

I/395476/2023

**Government of West Bengal**

Water Resources Investigation & Development Department  
Khadya Bhaban, Block – A, 6<sup>th</sup> Floor,  
11A, Mirza Ghalib Street,  
Kolkata – 700087

**No. 612-WI-11011(15)/1/2021-Section (WRIDD)**

**Date: 16.05.2023**

**ORDER**

Whereas; more manpower is presently required for scanning and receiving works for smooth functioning of the office.

Therefore, this Department has decided to merge the scanning and receiving unit with the present issue cell, and a new **SRI (Scanning, Receiving and Issue) Cell**, supervised by Sri Sudarson Naskar, Supervisory Grade Typist of this Department, is hereby created for better output.

Now, the newly created SRI Cell will be constituted in the room of the present Minor Irrigation (M.I.) Cell 2 and M.I. Cell2 will be shifted to the room of the present issue Cell.

The distribution of works among all the officers and employees of this Department are as follows:-

- 1. Sri Ashoke Kumar Das, WBCS (Exe.), OSD & Special Secretary**
  - a) Head of the Establishment Cell
- 2. Sri Utpal Saha, WBSrSAE, Joint Secretary**
  - a) Head of the Minor Irrigation Cell
- 3. Joint Secretary, WBSS [Presently vacant]**
  - a) Law and Establishment matters other than Engineering Cadre
  - b) Any other work as may be assigned from time to time.  
Leave Substitute: Sri Asoke Mandal, WBSS, Deputy Secretary.
- 4. Sri Asoke Mandal, WBSS, Deputy Secretary**
  - a) Establishment matter including two Directorates and Corporations under Administrative Control of this Department.
  - b) Work relating to West Bengal Accelerated Development of Minor Irrigation Project (WBADMIP)
  - c) Work relating to Hiring and Retention of Vehicles
  - d) Act as a PSA and Vigilance Officer
  - e) Any other work as may be assigned from time to time.  
Leave Substitute: Sri Saibal Kanti Maiti, WBSS, Assistant Secretary

- 5. Sri Saibal Kanti Maiti, WBSS, Assistant Secretary**
- Establishment matter i.e. Purchasing, Appointment on Compassionate Ground, WBHS, 2008, Matter relating to contractual staff, Assembly and Parliament Questions etc.
  - RTI cases and act as State Public Information Officer.
  - IT set up and e-Governance.
  - Any other work as may be assigned from time to time.
- Leave Substitute: Sri Asoke Mandal, WBSS, Deputy Secretary
- 6. Sri Partha Sarathi Mukherjee, WBSS, Assistant Secretary**
- Work Relating to Minor Irrigation Cell
  - Rent Cases
  - National Hydrology Project (NHP)
  - Law Matter
  - Any other work as may be assigned from time to time.
- Leave Substitute: Sri Saibal Kanti Maiti, WBSS, Assistant Secretary
- 7. Smt. Anita Sahu, WBL, Sr. Law Officer & Ex-Officio Assistant Secretary**
- Work Relating to Law matter of this Department
- Leave Substitute: Sutapa Ganguly Mukherjee, WBL, Law Officer, presently posted in WRDD
- 8. Sri Rabindranath Ray, WBSS, Registrar**
- All the work meant for Registrar as per Secretariat Manual.
  - To act as Assistant State Public Information Officer.
  - Any other work as may be assigned from time to time.
- Leave Substitute: Sri Saibal Kanti Maiti, WBSS, Assistant Secretary
- 9. Sri Ratan Das, Section Officer**
- Distribution of Stationery articles
  - Maintenance and Distribution of Computer & IT Accessories
  - Maintenance of Stock Register
  - Any other work as may be assigned from time to time
- Leave Substitute: Sri Anik Kumar Biswas, Section Officer
- 10. Sri Anik Kumar Biswas, Section Officer**
- Work Relating to Law Cell
  - Work Relating to Service Book, Leave and GPF as stated in the annexure.
  - Work relating to Hiring and Retention of Vehicles
  - Any other work as may be assigned from time to time.
- Leave Substitute: Sri Sisir Kumar Mondal, Section Officer
- 11. Sri Sisir Kumar Mondal, Section Officer**
- Vigilance Matter.
  - Establishment matter relating to Engineering, Geologist and Chemist Cadre.
  - Establishment matter of WBSS Cadre, Others cadre.
  - Work Relating to Service Book, Leave and GPF as stated in the annexure.
  - Any other work as may be assigned from time to time.

