

**W.B.& SIKKIM G.D.C.,**  
**SURVEY OF INDIA**

**KOLKATA-16**

**OFFICE ORDER NO. 20 /37-G-20 DATED THE 28<sup>th</sup> APRIL , 2015**

**Re-allotment of jobs against the name of the individual of the following Ministerial personnel is hereby ordered for smooth running of official works. The order will be effected from 1<sup>st</sup> May 2015.**

| Sl. No.             | Name & Designation                              | Work  |
|---------------------|---|---|
| <b>ADM. Section</b> |   |   |
| 1.                  | Shri B.R. Chakraborty,<br>Office Superintendent | Overall Supervision of Adm Section.   |
| 2.                  | Shri Pallab Chakraborty,<br>Assistant           | To look after Adm Section in absence of Office Superintendent. To Assist CPIO. Maintenance of Roster, Compassionate Appointment, Recruitment Case, DPC of Group – 'D' [Now Group-'C'].  |
| 3.                  | Shri K.K. Sharma,<br>Assistant                  | To assist Steno in court cases, Cases related to ACP / MACP, Transfer Cases, Hindi Correspondence, Hindi Returns, Hindi Divas / Week etc. In absence of Shri Pallab Chakraborty, Assistant he will look after cases related to RTI.   |
| 4.                  | Shri Soumendra Das,<br>UDC                      | Review Case, No objection Certificate for passport and higher education, permission for Departmental / Other Departmental Examination. Issue of Routine Order, Office Order etc. He will look after Diary Section with the assistance of one qualified Group-'C' [Erstwhile Group – 'D'] staff.   |
| 5.                  | Shri Tapas Mitra, UDC                           | Preparation of Disposition List / Gradation List, Holiday List, Reports and all Returns including Vigilance & Suspension Cases Returns, The correspondence on National Day Celebration, Correspondence related to Lok Sabha and Rajya Sabha Election, Updation of List of all employees hosted in S.O.I. website, allotment of Govt. Quarter, Sending of soft copy of R.O. etc. through email to NGDC.  |
| 6.                  | Smt. Suparna Karmakar,<br>LDC                   | Movement Order, Circulation of Deputation & Seniority List etc., Special Casual Leave, Repatriation Cases, Maintenance of Local Address Register of all employees of this GDC, Union Correspondence and all Typing. She will look after the Despatch Section with the assistance of one qualified Group-'C' [Erstwhile Group –'D'] staff. She will also maintain the Government Postage Stamp Register. |

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| Sl.No.              | Name & Designation                                       | Works allotted  |
|---------------------|--|---|
| <b>ACC. SECTION</b> |  |   |
| 7.                  | Shri.B. Dehury,<br>H.C/Asstt.<br>In-Charge Accounts Sec. | Overall supervision of Accounts Section.<br>Assisting Pension Adalat.   |
| 8.<br>9.            | Shri M.Mazumdar,<br>H.C/Asstt<br>Shri P.K. Halder, UDC   | Timely submission of monthly O.50 & Actual under various Heads. Preparation of RE/FRE/ BE under various heads. HBA/Computer/ Scooter advance cases. Reconciliation of various accounts/ Audit Para Reply & attaining of Audit Party. The Work( Actual Expenditure/Budget) allotted towards Sh B.N.Mandal, S.K.GD-I  |
| 10.                 | Shri Sunil Sarder,UDC                                    | Pay Bill and all related works like arrear /Fixation / MACP ,arrear bills etc, preparation of GPF Sanction & Bills and Maintenance of Service Book & updation of Service Records in r/o Gr'D' estt.   |
| 11.                 | Shri Manoj Mandal, LDC                                   | Preparation of Paybill in r/o New Pension Scheme (NPS) and Leave cases of Gr 'D' & NPS. & arrear bills etc.   |
| 12.<br>13.          | Shri Tapas Sadak, UDC<br>Shri P.K. Mandal, LDC           | Pay Bill along with arrear/Fixation/MACP/DA Arrear etc., Leave Cases, Maintenance of Service Book and updation of Service Records in respect of all Gr.C (Topo) (Svyr/Svy.Astt/P/Tr.,D/Man,ASD/M).Preparation of GPF Bills except Survey Asstt. All arrear & Fixation of Pay related to Court Cases.  |
| 14.                 | Shri Aniruddha Basu,UDC                                  | 1.Calculation of ITAX, Preparation of Form 16, Generation of 24 Q, 26 Q & Submission of 24Q & 26Q to Tin Centre & it's supervision.<br>2.Preparation of GPF Bills in r/o Survey Astt, Ministerial.<br>3. Preparation of ICZM return in Tally Accounting.<br>4. Night Duty Allowance.  |
| 15.                 | Smt.Shampa Mukherjee,<br>UDC                             | 1.Pay Bill and all related works like arrear/Fixation / MACP/DA Arrear etc. in respect of all Gr.A & B Estt., Ministerial and Other Estt.<br>2 Preparation of GPF Bills, leave Cases Gr.A & B Estt., and other Estt. Except Ministerial ,<br>3. Maintenance of Service Book and updation of Service Records in r/o (Gr.A & B Estt., Ministerial and Others Estt.) |
| 16.                 | Shri Ashutosh Majumder,<br>UDC                           | Posted at Technical Officer Section for ministerial assistance.   |

