

Government of west Bengal
Public Works Department
Establishment Branch

No. 3129-E

Dated 21st October, 2014

OFFICE ORDER

In view of upgradation of old post of Deputy Secretary-I to Joint Secretary and creation of another post of Deputy Secretary, Vigilance a reallocation of work among different Joint Secretary/ Deputy Secretary's is required.

Accordingly, in supersession of all previous orders, henceforth the distribution of works among the officers of the level of Joint Secretary and Deputy Secretary, Public Works Department and their leave substitute will be as follows :

Sl. No.	Name of the Officer with designation	Works allotted	Leave substitute
(i)	(ii)	(iii)	(iv)
1.	Shri Sankar Halder Joint Secretary, Works (to be known as JS(W))	1. Matters related to Works & Planning for P.W.Dte. 2. Matters related to Accounts for P.W. Dte. 3. Matters related to Budget for P.W. Dte. 4. Audit arising out of P.W.Dte. and Department 5. All cases of inter departmental transfer of land of the department. 6. Land Acquisition matters of P.W. Dte. 7. Matters relating to employment on Compassionate Ground of the Department. 8. Assembly Questions and Assembly Matter arising out of his work 9. Legal matter arising out of his work 10. Any other matter assigned to him by the Principal Secretary time to time.	Shri Ujjal Kr. Mukherjee Joint Secretary, Roads
2.	Shri Debal Ghosh Joint Secretary, Admin (to be known as JS(A))	1. Establishment matters in respect of cadres under P.W.(Roads) Dte. 2. Land Acquisition matters of P.W.(Roads) Dte. 3. Matters relating to West Bengal Highway Development Corporation Ltd., Western Saxby Farmer and Britania Engineering. 4. Audit arising out of P.W.(Roads) Dte. 5. Assembly Questions and Assembly Matter arising out of his work 6. Legal matter arising out of his work 7. Any other matter assigned to him by the Principal Secretary time to time.	Shri Partha Pratim Kar Joint Secretary, Personnel

Sl. No.	Name of the Officer with designation	Works allotted	Leave substitute
(i)	(ii)	(iii)	(iv)
3.	Shri Ujjal Kr. Mukherjee Joint Secretary, Roads (to be known as JS(R))	<ol style="list-style-type: none"> 1. Matters related to Planning for P.W.(Rds) Dte. 2. Matters related to Accounts for P.W.(Rds) Dte. 3. Matters related to Budget for P.W.(Rds) Dte. 4. Co-ordination of P.W.D. & P.W.(Roads) Directorate, SPB & Finance Dept. 5. Matters related to R.I.D.F. and other institutionally financed programmes 6. Matters related to 12th / 13th Finance Commission 7. Matters related to B.A.D.P. 8. All matters related to National Highway & Centrally Aided Programmes like CRF/ISC etc. 9. Assembly Questions and Assembly Matter arising out of his work 10. Legal matter arising out of his work 11. Any other matter assigned to him by the Principal Secretary time to time. 	Shri Sankar Halder Joint Secretary, Works
4.	Shri Partha Pratim Kar Joint Secretary, Personnel (to be known as JS(P))	<ol style="list-style-type: none"> 1. Establishment matters of cadres under P.W. Dte. including Engineering (Civil, Electrical and Mechanical) & Architectural cadres. 2. Training matters of P.W. Dte. including Engineering (Civil, Electrical and Mechanical) & Architectural cadres 3. General matters (GPF, Leave etc.) of the Engineering and Architectural cadres. 4. Allotment of Budgetary provisions under different establishments for Pay & Wages in the offices under P.W.Dte. and P.W.Dept. 5. Allotment of space for different offices. 6. Matters relating to Mackintosh Burn and restructuring of PSUs 7. Assembly Questions and Assembly Matter arising out of his work, or related to the works of Dy.Sect, Admins and Dy.Sect., Vigilance. 8. Legal matter arising out of his work. 9. Any other matter assigned to him by the Principal Secretary time to time. 	Shri Debal Ghosh Joint Secretary, Admin