Leave Substitute: Sri Sandip Kumar Mandal, Section Officer for serial no. a, b & c and Sri Anik Kumar Biswas, Section Officer for serial no. d.

**12. Sri Sandip Kumar Mandal, Section Officer**

- a) Establishment matter relating to two Directorates under Administrative control of this Department except Engineering, Geologist and Chemist Cadre.
- b) Appointment on Compassionate Ground
- c) Assembly and Parliament Question.
- d) Any other work as may be assigned from time to time.

Leave Substitute: Sri Sisir Kumar Mondal, Section Officer for serial no. a and Sri Anik Kumar Biswas, Section Officer for serial no. b & c.

**13. Sri Asim Kumar Naskar, Head Assistant**

- a) Matter relating to Group D contractual staff, posted in this Department and WRDD.
- b) Matter relating to Secretariate Establishment (intra-Department)
- c) Matter relating to different types of sanction or reimbursement other than WBHS, 2008
- d) Pay fixation and Pay Protection in respect of all cadre other than Engineering Cadre.
- f) Work Relating to Service Book, Leave and GPF as stated in the annexure.
- g) Any other work as may be assigned from time to time.

Leave Substitute: Sri Debnath Mukherjee, Head Assistant

**14. Sri Debnath Mukherjee, Head Assistant**

- a) Mater relating to all types of Pension Cases, rent and different types of permissions
- b) Matter relating to Identity Card and RTI ACT, 2005, Protocol duties
- c) Work Relating to Service Book, Leave and GPF as stated in the annexure.
- d) Any other work as may be assigned from time to time.

Leave Substitute: Sri Asim Kumar Naskar, Head Assistant

**15. Sri Amiya Mondal, Head Assistant**

- a) Any types of matters relating to WBHS, 2008 as stated in the Annexure.
- b) Supervision of all matters relating to Account Cell.
- c) Any other work as may be assigned from time to time.

Leave Substitute: Sri Sandip Kumar Mandal, Section Officer

**16. Sri Richik Majumdar, Head Assistant**

- a) All matters relating to Minor Irrigation Cell
- b) Any other work as may be assigned from time to time.

Leave Substitute: Sri Apurba Roy, Head Assistant

**17. Sri Apurba Roy, Head Assistant**

- a) All matters relating to Minor Irrigation Cell
- b) Matter relating to Contractual Staff other than Group D contractual, posted in this Department.
- c) Any other work as may be assigned from time to time.

Leave Substitute: Sri Richik Majumdar, Head Assistant for serial no. a and Sri Sisir Kumar Mondal, Section Officer for serial no. b

**18. Smt. Mitali Pramanik, UDA**

- a) Preparation of Budget Speech
- b) Matter relating to RTI Act, 2005
- c) Work relating to Service Book as stated in the Annexure.
- d) Any other work as may be assigned from time to time.

Leave Substitute: Sri Sudip Goswami, LDA for serial no. a & b and Md. Haider Ali , LDA for serial no. c

**19. Smt. Indira Tamang, UDA**

- a) Matter relating to Pension Case & D.C.R.B. Benefits and Maintenance of Pension Register.
- b) Matter relating to SC, ST, OBC Return.
- c) Work relating to Service Book as stated in the Annexure.
- d) Any other work as may be assigned from time to time.

Leave Substitute: Sri Raj Kumar Karan, LDA for serial no. a & b and Smt. Mitali Pramanik, UDA for serial no. c.

**20. Smt. Arpita Ghosh, UDA**

- a) Matter relating to different types of sanction or payment or reimbursement including the any bill of Hon'ble MIC of this Department.
- b) Matter relating to Liveries of Group D staff.
- c) Work relating to GPF & Leave as stated in the Annexure.
- d) Appointment, Promotion & Preparation of Gradation List of Group D employees of this Department.
- e) Any other work as may be assigned from time to time.

