

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS AND RURAL DEVELOPMENT
JOINT ADMINISTRATIVE BUILDING
BLOCK: HC, PLOT NO: 7
SALT LAKE CITY, SECTOR-III
KOLKATA- 700 106

6370/RD/ESTT/1E-8/12(Part II)

dated 15.12.17

ORDER

In supersession of all previous orders, the duties and responsibilities of officers with regard to the implementation of different schemes/ programmes under this department, including other office functions is distributed as hereunder:

1. DAY-NRLM/ Anandadhara (West Bengal State Rural Livelihoods Mission), Sahay Project	
Main Charge	Smt. Choten D. Lama, CEO, WBSRLM & Secretary, P&RD Department
Supporting charge	Smt. Nilanjana Dasgupta, Special Secretary & Additional CEO, WBSRLM
Charge assigned to in absence of the officer with main charge	Smt. Nilanjana Dasgupta, Special Secretary
2. Mahatma Gandhi National Rural Employment Guarantee Act/ Scheme	
Main Charge	Shri Dibyendu Sarkar, Commissioner in the Department & Commissioner, MGNREGA
Supporting charge	Smt. Esha Sengupta, Joint Secretary
	Shri Sudipta Porel, Deputy Secretary
Charge assigned to in absence of the officer with main charge	Smt. Esha Sengupta, Joint Secretary
3. Pradhan Mantri Gram Sadak Yojana (PMGSY)/ Bangla Gram Sadak Yojna	
Superior charge	Shri Satyabrata Chakraborty, ACEO, WBSRDA
Main Charge	Shri Dipanjan Bhattacharya, Joint Secretary
Charge assigned to in absence of the officer with main charge	Shri Hindole Datta, Joint Secretary
4. National Social Assistance Programme including all pension schemes (NSAP, PROFLAL etc.); Aam Admi Bima Yojana	
Main Charge	Shri Rabindranath Sarkar, Special Secretary
Supporting charge	Shri, Palash Sengupta Joint Secretary
Charge assigned to in absence of the officer with main charge	Shri, Palash Sengupta Joint Secretary
5. Rural Housing including PMAY-G/ BAY	
Superior charge	Shri Dibyendu Sarkar, Commissioner
Main Charge	Shri Hindole Datta, Joint Secretary
Charge assigned to in absence of the officer with main charge	Shri Dipanjan Bhattacharya, Joint Secretary

6. Mission Nirmal Bangla (Swachh Bharat Mission-Gramin)	
Main Charge	Shri Dibyendu Sarkar, Commissioner and Mission Director
Supporting charge	Smt. Sonali Datta Ray, Joint Secretary and Additional Mission Director
Charge assigned to in absence of the officer with main charge	Smt. Sonali Datta Ray, Joint Secretary

7. RIDF, Vetting and Engineering Cell including Establishment of the Engineering set up	
Main Charge	Shri Paritosh Roy, Special Secretary
Supporting charge	Shri Dipanjan Bhattacharya, Joint Secretary
Charge assigned to in absence of the officer with main charge	Shri Dipanjan Bhattacharya, Joint Secretary

8. Society for Training & Research in Panchayats & Rural Development (STARPARD) including GPDP	
Main Charge	Shri Dilip Kumar Pal, Adviser as Member Secretary
Supporting charge	Shri Dibyendu Das, Joint Secretary as JS, STARPARD Shri Sudipta Porel, Deputy Secretary as DS, STARPARD
Charge assigned to in absence of the officer with main charge	Shri Dibyendu Das, Joint Secretary

9. Sishu Siksha Karmashuchi & Madhyamik Siksha Karmashuchi	
Superior charge	Smt. Choten D Lama, Secretary
Main Charge (Mission Director)	Smt. Swati Bandyopadhyay, Joint Secretary
Charge assigned to in absence of the officer with main charge	Smt Esha Sengupta, Joint Secretary

