

**Government of West Bengal**  
Public Works Department  
Establishment Branch, Khadya Bhaban  
11A, Mirza Ghalib Street, Kolkata-700 087

No.: 939

Date: 08.04.2024

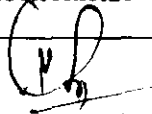
**ORDER**

The following four Deputy Secretaries and one Registrar of this Department are hereby entrusted with the following tasks until further order(s).

SL. NO.	NAME OF THE OFFICER WITH DESIGNATION	WORK ALLOTTED
1.	SHRI TITAS KANTI BISWAS, DEPUTY SECRETARY (ADMIN.)  (LEAVE SUBSTITUTE – PRAVAS CHANDRA MANDAL, DEPUTY SECRETARY(VIG))	a) ESTABLISHMENT MATTERS OF ALL SECTT. STAFFS OF PWD. b) GENERAL MATTERS OF ALLSECTT. STAFFS OF PWD. AND CARETAKING STAFFS OF WRITERS' BUILDINGS. c) ALLOTMENT OF SPACE FOR DEFERENT OFFICES. d) ALLOTMENT OF ROOMS IN BANGA BHAVAN AT NEW DELHI, STATE GUEST HOUSE AT KOLKATA AND SILIGURI. e) LEGAL MATTERS ARISING OUT OF WORKS. f) MATTERS RELATED TO WEST BENGAL HEALTH SCHEME FOR EMPLOYEES OF THE P.W.D. AND MEDICAL CELL,P.W.D.. g) PENSION SANCTIONING AUTHORITY FOR ALL STAFF WHOSE SEVICE BOOKS ARE MAINTAINED UNDER P.W.D.. h) ALL MATTERS RELATED TO BUDGET OF P.W.D / P.W.(ROADS) DTE.. i) AS USUAL AND CASH & LEAVE MATTERS REGARDING SECRETARIAT WING OF PWD & PWD (R) ANY OTHER MATTERS AS ASSIGNED BY THE HIGHER AUTHORITIES.
2.	SHRI PROVASH CHANDRA MANDAL, DEPUTY SECRETARY(VIGILANCE) , P.W.D. (LEAVE SUBSTITUTE – TITAS KANTI BISWAS, DEPUTY SECRETARY(ADMN))	a) PROTOCOL DUTIES. b) LEGAL MATTERS ARISING OUT OF WORKS. c) RTI MATTERS. d) ALL JOBS RELATED TO CIRCULATION MATTERS. e) ALL JOBS RELATED TO " NO OBJECTION CASES " OF SECTT. & DTE. STAFF. f) NOC FOR PURCHASING LAND AND MOVEABLE & IMMOVEABLE PROPERTIES. g) ALL JOBS RELATED TO PAY PROTECTION & PAY FIXATION CASES OF SECTT. & DTE. STAFF. h) ALL CASES OF MATTERS RELATED TO CADRES UNDER P.W.DTE. & P.W.(ROADS) DTE. i.e. GR-D,LDC,UDC,HC, HAS UNDER DTE.. i) SAR OF THE EMPLOYEES OF THIS DEPTT.. j) TELEPHONE AND IT RELATED MATTERS. k) VIGILANCE CELL l) P.E. BRANCH ANY OTHER MATTERS AS ASSIGNED BY THE HIGHER AUTHORITIES.
3.	SHRI SUDIP NATH CHANDRA DEPUTY SECRETARY(PERSONNEL)  (LEAVE SUBSTITUTE – PRAVAS CHANDRA MANDAL, DEPUTY SECRETARY(VIG))	a) MATTERS RELATED TO MCAS, PROMOTION ETC WBES, SBSAES CADRES b) HRMS RELATED ISSUES c) PWD IT CELL d) PSC AND PSC DEPARTMENTAL/PROFESSION AL EXAM RELATED ISSUES e) MATTERS RELATED TO ARCHITECTURAL CADRES UNDER PWD f) MATTERS RELATED TO TRAINING OF ENGINEER OFFICERS UNDER NSATI g) ASSISTS TO JS(P) IN MATTERS RELATED TO SARs h) ASSISTS TO JS(P) IN ISSUANCE OF TRANSFER/POSTING ORDERS ANY OTHER MATTERS AS MAY BE ASSIGNED BY HIGHER AUTHORITIES
4.	Shri KRISHNENDU KAR DEPUTY SECRETARY(LA)  (LEAVE SUBSTITUTE DEPUTY SECRETARY SHRI ATIN MALICK, DEPUTY SECRETARY)	a) MATTERS RELATED TO LAND & ACQUISITION BRANCH, PWD b) MATTERS RELATED TO AUDIT BRANCH,PWD c) LEGAL MATTERS ARISING OUT OF WORKS d) LOOK AFTER ALL COURT CASE RELATED MATTERS OF PWD ANY OTHER MATTERS AS MAY BE ASSIGNED BY HIGHER AUTHORITIES