Leave Substitute: Sri Mohit Paul, UDA for serial no. a, b & c and Sri Jibendra Mondal, UDA for serial no. d.

**21. Sri Dipankar Basak, UDA**

- a) Matter relating to all Establishment matters i.e. Gradation List, Confirmation, Database, Transfer & Promotion of Engineering Service upto the level of Superintending Engineers.
- b) Any other work as may be assigned from time to time

Leave Substitute: Sri Surajit Mondal, UDA

**22. Sri Utpal Gagnuly, UDA**

- a) Matter relating to 60:40 (6 years & 13 Years) benefit in respect of Engineering Cadre.
- b) Matter relating to CAS (8 Years, 16 Years and 25 Years) in respect of Engineering Cadre.
- c) Any matter relating to Vigilance and Departmental Proceedings.
- d) Any matter relating to MIC's attendant.
- e) Any other work as may be assigned from time to time

Leave Substitute: Sri Surajit Mondal, UDA for serial no. a & b and Sri Jibendra Mondal, UDA for c.

**23. Sri Jibendra Mondal, UDA**

- a) Matter relating to appointment on compassionate ground
- b) Maintenance of database of employees for election

- c) Fixation of Pay, Pay Protection, MCAS in respect of all employees except Engineering Cadre.
- d) Any other work as may be assigned from time to time.  
Leave Substitute: Sri Utpal Ganguly, UDA

**24. Sri Timir Mondal, UDA**

- a) Matter relating to Audit and Minor Irrigation Cell
- b) Any other work as may be assigned from time to time  
Leave Substitute: Sri Dharmadas Som, UDA

**25. Sri Swapan Barman, UDA**

- a) Matter relating to Reappropriation/ Augmentation of fund under different Head of Account.
- b) Matter relating to release of fund in favour of WBSMICL, SWID and PWD.
- c) Matter relating to release of fund for GeM and generating CRC for GeM purchasing.
- d) Matter relating to preparation of Salary Bill, Arrear Bill, Provisional Pension and Form -16.
- e) Matter relating to payment of Leave Encashment and GISS.
- f) All types of HRMS including online SAR.
- g) Matter relating to purchasing of Computer and Computer Accessories and maintenance of Office Building.
- h) Matter relating to work allotment and different types of training.
- i) Any other work as may be assigned from time to time  
Leave Substitute: Sri Sourav Giri, LDA for serial no. a, b & c, Smt. Indira Tamang for serial no. d & e, Sri Tanay De Karmakar, LDA for serial no. f, Sri Rana Sikdar, LDA for serial no. g and h.

**26. Sri Keshab Chandra Kundu, UDA**

- a) Matter relating to all types of e-Billing other than Salary & Arrear Bill.
- b) Any other work as may be assigned from time to time  
Leave Substitute: Sri Rana Sikdar, LDA

**27. Sri Sudip Satpati, UDA**

- a) Work relating to maintenance of Assets Statement, ACR, rating of ACR in respect of the Gr. A officers appointed by this Department and circulation of different type of Notification or Memorandum.
- b) Receiving of Declaration of Assets.
- c) Work relating to WBHS 2008 as stated in the Annexure.
- d) Any other work as may be assigned from time to time  
Leave Substitute: Sri Jibendra Mondal, UDA for serial no. a & b and Sri Anik Sarkar, LDA for serial no. c

**28. Sri Surajit Mandal, UDA**

- a) All establishment matter relating to Chief Engineer onwards.
- b) Work relating to Service Book and Leave as stated in the Annexure.
- c) Cashier of Accounts Cell
- d) Any other work as may be assigned from time to time

Leave Substitute: Sri Tanay De Karmakar, LDA for serial no a & b, Sri Keshab Chandra Kundu for serial no. c

**29. Sri Kaushik Adhikary, UDA**

a) All establishment matter i.e. CAS, Confirmation, Gradation List, Transfer, Promotion, Database relating to WRDD and SWID except engineering cadre.