10. Community Healthcare Management Initiative (CHCMI)	
Superior charge	Smt. Choten D Lama, Secretary
Main Charge	Shri Hindole Dutta, Joint Secretary
Charge assigned to in absence of the officer with main charge	Smt. Nilanjana Dasgupta, Special Secretary

11. e-Governance through Common Service Centres (Tathya Mitra Kendra)	
Superior charge	Shri Dibyendu Sarkar, Commissioner
Main Charge	Smt. Sonali Datta Ray, Joint Secretary
Charge assigned to in absence of the officer with main charge	Smt. Nilanjana Dasgupta, Special Secretary

12. Institutional Strengthening of Gram Panchayats Project (ISGPP)	
Main Charge	Shri Soumya Purkait, Special Secretary as Programme Director
Charge assigned to in absence of the officer with main charge	Smt. Esha Sengupta, Joint Secretary

13. Decentralised Planning, Training Cell, NGO matters, Publications including Panchayati Raj	
Main Charge	Shri Dibyendu Sarkar, Commissioner
Supporting charge	Shri Indranil Mukhopadhyay, Deputy Secretary
Charge assigned to in absence of the officer with main charge	Shri Indranil Mukhopadhyay, Deputy Secretary

14. Budget Cell	
Superior charge	Smt. Choten D. Lama, Secretary
Main Charge	Smt. Esha Sengupta, Joint Secretary
Charge assigned to in absence of the officer with main charge	Smt. Nilanjana Dasgupta, Special Secretary

15. State and Central Finance Commission related issues	
Superior charge	Shri Soumya Purkait, Special Secretary
Main Charge	Shri Indranil Mukhopadhyay, Deputy Secretary
Charge assigned to in absence of the officer with main charge	Shri Sudipta Porel, Deputy Secretary

16. PRI Cell including PRI establishment	
Main Charge	Shri Soumya Purkait, Special Secretary
Supporting charge	Shri Palash Sengupta, Joint Secretary
Charge assigned to in absence of the officer with main charge	Shri Palash Sengupta, Joint Secretary

17. Joint BDO Cell and Block Cell	
Superior charge	Smt. Choten D. Lama, Secretary
Main Charge	Shri Rabindra Nath Sarkar, Special Secretary
Supporting charge	Smt. Swati Bandyopadhyay, Joint Secretary
Charge assigned to in absence of the officer with main charge	Smt. Swati Bandyopadhyay, Joint Secretary

18. Establishment of the Department, Establishment of the Directorate and P&RD Accounts Cell	
Superior charge	Smt. Choten D. Lama, Secretary
Main Charge	Smt. Esha Sengupta, Joint Secretary
Supporting charge	Shri Mahendra Kumar Dubey, Assistant Secretary & DDO (Accounts Cell)
Charge assigned to in absence of the officer with main charge	Shri Dibyendu Das, Joint Secretary

19. Routine Office Management of the Department including management of facilities, vehicles	
Superior charge	Smt. Choten D. Lama, Secretary
Main Charge	Shri R. N. Sarkar, Special Secretary
Supporting charge	Md. F R Siddique, Deputy Secretary
Charge assigned to in absence of the officer with main charge	Md. F R Siddique, Deputy Secretary

20. Law, Vigilance and Public Grievance matters	
Main Charge	Shri Debasish Das, Commissioner, P&RD
Supporting charge	Shri Subir Das, Joint Secretary Shri Ritam Chatterjee, Senior Law Officer
Charge assigned to in absence of the officer with main charge	Shri Soumya Purkait, Special Secretary

21. Policy matters including the Assembly and Parliamentary Questions/ Affairs	
Main Charge	Shri Dibyendu Das, Joint Secretary
Supporting Charge	Shri Indranil Mukhopadhyay, Dy Secretary (for training part)
Charge assigned to in absence of the officer with main charge	Smt. Sonali Datta Ray, Joint Secretary

