cases of employees and Officers of this Deptt.; 	Shri Mrityunjoy. Malik, L.D.A Shri Rabi Kumar Shaw L.D.A.
12	Sri Mrityunjoy Malik, L.D.A.	<ul style="list-style-type: none"> • Planning matters pertaining to YPC Programmes; • Co-ordination matters on YPC Programmes; • Maintaining liason with various Deptt.s, District Authorities, College and Schools in connection with YPC Programmes • Matter relating to issuance of No Objection Certificate • Sending monthly Performance report with respect to Annual Administrative Calender. 	Sri Debraj Saha, L.D.A. Shri Rabi Kumar Shaw L.D.A.
12	Shri Rabi Kumar Shaw L.D.A.	<ul style="list-style-type: none"> • Matters relating to e-Governance; • Computer related planning and its implementation; • Operator- Integrated Financial Management System; • Uploading of information of the Department in State Portal. 	Shri Debraj Saha, Lower Division Assistant
13	Shri Sachin Kr. Shaw, Lower Division Assistant	<ul style="list-style-type: none"> • Maintenance of Register in connection with declaration of statement of Asset submitted by the employees and officers of this Deptt.; • Submission of APRs & ACRs in respect of employees and officers of this Deptt. • Issue of Identity Card to all employees and officers of this Deptt.; • All works relating to Reference Section of this Deptt. • Correspondence page marking is must before placing the file to the dealing concerned. 	Any one staff from the reference section will complement the function of Shri Sachin Kr. Shaw.
14	Shri Tapan Debnath, Lower Division Assistant	<ul style="list-style-type: none"> • Relevant works as assigned by the office of the P.S to the Addl. Chief Secretary, P.A. Deptt. 	
15	Shri Ganesh Chandra Murmu, Muharrir, Gr.-II	<ul style="list-style-type: none"> • All works relating to Reference Section of this Deptt. • Correspondence page marking is must before placing the file to the dealing concerned. 	Shri Bimal Naskar, Shri Ganesh Ch. Murmu, and Tinku Samadder are complementary

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16	Typist Supervisor	<ul style="list-style-type: none"> Supervise Issue and Despatch works of this Deptt. He may alert that the compared copy must be signed by the Compares. 	Works of Shri Hari Prasad Sarma, Shri Puspendu De and Shri Dayamoy Ghosh are complementary.
17	Shri Hari Prasad Sarma Typist Grade-I	<ul style="list-style-type: none"> As assigned by the dealings, officers and Typist supervisor of this Deptt. reg type/Computer works. 	
18	Shri Puspendu De Typist Grade-I		
19	Shri Dayamoy Ghosh Typist Grade-I		
20	Shri Bimal Naskar Driver	<ul style="list-style-type: none"> All works relating to Reference Section of this Deptt. Correspondence page marking is must before placing the file to the dealing concerned. 	Shri Bimal Naskar, Shri Ganesh Ch. Murmu, and Tinku Samadder are complementary
21	Shri Sankar Das Record Supplier	<ul style="list-style-type: none"> Keeping and supply of records as per request of the dealings and officers of this Deptt. 	Works of Shri Sankar Das and Shri Madhab Karmakar are complementary.
22	Shri Madhab Karmakar Record Supplier		
23	Smt. Tinku Samaddar Peon (Basic Grade)	<ul style="list-style-type: none"> All works relating to Reference Section of this Deptt. Correspondence page marking is must before placing the file to the dealing concerned. 	Shri Bimal Naskar, Shri Ganesh Ch. Murmu, and Tinku Samadder are complementary

Sl. No	Supervisors	Supervising works	Leave substitute
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01	Shri Soumitra Goswami, H.A.	Supervise the matters related to the topic: Youth Parliamentary Competition and Miscellaneous matters	Shri Subhash Poddar, H.A.
02	Shri Samar Nandi Section Officer	Supervise the matters related to the topic: Establishment matters	Shri Indra Narayan Ghosh S.O. Shri Subhash Poddar, H.A. Who ever is present in the office.
03	Shri Baidyanath Mukhopadhyay Head Assistant	Supervise the matters related to the topic: Accounts Section	Shri Indra Narayan Ghosh S.O. Shri Samar Nandi S.O. Who ever is present in the office.
04	Shri Subhash Poddar, Head Assistant	Supervise the matters related to the topic: Youth Parliamentary Competition	Shri Samar Nandi S.O.

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