Sl. No.	Name of the Officer with designation	Works allotted	Leave substitute
(i)	(ii)	(iii)	(iv)
5.	Shri Arun Kr. Mallik Joint Secretary & Financial Advisor (to be known as FA)	<ol style="list-style-type: none"> 1. Render advice to the Principal Secretary/ Secretary on financial matters including procurement proposals which would otherwise have required concurrence of Finance Dept. 2. To screen all expenditure proposals requiring to be referred to Finance Dept. for concurrence or comments. 3. Ensure maintenance of accounts of expenditure against grant or Appropriations. 4. To advise DDOs in proper maintenance of Accounts. 5. To watch and review the progress of expenditure against sanctioned grants through maintenance of necessary Control Registers and to issue timely warning to Controlling Authorities where the progress expenditure is not even. 6. To screen the proposals for supplementary demands for grants. 7. Monitoring Non-Tax Revenue Receipts. 8. To watch the settlement of audit objections, Inspection Reports, draft audit paras, etc. 9. To ensure prompt action on Audit Reports and Appropriation Accounts, Reports on Public Accounts Committee, Estimates Committee and Committee on Public Undertakings. 10. To ensure regular and timely submission of reports to the Finance Dept. and to ensure immediate uploading of release funds on the website of the Finance Dept. 11. To ensure timely submission of monthly reports on the releases made during the month by the 7th Da to the Finance (Budget) Dept. 12. Be involved for effective functioning and financial management of PSUs under the Department. 	Shri Gopinath Ghosh Deputy Secretary & Deputy Financial Advisor
6.	Shri Gopinath Ghosh Deputy Secretary & Deputy Financial Advisor (to be known as Dy.FA)	<ol style="list-style-type: none"> 1. Will function to assist in all matters assigned to him by the Financial Advisor. 2. Will function to assist in all financial matters assigned to him by the Principal Secretary. 	Shri Arun Kr. Mallik Joint Secretary & Financial Advisor

Sl. No.	Name of the Officer with designation	Works allotted	Leave substitute
(i)	(ii)	(iii)	(iv)
7.	Shri Samir Kr. Giri Deputy Secretary, Admin (to be known as DS(A))	<ol style="list-style-type: none"> 1. All establishment matters of the Secretariate staffs of P.W. Deptt. 2. General matters (GPF, Leave etc.) of the Secretariat staffs of P.W. Deptt. 3. Matters related to W.B.H.S. & Medical Cell of P.W.Dept. and for placement of cases before Head of the Dept. 4. Allotment in Banga Bhawan & State Guest Houses, Circuit House under P.W.Dept. and related matters 5. Telephone and IT related matters. 6. Matters related to allotment of Residential Quarters under P.W.Dept. 7. Legal matter arising out of his work. 8. Any other matter assigned to him by the Principal Secretary time to time. 	<p style="text-align: center;">Shri Asish Bhattacharya Deputy Secretary, Vigilance</p>
8.	Shri Pranab Maitra Deputy Secretary, Establishment (to be known as DS(E))	<ol style="list-style-type: none"> 1. Allotment of Budgetary provisions under different establishments for Pay & Wages in the offices under P.W.(Roads)Dte. & P.W.(Roads) wing. 2. General Matters (GPF, Leave etc.) of P.W.(Roads) Wing. 3. P.G.A. Cell. 4. Protocol duties. 5. Pension Sanctioning Authority for all the staffs whose service Books are maintained in P.W.(Roads)Wing. 6. Legal matter arising out of his work. 7. Any other matter assigned to him by the Principal Secretary time to time. 	<p style="text-align: center;">Shri Debal Ghosh Joint Secretary, Admin</p>
9.	Shri Asis Bhattacharya Deputy Secretary, Vigilance (to be known as DS(V))	<ol style="list-style-type: none"> 1. Vigilance matters for all the cadres of P.W.Dte., P.W.(Roads) Dte. and Secretariat Staffs 2. Custodian of Property returns and Asset declaration statements. 3. To act as SPIO of P.W.Dept. under provision of RTI Act, 2005. 4. Pension Sanctioning Authority for all the staffs whose service Books are maintained in the Head Quarter of P.W.Dept. 5. Legal matter arising out of his work 6. Any other matter assigned to him by the Principal Secretary time to time. <p>(He would submit files to Principal Secretary /Secretary through Joint Secretary, Personnel)</p>	<p style="text-align: center;">Shri Samir Kr. Giri Deputy Secretary, Vigilance</p>