b) Any other work as may be assigned from time to time

Leave Substitute: Dipankar Basak, UDA

**30. Sri Dharmadas Som, UDA**

a) Matter relating to Minor Irrigation Cell

b) Any other work as may be assigned from time to time

Leave Substitute: Sri Timir Mondal, UDA

**31. Sri Mohit Paul, UDA**

a) Work relating to Leave and GPF as stated in the Annexure.

b) Work relating to WBHS, 2008 as stated in the Annexure.

c) Assist SRI Cell (if shortage of manpower).

d) Any other work as may be assigned from time to time

Leave Substitute: Sri Saptarshi Mondal, LDA for serial no. a, Smt. Arpita Ghosh, UDA for serial no. b

**32. Md. Haider Ali, LDA**

a) Works relating to WBAICL and WBSMICL, Assembly Pass.

b) Works relating to clearance certificate of different types of Loan

c) Work relating to Service Book & Leave as stated in the Annexure

d) Any other work as may be assigned from time to time

Leave Substitute: Sri Raj Kumar Karan, LDA

**33. Sri Arko Roy, LDA**

a) Matter relating to Minor Irrigation Cell

b) Any other work as may be assigned from time to time

Leave Substitute: Sri Sourav Giri, LDA

**34. Sri Sudip Goswami, LDA**

a) Work relating to Law matter of this Department

b) Work relating to Departmental Establishment

c) Any other work as may be assigned from time to time

Leave Substitute: Sri Joydeep Biswas, LDA for serial no. a and Sri Raj Kumar Karan, LDA for serial no. b

**35. Sri Anik Sarkar, LDA**

a) Works relating to WBHS, 2008 as stated in the Annexure

b) Works relating to e-Office

c) Any other work as may be assigned from time to time

Leave Substitute: Sri Saptarshi Mondal, LDA for serial no. a and Sri Raj Kumar Karan, LDA for serial no. b

**36. Sri Sourav Giri, LDA**

a) Matter relating to Minor Irrigation Cell

b) Any other work as may be assigned from time to time

Leave Substitute: Sri Swapan Barman, UDA

**37. Sri Saptarshi Mondal, LDA**

- a) Work relating to WBHS, 2008 as stated in the Annexure.
- b) Work relating to Service Book & Leave as stated in the Annexure.
- c) Initiation of manual APRs/ACRs in respect of all employees and officers of this Department.
- d) Any other work as may be assigned from time to time  
Leave Substitute: Sri Anik Sarkar, LDA for serial no. a, Sri Sudipta Pramanik, LDA for serial no. b and Sri Tanay De Karmakar, LDA for serial no. c

**38. Sri Tanay De Karmakar, LDA**

- a) Work relating to Hiring and Retention of Vehicles
- b) Work relating to GPF and WBHS 2008 as stated in the Annexure
- c) Preparation of monthly Acting Arrangement
- d) Work relating to appointment, posting, transfer, release in respect of Officers and employees of this Department
- e) Any other work as may be assigned from time to time  
Leave Substitute: Sri Raj Kumar Karan, LDA for serial no. a, Sri Saptarshi Mondal, LDA for serial no. b, c & d.

**39. Sri Raj Kumar Karan, LDA**

- a) Miscellaneous work relating to retired employees of WRDD and SWID
- b) Work relating to Protocol duties, Identity Card.
- c) Work relating to Cabinet Memo, Assembly Question & Budget Speech.  
Any other work as may be assigned from time to time  
Leave Substitute: Smt. Indira Tamang, UDA for serial no. a and Sri Sudip Goswami, LDA for serial no. b & c.

**40. Sri Joydeep Biswas, LDA**

- a) Work relating to LAW matter of this Department.
- b) Work relating to miscellaneous payments or reimbursement of bills other than the bills relating to Hon'ble MIC
- c) Any other work as may be assigned from time to time  
Leave Substitute: Sri Sudip Goswami, LDA for serial no. a and Sri Rituparna Basu, LDA for serial no. b

**41. Sri Surya Sekhar Sarkar, LDA**

- a) Matter relating to Minor Irrigation Cell
- b) Work relating to LTC and HTC
- c) Any other work as may be assigned from time to time  
Leave Substitute: Sri Bitan Chowdhury, UDA

