

**Government of West Bengal
Office of the District Magistrate & Collector
Purba Medinipur : : Tamluk
(Establishment Section)**

Memo No. /Estt.

Dated

ORDER

In supersession of all previous orders the following files of Establishment Section of District Magistrate Office, Purba Medinipur are re-distributed among the staff of the Establishment. Section.

This order come into force with immediate effect.

Name of Employees :	
Ranjit Kumar Panda, H.C	
<i>Distribution of File</i>	
1	All over charge of Establishment Section
2	Personal Files of Group 'A' Officers.
3	Sanction strength of all officer of the District.
4	Distribution of work among with officers
5	Sanction order of GPF Advance/HB Loan/Land purchase permission of Gr. 'A' Officers
6	Half yearly Departmental Exam. Of officers
7	Collection of reports of performance Appraisal of Officers
8	Delegation of Financial & Judicial powers of officers
9	Charge report of Gr. 'A' Officers.
10	Increment Order and pay fixation of Officers
11	Other Misc work as and when assigned.
Leave Substitute : Nikunja Panda, UDA / Saroj Kumar Pal, UDA	

Name of Employees :	
Nikunja Panda, UDA	
<i>Distribution of File</i>	
1	Preparation of Pay Bill, U/H 2053,2029 (LR), 2029 (LR Cert.), 2041 (MV), 2235 (SRRO),
2	Preparation of pay bill of District Magistrate & Addl. District Magstrate, (Gen/Dev/AEO, Zilla Parishad & All Officer
3	Issue of LPC Officers and Staff.
4	Preparation & Checking of all type of Arrear Bills.
5	Increment Order of Staff & Pay fixation of all category of Gr. 'B' & Gr. 'C' staff.
6	Other Misc work as and when assigned.
Leave Substitute : Mithu Hait UDA	

Name of Employees :	
Ashok Kumar Routh, UDA	
<i>Distribution of File</i>	
1	All pension cases of Officers & Staff (Except Gr. 'D')
2	Preparation of Pensionary benefit Bills of Officers & Staff (Except Gr. 'D')
3	Budget & Net Grant
4	Maintenance of Allotment of Fund & Asset. Statement
5	Order & Circular Receive form the Government
6	SAT Cases File
7	Other Misc work as and when assigned.
Leave Substitute : Himangsu Sekhar Samanta, UDA	

Name of Employees : Bhudev Mukherjee, UDA	
<i>Distribution of File</i>	
1	Preparation & Maintenance Gradation List of Gr. 'C' Staff
2	Staff strength vacancy position and report and return of all category of Gr. 'B' & 'C' Staff
3	Transfer, posting, appointment and promotion of all of Gr. 'C' Staff
4	D.P Case of Gr. 'C' Staff
5	Sectional transfer of staffs
6	Other Misc. works as and when assigned.
Leave Substitute : Ranjit Kumar Panda, HC	

Name of Employees : Chittaranjan Bhowmic, UDA	
<i>Distribution of File</i>	
1	Leave of Officers
2	Sanction of Tour Dairy of Group "A" Officers
3	Health Scheme of Officers & Staff & Retired Employee
4	Income Tax of Officer & Staff.
5	LTC Advance Matter of Gr.'C'
6	Other Misc. works as and when assigned.
Leave Substitute : Bhudev Mukherjee, UDA	

Name of Employees : Mithu Hait, UDA	
<i>Distribution of File</i>	
1	Preparation of payable U/H 2014, 2015, 2029 (RR) , 2070, 2505, 2235 (NR), 2054-Treasury
2	Final Checking of Bills, absentee Statement & Processing the same prior to preparation of Bill.
3	Maintenance of CL Register
4	Preparation of GPF Bills of Group "C" Staff and Advance drawl Bill of all categories of officers & Staff.
5	Preparation of pay bill of the staff under the establishment of sub-divisional officer (Sadar), Tamluk
6	T.A Bill of Gr. 'C' & Gr. 'D' Staff
7	Other Misc work as and when assigned.
Leave Substitute : Lakshi Kanta Panda, Ex-HC	

Name of Employees : Sagar Sahoo, LDA	
<i>Distribution of File</i>	
1.	Works relating to Biometric Attendance System.
2	Preparation of Pay Bill through COSA
3	File related to employment under exempted category
4	Maintenance of Issue register
5	All types of Computer works.
6	Issuance of Identity Cards of Gr. 'A' & 'C'
7	Other misc work as and when assigned.
Leave Substitute : Chitta Ranjan Bhowmick, UDA	

Name of Employees : Himansu SK Samanta, UDA	
<i>Distribution of File</i>	
1	Performance appraisal report of Group 'C' staff
2	Leave (EL) of Group 'C' staff
3	Maintenance of File Collection No.
4	Joining Report of Group 'C' staff
5	Implementation & Maintenance of Service Book & Personal File of Group 'C' Staff
6	Maintenance of Guard File
7	Maintenance of Stationary articles purchase of Books and furniture of Estt. Section and Maintenance of Register.
8	Permission for purchase of land & building / assets for Group 'C'
9	Sanction Order of GPF of Group 'C' Staff
10	Other misc work as and when assigned.
Leave Substitute : Ashok Routh, UDA	

Name of Employees : Laxmi Kanta Panda, (Ex-HC)	
<i>Distribution of File</i>	
1	H. B Advance / Motor Cycle Advance of Gr. 'B' & Gr. 'C' Staff
2	Permission to appear in other competitive examination.
3	Increment order of group 'B', 'C' & 'D'
4	Issue Notice of Superannuation of Group 'B & C' staff
5	All related matter relating retire government employees
6	Order and circulars regarding bill matters of the officers
7	Daily Dak & its distribution among the DA
8	Other misc work as and when assigned.
Leave Substitute : : Sagar Sahoo, LDA	

**Officer-in-Charge
Establishment Section
District Magistrate Office,
Purba Medinipur**

Memo No. /Estt.

Dated

Copy forwarded for information and taking necessary action to:

- 1) The Additional District Magistrate (Gen), Purba Medinipur.
- 2) C. A. to the District Magistrate, Purba Medinipur.
- 3) Sri/Smt.

**Officer-in-Charge
Establishment Section
District Magistrate Office,
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