

**ORDER**

In supersession of earlier orders, the distribution of work among the different Staff of Department of Youth Services & Sports (Sports Wing) as mentioned in col.(1) is made as detailed in col.(2) for Smooth functioning of the Department and discharge of duties with immediate effect.

Name of the officials with Designation	Item of works/files distributed	Leave Substitute	File related to scheme work of District.
(1)	(2)	(3)	(4)
Nirmalya Samanta, Section Officer	1. Incharge of Accounts Cell. 2. Establishment matters such as Joining, Increment and release Order etc. 3. HRMS,IFMS. 4. Checking of Bills for Accounts Section. 5. E-tendering. 6. Any other works as and when Assigned by the higher authority.	Subal Chandra Adhikary, Section Officer	
Subal Chandra Adhikary, Section Officer	1. WBHS/A.I.S. - Medical Reimbursement Cases. 2. All Acting Arrangements. 3. Supervision of all Purchase matters & Stock Register. 4. Supervision of Vehicles Bills 5. Gradation List 6. Supervision of Leave Salary. 7. Preparation of APR (Group-D) 8. Supervision of AMC of Biometric machine & other equipments. 9. Any other works as and when Assigned by the higher authority.	Nirmalya Samanta, Section Officer	
Subrata Das, Head Assistant	1. Parliamentary and Assembly matters. 2. Preparation of Governor's speech. 3. Audit queries. 4. Work distribution among officer and Staff. 5. Admn. Orders relating to payment of bills-- Vehicle, Postal, Telephone, Computer cleaning, Advertisement. 6. Cabinet Matters 7. Administrative matter of WBSCS. 8. Honorarium of Ex-Players. 9. Biometric Attendance Report preparation. 10. Any other works and when Assigned by the higher authority.	Dipesh Ranjan Das, Head Assistant.	
Dipesh Ranjan Das, Head Assistant	1. All works related to Establishment matter (Service book,) 2. Election Matters. 3. Increment for achieving national/ events. 4. All Acting Arrangements. 5. Issuance of identity Card for Employees, Asserably Pass. and Car-Sticker. 6. Case related to Meritorious Sports Persons for exempted Category. 7. Pension related matters 8. LTC/HTC. 9. Swasthya-Sathi Scheme matters. 10. Employment on Compassionate Ground. 11. Establishment matters of Contractual Gr C and Gr. D. 12. Any other works as and when Assigned by the higher authority.	Subrata Das, Head Assistant	