**42. Sri Avishek Sikder, LDA**

- a) Work relating to permission and NOC for purchasing land, flat, vehicles etc.
- b) Work relating to Rent Cases
- c) Works relating to WBHS, 2008 as stated in the Annexure
- d) Any other work as may be assigned from time to time  
Leave Substitute: Sri Sudipta Pramanik, LDA for serial no. a & b and Sri Saptarshi Mondal, LDA for serial no. c

**43. Sri Sudipta Pramanik, LDA**

- a) Work relating to Service Book, Leave, GPF as stated in the Annexure
  - b) Work related to Foreign Tour, Identity Certificate for Passport.
  - c) Any other work as may be assigned from time to time
- Leave Substitute: Sri Saptarshi Mondal, LDA for serial no. a and Sri Avishek Sikder, LDA for serial no. b.

**44. Sri Rana Sikdar, LDA**

- a) Entries of Stock Register
  - b) Work relating to miscellaneous payments or reimbursement of bills other than the bills relating to Hon'ble MIC.
  - c) Any other work as may be assigned from time to time
- Leave Substitute: Smt. Rituparna Basu, LDA

**45. Smt. Rituparna Basu, LDA**

- a) Work relating to maintaining of Cash Book, Bill Register.
  - b) Work relating to Service Book as stated in the Annexure
  - c) Any other work as may be assigned from time to time
- Leave Substitute: Sri Rana Sikdar, LDA for serial no. a and Sri Saptarshi Mondal, LDA for serial no. b.

**46. Sri Purna Chandra Murmu, Muharrir Grade – I**

- a) Work relating to Accounts Branch
- Leave Substitute: Smt. Alpana Roy, Record Supplier

**47. Smt. Alpana Roy, Record Supplier**

- a) Work relating to Accounts Branch.
  - b) Work relating to Minor Irrigation Cell 1.
- Leave Substitute: Sri Purna Chandra Murmu, Muharrir Grade – I for serial no. a and Sri Somenath Singha, Duftry for serial no. b.

**48. Smt. Subrata Saha, Record Supplier**

- a) Work relating to Law Cell.
  - b) Work relating to Minor Irrigation Cell 1.
- Leave Substitute: Smt. Alpana Roy, Record Supplier

**49. Sri Rabi Naskar, Record Supllier**

- b) Work relating to Accounts Branch
- Leave Substitute: Sri Purna Chandra Murmu, Muharrir Grade – I

**50. Sri Somenath Singha, Duftry**

- a) Work relating to Account Branch
- Leave Substitute: Sri Subrata Saha, Record Supplier

**51. Sri Soumallwa Bhowmick, Peon**

- a) Act as Peon in the chamber of the Financial Advisor of this Department.

**SRI Cell**

**52. Sri Sudarson Naskar, Supervisory Grade Typist**

- a) To supervise any types of works of SRI Cell
- e) Any other work as may be assigned from time to time



Leave Substitute: Sri Dababrata Mukherjee, Typist Grade-I

**53. Sri Dababrata Mukherjee, Typist Grade I**

- a) Work relating to SRI Cell
- b) Any other work as may be assigned from time to time

Leave Substitute: Smt. Samapti Ghosh, Typist Grade-I

**54. Smt. Samapti Ghosh, Typist Grade-I,**

- a) Work relating to SRI Cell
- b) Any other work as may be assigned from time to time

Leave Substitute: Sri Dababrata Mukherjee, Typist Grade – I

**55. Sri Niladri Sekhar Bose, UDA**

- a) Work relating to SRI Cell
- b) Any other work as may be assigned from time to time

Leave Substitute: Sri Mohit Paul, UDA

**56. Sri Kashi Nath Mondal, UDA**

- c) Work relating to SRI Cell
- d) Any other work as may be assigned from time to time

Leave Substitute: Sri Niladri Sekhar Bose, UDA

**57. Sri Dipankar Saha, Muharrir Grade - II**

- e) Work relating to SRI Cell
- f) Any other work as may be assigned from time to time

Leave Substitute: Sri Kashi Nath Mondal, LDA

**58. Sri Bitan Chowdhury, LDA**

- a) Matter relating to Minor Irrigation Cell.
- b) Any other work as may be assigned from time to time

Leave Substitute: Sri Surya Sekhar Sarkar, LDA

This order supersedes all other the previous orders in this respect and will take immediate effect until further order.

