



Government of West Bengal
Panchayats & Rural Development Department
Joint Administrative Building (6th – 10th Floor)
Block - HC-7, Sector - III, Salt Lake City, Kolkata – 700106

No.2701-PRD-23098/96/2026-ESTT SEC

Date : 25/06/2026

ORDER

The following Officers and Staff of P&RD Department have been entrusted with the role of Operator, Checker and Approver in connection with the preparation and updation of e-Service Book, Leave matter, Submission of SAR to the post of SA&AO in HRMS portal and Sanctioning authority regarding Medical Bill under WBHS portal as well as Creation of Workflow Channel for tagging them in their respective duties in HRMS portal and WBHS in addition to their normal duties in the interest of public service with urgent priority.

Preparation & Updation of e-Service Book for Officers & Staff of P&RD Department through HRMS			
Sl. No.	Level – 3 (Operator)	Level-2 (Checker)	Level-1 (Role of approver for authentication e-Service Book up to the post of Section Officer)
1.	Sri Chiranjit Karmakar, UDA	Sri Susanta Sarkar, Section Officer	Sri Shyamal Kumar Dafadar, WBSS, Deputy Secretary
2.	Smt. Papiya Bhowmick, LDA		
Sl. No.	Level -3 (Operator)	Level-2 (Checker)	Level-1(Role of approver for authentication e-Service Book from the post of WBSS Cadre)
1.	Sri Chiranjit Karmakar, UDA	Sri Shyamal Kumar Dafadar, WBSS, Deputy Secretary	Sri Arunava Pal, WBCS(Exe),Senior Deputy Secretary
2.	Smt. Papiya Bhowmick, LDA		

Continued..P/2

Medical Cell			
Sl. No.	Name of the Approver	Role of Approver	
1.	Sri Shyamal Kumar Dafadar, WBSS, Deputy Secretary	The sanctioning power has been delegated to him up to the post of Section Officer	
2.	Sri Arunava Pal, WBCS(Exe), Senior Deputy Secretary	The sanctioning power has been delegated to him from WBSS Cadre	
Leave related Matter			
Sl. No.	Approver	Role	
1.	Sri Shyamal Kumar Dafadar, WBSS, Deputy Secretary	The sanctioning power has been delegated to him up to the post of Section Officer	
2.	Sri Arunava Pal, WBCS(Exe), Senior Deputy Secretary	The sanctioning power has been delegated to him from WBSS Cadre	
JRY Cell			
Sl. No.	Level-3 (Operator)	Level-2 (Checker)	Level-1(Approver)
1.	Sri Saptarshi Gangully, UDA	Sri Pintu Biswas, HA	Sri Sachchidananda Bandopadhyay, WBCS(Exe), Senior Deputy Secretary
2.	Sri Bhuban Roy, LDA		
Joint BDO Cell			
Sl. No.	Level-3 (Operator)	Level-2 (Checker)	Level-1(Approver)
1.	Sri Samir Kar, UDA	Anindya	Tapas Kr Kundu, WBCS(Exe), Senior Deputy Secretary
2.	Sri Ratan Dey, UDA	Bhattacharya, Section Officer	

Submission of SAR in respect of SA&AO		
Sl. No.	Nodal Officer	Custodian Officer
1.	Sri Arunava Pal, WBCS(Exe), Senior Deputy Secretary	Sri Subhasis Kumar Mukerjee, WBSS, Assistant Secretary

Sri Koushik Pal, Head Assistant, attached to the Accounts Section of P&RD Department is directed to create the Workflow Channel and tag them as per their allotted role which has been given in both HRMS & WBHS portal

This Order is issued with the approval of the Secretary of P&RD Department.

Sd/-

Special Secretary
to the Government of West Bengal

No.2701/1(55)-PRD-23098/96/2026-ESTT SEC

Date :25/06/2026

Copy forwarded for information and taking necessary action to :

1. The Special Secretary/Additional Secretary/Senior Deputy Secretary/Joint Secretary/Assistant Secretary Cell (All) of this Deptt.
2. The PS to the Hon'ble MIC of P&RD Deptt.
3. The PS to the Hon'ble MOS of P&RD Deptt.
4. Sri Sachchidananda Bandopadhyay, WBCS(Exe), Senior Deputy Secretary of P&RD Deptt.
5. Sri Arunava Pal, WBCS(Exe), Senior Deputy Secretary of P&RD Deptt.
6. Sri Tapas Kr Kundu, WBCS(Exe), Senior Deputy Secretary of P&RD Deptt.
7. Sri Shyamal Kumar Dafadar, WBSS, Deputy Secretary of P&RD Deptt.
8. Sri Subhasis Kumar Mukherjee, WBSS, Assistant Secretary of P&RD Deptt.
9. The Senior PA to the Secretary of P&RD Deptt.
10. SO & DDO, Accounts Section of P&RD Deptt.
11. Sri Susanta Sarkar, SO of P&RD Deptt.

Continued..P/4

12. Sri Koushik Pal, HA of P&RD Deptt.
13. Sri Pintu Biswas, HA of P&RD Deptt.
14. Sri Samir Kar, UDA of P&RD Deptt.
15. Sri Chiranjit Karmakar, UDA of P&RD Deptt.
16. Sri Saptarshi Gangully, UDA of P&RD Deptt.
17. Ratan Dey, UDA of P&RD Deptt.
18. Sri Bhuban Roy, LDA of P&RD Deptt.
19. Smt. Papiya Bhowmick, LDA of P&RD Deptt.
- ✓ 20. IT Cell of this Deptt. is requested to upload this Order in the departmental Website.
21. Office Copy

[Handwritten Signature]
25/08/2026

Assistant Secretary
to the Government of West Bengal