

**ALLOTMENT OF WORK AMONG THE U.D.A./L.D.A./S.S.P. OF THE ESTABLISHMENT BRANCH, MEDICAL CELL and ACCOUNT CELL (ROOM NO. 18), HOUSING DEPARTMENT, GOVERNMENT OF WEST BENGAL**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Allotment of works</b>
01.	<b>Raj Kumar Garang, H.A.</b>	<ul style="list-style-type: none"> <li>i) Service matters of all officials of Housing Department. (like joining release, promotional issues, pay fixation etc.)</li> <li>ii) Permission for purchase of land, flat, Car and Motorcycle Adv, GPF, House Building Advance etc.</li> <li>iii) Service verification of Officers of Housing Department.</li> <li>iv) Leave report of WBCS (Exe.) officers, F.A, Law Officer, PA, PS etc.</li> <li>v) Service Book entry.</li> <li>vi) Custodian of Service Book of officials of this Department.</li> <li>vii) Permission for Competitive exam.</li> <li>viii) All other matters as may be assigned to him by the Authority</li> </ul>
03.	<b>Abhisek Dey, U.D.A.</b>	<ul style="list-style-type: none"> <li>i) Service matters of all officials of Housing Department. (like Joining, Release, Promotional issues, Pay fixation etc.)</li> <li>ii) Service verification of Officers of Housing Department.</li> <li>iii) Leave report of WBCS (Exe.) officers, F.A, PA, PS etc.</li> <li>iv) Issuance of identity certificate for Passport of officials.</li> <li>v) Pay related matters of contractual group C &amp; D, SSP etc.</li> <li>vi) Matters related to Pension and other Pensionary Benefits Department &amp; all other Directorate and Parastatals.</li> <li>vii) Service Book entry</li> <li>viii) All other matters as may be assigned to him by the Authority.</li> </ul>
04.	<b>Aditya Dey, U.D.A.</b>	<ul style="list-style-type: none"> <li>i) Matters related to Departmental Proceedings and Vigilance Cases and grievance</li> <li>ii) Establishment matters related to B.P Dte and WBHB.</li> <li>iii) All sorts of statutory activities under Act/Rules.</li> <li>iv) Procurement (Non IT)</li> <li>v) All G.P.F related matters.</li> <li>vi) Permission for Competitive exam.</li> <li>vii) All other matters as may be assigned to him by the Authority.</li> <li>viii) Establishment of Housing Directorate &amp; Estate Directorate.</li> <li>ix) Circulation of Govt. orders and other matters. All Sorts of correspondence.</li> </ul>
05.	<b>Sayan Kr Paul, UDA</b>	<ul style="list-style-type: none"> <li>i) All activities on HRMS Module including release and joining.</li> <li>ii) LTC/HTC and TA/DA.</li> <li>iii) Compassionate appointment</li> <li>iv) Maintenance of Mini Conference Room, expenditure of various meeting.</li> <li>v) Acting Arrangement.</li> <li>vi) Issue of Identity cards for staffs.</li> <li>vii) Bio-metric</li> <li>viii) Service Book Entry,</li> <li>ix) All other matters as may be assigned to him by the Authority.</li> </ul>
06.	<b>Dibyarab Bera, L.D.A.</b>	<ul style="list-style-type: none"> <li>i) Retention of hired vehicle and payment of vehicle bills.</li> <li>ii) procurement through GEM only.</li> <li>iii) Assembly Pass.</li> <li>iv) All sorts of payment. (newspaper, telephone, GPO etc.)</li> <li>v) Installation and AMC of Intercom, Router, wi-fi etc.</li> <li>vi) PWD (Civil &amp; Electrical) related works.</li> <li>vii) GRIPS Portal.</li> <li>viii) Filling of TDS return.</li> <li>ix) Misc. petty cash related matters.</li> <li>x) Tiffin bill of Group D, Supply of liveries, washing charge of liveries.</li> <li>xi) All other matters as may be assigned to him by the Authority.</li> </ul>
07.	<b>Rina Das, U.D.A.</b>	<ul style="list-style-type: none"> <li>i) A &amp; E Cell (all sorts of leave and sending of employment certificate)</li> <li>ii) Election and all Training matter.</li> <li>iii) Leave matters employees of Department and Directorate.</li> <li>iv) CCL, PCCL, Station leave.</li> <li>v) Service Book Entry.</li> <li>vi) All other matters as may be assigned to her by the Authority.</li> </ul>
08.	<b>Syed Aweish Anjum, S.S.P.</b>	<ul style="list-style-type: none"> <li>i) e-office related matters of Department, Directors and parastatals.</li> <li>ii) Govt e-mail ID creation and updation.</li> <li>iii) Sorasori Mukhyamantri, Samannay portal and CMO Grievances (online).</li> <li>iv) GeM (online)</li> <li>v) Updation of Website of Housing Department</li> <li>vi) Internet &amp; Swan &amp; Bio-metric related matters and installation of office Gadgets.</li> <li>vii) All other matters as may be assigned to him by the Authority</li> </ul>

09.	<b>Soma Barai, U.D.A.</b>	Medical Cell WBHS operator
10.	<b>Md. Shahid Mahaboob Molla, L.D.A.</b>	Medical Claim Re-imburement
11	<b>Sanjib Ghosh, U.D.A.</b>	Preparing Bill (Salary and Others)
12.	<b>SOUPARNE E JANA, L.D.A.</b>	Maintenance Cash Book, Preparing Contingency Bills, Mentenance of Cheque Registrar.
13.	<b>Sri Raja Dutta, S.O</b>	look after the Establishment matters of this Department.
14.	<b>Sri Saroj Kr. Dey Registrar &amp; D.D.O</b>	look after the works of Accounts cell, all policy matter along with leave (monthly report).
15.	<b>Shnaoli RoyChatterje e, S.O.</b>	Supervision of various matters of Accounts Cell & IT Cell, Medical Cell
16.	<b>Sri Pradip Kr Ekka, O.S.D.</b>	look after the Establishment matters of this Department. (Procurement, Payments, leave and compassionate ground.)