Saikat Pramanik, U.D.A.	<ol style="list-style-type: none"> <li>1. Appointment on Compassionate Ground.</li> <li>2. RTI.</li> <li>3. Audit.</li> <li>4. MCAS.</li> <li>5. Bills.</li> <li>6. Service Book Writing of all Staff.</li> <li>7. Attendance portion of Manual ACR of (249A) Gr-A Officer.</li> <li>8. Pay Revision of Regular employee of WBSCS (Policy).</li> <li>9. Any other works as and when Assigned by the higher authority.</li> </ol>	Koushik Mitra, U.D.A.	
Koushik Mitra, U.D.A.	<ol style="list-style-type: none"> <li>1. Promotion of Ex-cadre [GKCTS, from Gr-D, GKCTS, Gr-I from GKCTS, OA, TA, Stamper, Inspector, SKCC].</li> <li>2. Recruitment Rules and promotion policy of Ex-cadre of VYBK [A,B,C,D].</li> <li>3. Recruitment Rules and promotion policy of Ex-cadre [GKCTS, from Gr-D, GKCTS, Gr-I from GKCTS, OA, TA, Stamper, Inspector, SKCC].</li> <li>4. Manual Fixation (Functional &amp; Non Functional Promotion) Group A Officer of Deptt.</li> <li>5. Pension cases of all Staff and Officer.</li> <li>6. Family Pension cases of all Staff and Officer.</li> <li>7. Pension Revision of Regular pensioner of WBSCS (Policy).</li> <li>8. Fixation (Functional &amp; Non Functional Promotion) VYBK.</li> <li>9. Statement of facts preparation in r/o Court Cases.</li> <li>10. Vigilance &amp; Departmental proceedings.</li> <li>11. Leave Salary, (Rule 168A &amp; 168B of WBSR Pt-1).</li> <li>12. Service Verification of each employee.</li> <li>13. Maintenance of Roster 50Pt (in r/o Ex-cadre &amp; Group D Staff).</li> <li>14. Maintenance of Roster 100Pt (in r/o Ex-cadre &amp; Group D Staff).</li> <li>15. Any other works as and when Assigned by the higher authority.</li> </ol>	Saikat Pramanik, U.D.A.	
Amitava Dey, U.D.A.	<ol style="list-style-type: none"> <li>1. Schemes of All Districts: Generation of Administrative Approval and Fund Release Order, Generation of Statement- A,E, F through AAFS module.</li> <li>2. Schemes of two Academy namely BAAJ and BFA :</li> <li>3. Release of fund, Preparation of Renewal of staff Orders of the academy.</li> <li>4. Financial assistance to Needy Sports Person of Yester Years.</li> <li>5. Booking of Kanchanjunga Stadium.</li> <li>6. Booking of Rabindra Sarobar Stadium.</li> <li>7. Central Govt. Schemes and Khelo India.</li> <li>8. Any other works as and when Assigned by the higher authority.</li> </ol>	Suman Paul, LDA	All District
Prabir Sarkar, U.D.A.	<ol style="list-style-type: none"> <li>1. Reimbursement of Medical bills under WBHS/A.I.S Medical Reimbursement.</li> <li>2. Repair and maintenance of Computer, Printer, Photography machines etc</li> <li>3. Medical cases of VYBK</li> <li>4. Purchase of Stationery and Maintenance of Stock-Register.</li> <li>5. AMC of Biometric machines and other equipments / devices</li> <li>6. E-Tendering</li> <li>7. Any other works as and when assigned by the higher authority.</li> </ol>	Koushik Mitra, U.D.A.	
Md. Jiaul Haque Halder, U.D.A.	<ol style="list-style-type: none"> <li>1. WBSCS Accounts</li> <li>2. Any other works as and when assigned by the higher authority.</li> </ol>		
Sushanta Mitra, U.D.A	<ol style="list-style-type: none"> <li>1. Leave calculation and fixation</li> <li>2. All Dispatch related matters.</li> <li>3. Receiving desk work when required.</li> <li>4. Maintenance of Attendance Register.</li> <li>5. Any other works as and when assigned by the higher authority.</li> </ol>	Mahuya Chanda Dey Biswas, LDA	
Krishna Dutta, UDA	<ol style="list-style-type: none"> <li>1. Accounts of VYBK</li> <li>2. Any other works as and when assigned by the higher authority.</li> </ol>		