  
16/5/2023  
OSD & Special Secretary  
Government of West Bengal

No. 612/1(1)-WI-11011(15)/1/2021-Section (WRIDD)

Date: 16.05.2023

The Registrar of this Department is hereby requested to take necessary action for making proper sitting arrangements for all the employees of the newly created SRI Cell and circulate this order among all the officers and employees of this Department.

  
Deputy Secretary  
Government of West Bengal

**Copy forwarded for information:-**

1. The P.S. to Hon'ble MIC of this Department.
2. The Sr. P.S. to the Principal Secretary of this Department.
3. The Sr. Personal Secretary to the EIC & Ex-Officio Secretary of this Department.
4. The Sr. P.A. to the OSD & Special Secretary of this Department.
5. The Joint Secretary (M.I.) of this Department.
6. The Assistant Secretary (Estt.) of this Department.
7. The Assistant Secretary (M.I.) of this Department.
8. The Sr. Law Officer & Ex-Officio Assistant Secretary of this Department.
9. Smt. Sutapa Ganguly (Mukherjee), Law Officer, WRDD.
  
10. Sri \_\_\_\_\_, Section Officer of this Department.
11. Sri \_\_\_\_\_, Head Assistant of this Department.
12. Sri \_\_\_\_\_, U.D.A. of this Department.
13. Sri \_\_\_\_\_, L.D.A. of this Department.
14. Sri \_\_\_\_\_ of this Department.

  
**Deputy Secretary**  
**Government of West Bengal**

Annexure of the Order No. 621-WI-11011(15)/1/2021-Section (WRIDD) dated 16.05.2023 for workflow chain for dealing Service Book, Leave and GPF matter

Approver	Supervisor	Service Book						
		Group A	Engineers	Group B (UDA only)	Group B other than UDA	Group C & All Pensioners	Group C other than LDA	Group D
Deputy Secretary/ Assistant Secretary	Anik Kumar Biswas, SO				Mitali Pramanik, UDA		Md. Haider Ali, LDA	
	Sisir Kumar Mondal, So		Surajit Mandal, UDA	Rituparna Basu, LDA				
	Asim Kumar Naskar, HA					Saptarshi Mondal, LDA		Indira Tamang, UDA
	Debnath Mukherjee, HA	Sudipta Pramanik, LDA						

Approver	Supervisor	Leave				
		Group A	Engineers	Group B (All)	Group C (All)	Group D
Deputy Secretary/ Assistant Secretary	Anik Kumar Biswas, SO			Mohit Paul, UDA		
	Sisir Kumar Mondal, So		Surajit Mandal, UDA		Arpita Ghosh, UDA	
	Asim Kumar Naskar, HA	Saptarshi Mondal, LDA				
	Debnath Mukherjee, HA					Sudipta Pramanik, LDA

Approver	Supervisor	GPF					
		Group A	Engineers	Group B	Group B other than HA & UDA	Group C (All)	Group D
Deputy Secretary/ Assistant Secretary	Anik Kumar Biswas, SO			Mohit Paul, UDA			
	Sisir Kumar Mondal, So		Tanay De Karmakar, LDA			Arpita Ghosh, UDA	
	Asim Kumar Naskar, HA	Md. Haider Ali, UDA					
	Debnath Mukherjee, HA				Sudipta Pramanik, LDA		Sudipta Pramanik, LDA

Approver	Supervisor	WBHS 2008					
		Group A including existing Engineering Cadre	Group B	Group B other than UDA	Group C & D	Two Directorates other than Engineering Cadre	Pensioners
Deputy Secretary/ Assistant Secretary	Amiya Mondal, HA	Tanay De Karmakar, LDA	Saptarshi Mondal, LDA	Mohit Paul, UDA	Sudip Satpati, UDA	Anik Sarkar, LDA	Avishek Sikder, LDA

  
Deputy Secretary