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| Sl.No.                   | Name & Designation   | Works allotted   |
|--------------------------|--|--|
| 17.                      | Shri Sudeb Naskar, UDC                                     | Preparation of CEA Bill.<br>Leave Case of Ministerial Estt.<br>Leave Case & GPF Bills of all others Estt.<br>OTA bills.  |
| <b>Other Cell/ Audit</b> |  |  |
| 18.                      | Shri Abhijit Bose,<br>H.C/Assistant<br>I/C Other cell,     | Processing of field bills duly scrutinized after obtaining financial sanction from the competent Authority on appropriate head of accounts. Head wise control over Register also to be maintained for field contingent bills as well as stores contingent bill for systematic checking of expenditure.(This work allotted towards B.N.Mandal Store Asst.)<br>Proper audit should be made before final submission of TA/Transfer TA/LTC/Medical/Contingent bills etc.<br>He will also look after the Acc. Section in absence of I/C Acc. Section. |
| 19.                      | Shri Biplab Biswas,<br>H.C/Assistant                       | Preparation of TA/Transfer TA/ TA Advance/LTC Bills/ LTC advances thereon.   |
| 20.                      | Shri Soumen Chakraborty,<br>UDC                            | Preparation of Medical Bills/ Medical Advance Bills.<br>Preparation of CGHS Cards/Updation of CGHS Card<br>Retirement CGHS Cards for Pensioners.<br>Permission of Medical Test/Pathological Test etc.  |
| 21.                      | Shri S.K.Mistry,<br>H.C/Assistant                          | Preparation of contingent bills and ministerial assistance to Store section and will work from Store Section.  |
| <b>Cashier</b>           |  |  |
| 22.                      | Shri Rana Das,<br>H.C/Assistant                            | Job of Cashier and all related works.  |
| <b>Pension Section</b>   |  |  |
| 23.                      | Shri Gauranga Barui,<br>H.C/Assistant<br>I/C Pension Cell. | Submission of pension cases in r/o all and preparation of all pension related bills. Guiding his subordinate in pension and pension related works.   |
| 24.                      | Shri Nirmal Mondal,<br>UDC                                 | To assist I/C Pension in preparation of Pension Cases and pension related bills/correspondences.   |

**Note:-**

1. Individual will perform any work allotted by the Director/ SS(HQ)/ E&AO/ O.S. ADM./IC Accounts in addition to their allotted job.
2. All Pay bills should be prepared within 20<sup>th</sup> of each month as per RP&AO's guide line.
3. Acc. Section and Other Cell Personnel will accommodate at the Present Acc./Salary Cell Room. Pension Cell and Cashier will work from Present Other Cell Room.
4. All personnel will be responsible for any pending cases.

(SUBRATA CHAKRABORTY)  
E & A.O  
for Director WB & SIKKIM GDC  
SURVEY OF INDIA  
KOLKATA

**Distribution :-** I/Cs. Wing-I,II,III,IV/ R.M. Wing,T.O./M.R.I.S/A.S.O/Central Scrutiny Section/Estt. Section/Confidential Section/ADM Section / Accounts Section/ Notice Board for Circulation.