22. Matters related to the West Bengal Comprehensive Area Development Corporation	
Main Charge (Administrative Secretary, WBCADC)	Shri Paritosh Ray, Special Secretary
Charge assigned to in absence of the officer with main charge	Smt. Swati Bandyopadhyay, Joint Secretary

23. Right to Information Act	
Superior charge (Appellate Authority)	Shri Debasish Das, Commissioner, P&RD
Main Charge (SPIO)	Shri Palash Sengupta, Joint Secretary
Charge assigned to in absence of the officer with main charge	Shri Sudipta Porel, Deputy Secretary

24. Panchayat Accounts and Audit matters	
Main Charge	Shri Babulal Hembram, Senior Accounts Officer & ex-officio Joint Secretary
Charge assigned to in absence of the officer with main charge	Shri Nikhil Baran Biswas, Financial Controller, WBSRDA

25. WBCADC Cell in the Department	
Superior charge	Shri Paritosh Roy, Special Secretary
Main Charge	Smt. Swati Bandyopadhyay, Joint Secretary
Charge assigned to in absence of the officer with main charge	Shri Dibyendu Das, Joint Secretary

26. SECC, e-Panchayats, MIS, File Tracking System, Computerisation related activities, DRDA Admin	
Superior charge	Smt. Choten D. Lama, Secretary
Main Charge	Smt. Nilanjana Dasgupta, Special Secretary
Supporting charge	Shri Indranil Mukhopadhyay, Deputy Secretary
Charge assigned to in absence of the officer with main charge	Smt. Esha Sengupta, Joint Secretary

27. Website of the Department including role as Nodal Officer in respect of BanglarMukh, iOSMS, Administrative Calendar, Periodic Reports	
Superior charge	Shri Dibyendu Sarkar, Commissioner
Main Charge	Shri Indranil Mukhopadhyay, Deputy Secretary
Charge assigned to in absence of the officer with main charge	Smt. Nilanjana Dasgupta, Special Secretary

28. Mission Antyodaya, RURBAN Mission, SAGY	
Superior charge	Shri Dibyendu Sarkar, Commissioner, P&RD
Main Charge	Shri Indranil Mukhopadhyay, Deputy Secretary
Charge assigned to in absence of the officer with main charge	Shri Sudipta Porel, Deputy Secretary

29. Sagarmala Project	
Superior charge	Smt. Choten D. Lama, Secretary
Main Charge	Shri Dibyendu Das, Joint Secretary
Charge assigned to in absence of the officer with main charge	Smt. Nilanjana Dasgupta, Special Secretary

30. Protocol etc.	
Superior Charge	Smt Choten D Lama, Secretary
Main Charge	Smt. Swati Bandyopadhyay, Joint Secretary
Supporting Charge	Md. F R Siddique, Deputy Secretary
Charge assigned to in absence of the officer with main charge	Shri Dibyendu Das, Joint Secretary

When the files are required to be placed before the undersigned, it will be moved through the officer in superior charge, if assigned. Where no officer has been indicated in superior charge, the officer holding main charge will directly place the file to the undersigned. The Superior Charge Officer will remain in overall charge of the programme.

In addition to the assigned roles and responsibilities, the Joint/Deputy Secretaries of the department will also function as Joint/Deputy Chief Executive Officer of the WBSRDA in respect of the specific programme/scheme for which she/he is responsible and where there is a connection of the same with the WBSRDA. Similarly, Commissioners/Special Secretaries shall also be Additional CEOs of WBSRDA. Smt. Choten D Lama, Secretary of this department will also function as Additional CEO of WBSRDA.

In issues requiring overall coordination and inter departmental coordination, Smt. Choten D Lama, Secretary will be the nodal point.

While this overall distribution pattern will be followed in the discharge of official duties, the undersigned may assign any function to any officer under his control.

This order is issued in public interest and will be effective immediately.

Sd/-
(Saurabh Kumar Das)
Additional Chief Secretary