

**GOVERNMENT OF WEST BENGAL**  
**PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT**

Joint Administrative Building, Block-HC-7, Sector-III, Pin 700106



No: 295-RD/Estt/1E-8/12

Dated 11.01.2023

**ORDER**

In partial modification of this office order no. 7315/DPRD-12099/32020 dated 06-12-2022 and consequent upon joining of Sri Sanjay Mukhopadhyay (WBCS Exe), Special Secretary and Sri Purnendu Sakhar Naskar (WBCS Exe), Sr. Deputy Secretary the redistribution of charges/ duties are made as per the following :

**Special Secretary/ Additional Secretary/ Joint Secretary/ Sr. Deputy Secretary/ Deputy Secretary in the Department:**

Sl. No.	Name of the Officer	Duties assigned	Leave Substitute
1	Soumyajit Das, WBCS (Exe.)	Budget, Audit, Accounts 15 <sup>th</sup> Finance Grant Law & Vigilance	Sanjay Mukhopadhyay, WBCS (Exe.)
2	Anamika Majumder, WBCS (Exe.)	Programme Director, ISGPP-II	Saikat Sannidhi Bhattacharya, WBCS (Exe.)
3	Sanjay Mukhopadhyay, WBCS (Exe.)	Administrative Secretary, WBCADC	Anamika Majumder, WBCS (Exe.)
4	Shyamal Kr Mondal, WBCS (Exe.)	Establishment Cell PMAY-G Land Matters Protocol	Dipanjana Bhattacharyya, WBCS (Exe.)
5	Anjan Chakrabarti, WBCS (Exe.)	15 <sup>th</sup> Finance Grant Information and Technology	Santhosa G.R. IFoS
5	Sangeeta Banerjee Barua, WBCS (Exe.)	Budget, Audit, Accounts ISGPP - II	Pratip Kr. Mandal, WBCS (Exe.)
6	Samir Das, WBCS (Exe.)	Information & Technology 15 <sup>th</sup> Finance Grant	Purnendu Sakhar Naskar, WBCS (Exe.)
7	Purnendu Sakhar Naskar, WBCS (Exe.)	Establishment Marketing, WBSRLM Media Monitoring, Public Grievance & Complaint Management including CPGRAMS	Sudipta Das, WBCS (Exe.)
8	Sudipta Das, WBCS (Exe.)	PRI Set Up AO, WBSRLM	Purnendu Sakhar Naskar, WBCS (Exe.)
9	Indrani Sarkar, WBCS (Exe.)	MGNREGS NSAP	Sachhidananda Banerjee, WBCS (Exe.)

The Officers concerned are requested to carry out *suo moto* planning, review & monitoring of works assigned to them. They shall maintain liaison with concerned department and institutions with respect to scheme implementation, planning, fund management and utilization. The Officer shall also undertake district visit to assigned district.

This order will take immediate effect.

Secretary to the Govt. of West Bengal,  
Panchayat & Rural Development Deptt.

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No: 295/1(5)-RD/Estt/1E-8/12

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Copy forwarded for information and necessary action to :

- 1) Commissioner in the rank of Secretary/ Special Secretary/ Additional Secretary/ Joint Secretary/ Sr.Deputy Secretary / Deputy Secretary (All).
- 2) District Magistrate (All)
- 3) PS/OSD to HMIC/HMOS.
- 4) The Sr. P.A to the Secretary, P & RD Deptt.
- 5) Office Copy

*Thun*  
11.01.2023  
Additional Secretary to the Govt. of West Bengal,  
Panchayat & Rural Development Deptt.