Sl. No.	Name of the Officer with designation	Works allotted	Leave substitute
(i)	(ii)	(iii)	(iv)
10.	Shri Apurba Bhowmik Technical Secretary, (to be known as TS)	1. P.W. Code & work Rule related matters. 2. Arbitration issues for works in P.W.Dte. & P.W.(Roads) Dte. 3. Legal matter arising out of his work. 4. Any other matter assigned to him by the Principal Secretary time to time. (He would submit files to Principal Secretary /Secretary through Joint Secretary, Works)	Shri Saurangshu Lal Nag Law Officer, P.W.Dept.

The Law Cell(s) will be under the direct control of Law Officer(s) who shall initiate and take all necessary actions for any legal matters arising out of any corner of the Department with all possible assistance from the concerned branch and related Officers.

The matters of all directorate staffs including caretaking staffs below Group-A Officers and related to works will be looked after by the concerned Head of the Directorates and concerned branches shall submit the matters directly to concerned Assistant Chief Engineers.

Sd/-

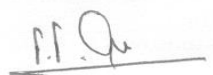
Indevar Pandey
Principal Secretary to the
Government of West Bengal
Public Works Department

No.3129/1(30)-E

Dated 21st October, 2014

Copy forward for information and necessary action

1. The Joint Secretary, Works/Admin/Roads/Personnel, P.W.Dept.
2. The Deputy Secretary, Admin/Establishment/Vigilance, P.W.Dept.
3. The Technical Secretary / Law Officer, P.W.Dept.
4. The Pr.S. to the Principal Secretary, P.W.Dept.
5. The Pr.S. to the Engineer-in-Chief & ex-officio Secretary, P.W.Dept.
6. The Assistant Secretary, Roads Wing, P.W.Dept.
7. The O.S.D./Registrar Roads Wing, P.W.Dept.
8. The Section Officer / Head Assistant of Branches, Roads Wing, P.W.Dept.
9. Chief Engineer
10. The Managing Director, West Bengal Highway Development Corporation Ltd./Mackintosh Burn/
Western Saxby Farmer / Britania Engineering.
11. The O.S.D. to the Hon'ble MIC, P.W.Dept.
12. The Joint Secretary and Financial Advisor, PWD.
13. The Deputy Secretary and Dy. Financial Advisor, PWD.


Joint Secretary, Personnel
Public Works Department

No. 3129/2(9)-E

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1. Shri Sankar Halder, Joint Secretary, Works, P.W.Dept.
2. Shri Debal Ghosh, Joint Secretary, Admin, P.W.Dept.
3. Shri Ujjal Mukherjee, Joint Secretary, Roads, P.W.Dept.
4. Shri Partha Pratim Kar, Joint Secretary, Personnel, P.W.Dept.
5. Shri Samir Giri, Deputy Secretary, Admin, P.W.Dept.
6. Shri Pranab Maitra, Deputy Secretary, Roads, P.W.Dept.
7. Shri Asis Bhattacharya, Deputy Secretary, Vigilance, P.W.Dept.
8. Shri Apurba Bhowmik, Technical Secretary, P.W.Dept.
9. Shri Saurangshu Lal Nag, Law Officer.
10. Shri Arun Kr. Mallik, Joint Secretary and Financial Advisor, PWD.
11. Shri Gopinath Ghosh, Deputy Secretary and Dy. Financial Advisor, PWD.



Joint Secretary, Personnel
Public Works Department