5	<b>SHRI ATIN MALLICK</b> <b>DEPUTY SECRETARY</b>  <b>(LEAVE SUBSTITUTE – SHRI KRISHNENDU KAR, DEPUTY SECRETARY(LA))</b>	a) LOOK ATTER MGNREGA AND KARMASREE b) CONTRACTUAL ENGINEER / OFFICERS c) ADMINISTRATIVE APPROVAL REGARDING WSFL, HRBC, MACKINTOSH BURN LTD, PWD & PWD (ROADS) APR, ACR OF THE EMPLOYEES OF THIS DEPARTMENT d) CONTRACTUAL COMPUTER OPERATOR <b>ANY OTHER MATTERS AS MAY BE ASSIGNED BY HIGHER AUTHORITIES</b>
6	<b>SHRI PRASUN KUMAR GHOSH</b> <b>REGISTER</b>  <b>(LEAVE SUBSTITUTE - SHRI TAPAS GUHA,OSD (CELL-II))</b>	a) VIGILANCE CASE [FILES WILL BE ROUTED THROUGH SO(VIG),REGISTRAR TO DS(VIG)] b) PENSION CASES c) PE BRANCH d) GENERAL BRANCH & e) ESTABLISHMENT MATTERS <b>ANY OTHER MATTERS AS MAY BE ASSIGNED BY HIGHER AUTHORITIES</b>

  
**Joint Secretary (Personnel)**  
**Public Works Department**  
**Date: 08.04.2024**

**No.: 939/1(22)**

**Copy forwarded for information and necessary action to the :**

1. P.S. to Secretary, Public Works Department, Nabanna.
2. Special Secretary, Public Works Department
3. Engineer-in-Chief, Public Works Department, Nabanna.
4. Chief Engineer, H.Q., Public Works Directorate, Nabanna.
5. Chief Engineer, H.Q., Public Works Directorate (Roads).
6. Chief Engineer,.....Zone) Public Works Directorate/ Public Works Directorate (Roads).
7. Joint Secretary (Personnel), Public Works Department.
8. Joint Secretary (Roads), Public Works Department, Nabanna.
9. Joint Secretary (Project & Co-ordination), Public Works Department, Nabanna.
10. Deputy Secretary..... PWD /PWDte..
11. Financial Advisor, Public Works Department, Nabanna.
12. Accounts Officer and Ex-Officer Assistant Secretary, Public Works Department.
13. Registrar & DDO, Public Works Department (Roads Wing).
14. ....Branch/Cell, PWD and PWD(Roads Wing).
15. **SHRI TITAS KANTI BISWAS, DEPUTY SECRETARY (ADMIN.), P.W.D..**
16. **SHRI PROVASH CHANDRA MANDAL, DEPUTY SECRETARY, P.W.D..**
17. **SHRI SUDIP NATH CHANDRA, DEPUTY SECRETARY(PERSONNEL), PWD**
18. **SHRI KRISHNENDU KAR, DEPUTY SECRETARY(LA), PWD**
19. **SHRI ATIN MALLICK, DEPUTY SECRETARY, PWD**
20. **SHRI PRASUN KUMAR GHOSH, REGISTRAR, PWD**
21. **SHRI TAPAS GUHA, OSD, PWD**
22. Guard file.
23. Office copy.

  
**Joint Secretary (Personnel)**  
**Public Works Department**