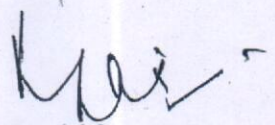
Smriti Lama, LDA	<ol style="list-style-type: none"> <li>1. Personal and miscellaneous Bills</li> <li>2. Public Grievance CMRO Portal.</li> <li>3. General Establishment work.</li> <li>4. Advertisement in r/o Agency &amp; Newspaper (individual).</li> <li>5. Honorarium of Ex- Players.</li> <li>6. Central Govt. Schemes and Khelo India.</li> <li>7. Financial Grant to various association/ organizations.</li> <li>8. Electricity bill of Netaji Indoor, Kishore Bharati, Rabindra Sarobar, Subhash Sarobar.</li> <li>9. Security Services bill of Netaji Indoor, VYBK, Kishore Bharati, Rabindra Sarobar.</li> <li>10. Any other works as and when Assigned by the higher authority.</li> </ol>	Jogtrisha Biswas, LDA	
Jogtrisha Biswas, LDA	<ol style="list-style-type: none"> <li>1. Meritorious Sports Persons (Exempted category)</li> <li>2. General Establishment.</li> <li>3. GPF (Advance, Final Payment)</li> <li>4. Service Book Entry.</li> <li>5. Leave</li> <li>6. Honorarium of Ex- Players.</li> <li>7. Public Grievance and CMRO Portal</li> <li>8. Loan, HB Loan &amp; Interest calculations communication with AG, WB (A&amp;E).</li> <li>9. Any other works as and when Assigned by the higher authority.</li> </ol>	Smriti Lama, LDA	
Tauseef Shakil, L.D.A	<ol style="list-style-type: none"> <li>1. Work related to Accounts Section of this Department.</li> <li>2. West Bengal Health Scheme online execution.</li> <li>3. Preparation and Maintenance of GISS83' and GISS 87 statement in a separate Register.</li> <li>4. Any other works as and when Assigned by the higher authority.</li> </ol>	Sonali Labu, LDA	
Suman Paul, LDA	<ol style="list-style-type: none"> <li>1. Budget of this Department</li> <li>2. All Budgetary Allotment / Sanction</li> <li>3. e-Bantan along with AAFS module</li> <li>4. Schemes of VYBK</li> <li>5. Schemes of Kolkata</li> <li>6. Schemes of Kishore Bharati Stadium</li> <li>7. Schemes of Netaji Indoor</li> <li>8. Schemes of Khudiram Anushilan Kendra</li> <li>9. Schemes of Rabindra Sarobar Stadium</li> <li>10. Drafting, Generating, Compiling Report i.c.w. Budget Speech, Economic Review, Review of Meeting etc</li> <li>11. Any other work as and when assigned by the higher authority.</li> </ol>	Amitava Dey, U.D.A.	
Mahuya Chanda Dey Biswas, LDA	<ol style="list-style-type: none"> <li>1. Dispatch &amp; Issue.</li> <li>2. Report and drafting of official communication.</li> <li>3. Vehicle matters</li> <li>4. Vehicle Bill of PS to MoS</li> <li>5. Vehicle Bill of ACS</li> <li>6. Any other works as and when assigned by the higher authority.</li> </ol>	Saibal Das, GKCTS, Gr.I	
Satyajit Chakraborty, LDA	<ol style="list-style-type: none"> <li>1. Bill preparation in Accounts Section</li> <li>2. Any works as and when assigned by the higher authority.</li> </ol>		
Sonali Labu, LDA,	<ol style="list-style-type: none"> <li>1. All types of Bills in Accounts Section and Establishment work of MoS office.</li> <li>2. Any other works as and when assigned by the higher authority.</li> </ol>	Tauseef Shakil, L.D.A	
Saibal Das, GKCTS, Gr. I	<ol style="list-style-type: none"> <li>1. Receiving and Diary</li> <li>2. Distribution of Stationary items.</li> <li>3. Opening of new hard files and maintenance of hard files opening Register.</li> <li>4. Up loading of scan copy in e- files.</li> <li>5. Any other works as and when assigned by the higher authority.</li> </ol>	Sushanta Mitra, U.D.A	

This order is issued in public interest.

Special Secretary  
to the Government of West Bengal

Copy forwarded for information to:

- 1-14. ✓ Shri/ Smt. Soujany Das -----Sr. Special Secretary/ Special Secretary /  
Financial Advisor / Joint Secretary / Senior Deputy Secretary / Deputy Secretary / Registrar / Assistant  
Financial Advisor / Sr. Law Officer.
15. P.S to Hon'ble Minister-in-Charge, Department of Youth Services and Sports, Govt. of West Bengal.
16. P.S to Hon'ble Minister-of-State, Department of Youth Services and Sports , Govt. of West Bengal
17. Sr. P.A to Additional Chief Secretary, Department of Youth Services and Sports, Govt. of West Bengal
- 18-19. Sri.....Section Officer
- 20-36. Shri /Smt.....HA / UDA / LDA / GKCTS Gr-I
37. Guard File.

  
Special Secretary  
to the Government of West Bengal.