

Government of West Bengal
Public Works Department
Establishment Branch
Khadya Bhavan, 11A, Mirz Ghalib Street
Kolkata – 700 087

No.1192-E/E-IV/14M-47/2012

Dated : 22.09.2020

ORDER

The following two Assistant Secretaries of this Department are hereby entrusted with the following tasks until further order (s) :

Sl.No.	Name of Officer with Designation and place of posting	Works allotted	Leave Substitute
1.	Sri Girindra Nath Sardar, Assistant Secretary-II	a) Establishment matter of Secretariat staff. b) Works of C.S.Branch in respect of booking of different bungalows and to act as Licensing Authority for different R.H.Es. under PWD c) All matters of General Branch e.g. purchasing of Stationery articles & computer related purchase & maintenance d) All matters related to leave Cell under PWD (Sectt./Dte) e) Promotional matters of Directorate Cadres (Gr.B.C & D cadres) Any other matters as assigned by higher authority	Assistant Secretary-III
2.	Sri Sujit Kr. Ghosh, Assistant Secretary-III	a) All matters related to Medical Cell. b) All matters related to Budget Cell c) Matters related to Training (Sectt/Dte Cadres) d) RTI matters (SPIO) e) Miscellaneous matters of Dte. Cadres (Gr.B,C,D Cadres) f) Nodal Officer in respect of Gr.A Officers of Sectt Cadres g) All matters related to leave Cell under PWD (Roads Wing) (Sectt./Dte) Any other matters as assigned by the higher authority	Assistant Secretary-II

2. This order comes into force with immediate effect.
3. All concerned are being informed accordingly.
4. This has the concurrence of Additional Chief Secretary of this Department.

Deputy Secretary (Admn), PWD

No.1192/1(20)-E

Dated : 22.09.2020

Copy forwarded for information and necessary action to the :

1. Additional Secretary, Public Works Department
2. Joint Secretary (Personnel), Public Works Department
3. Joint Secretary (Works), Public Works Department, Nabanna
4. Joint Secretary, Public Works Department (Roads Wing), Nabanna
5. Deputy Secretary, Public Works Department
6. Assistant Secretary-I, Public Works Department
7. Registrar, PWD
8. Section Officer/Head Assistant _____ Branch/Cell, P.W.D.
9. Sri Girindra Nath Sardar, Assistant Secretary-II, PWD
10. Sri Sujit Kr. Ghosh, Assistant Secretary-III, PWD
11. Cell-III, Establishment Branch, PWD

Deputy Secretary (Admn), PWD