



Government of West Bengal
Technical Education, Training & Skill Development Department
Establishment Branch, Karigori Bhawan
B/7, Action Area-III, New Town, Rajarhat, Kolkata-700 160

No. 1106 -TET(Estt.)/10M-06/1993(Pt.II)

Dated, Kolkata, 18th October, 2019

ORDER

In supersession of all previous orders the following allotment of work-distribution among the officers and employees of this Department has been made with immediate effect until further orders:

NAME	DUTIES ALLOTTED	File should be routed (as per EMD as per e-Office)	LEAVE SUBSTITUTE
Shri Sandip Dasgupta, Deputy Secretary	<ol style="list-style-type: none">1. All matters relating to training Branch of this Deptt.2. Financial and budgetary matters of Poly. Branch.3. Matters relating to Estt. Branch such as purchase of stationery articles, furniture (MIC & Pr. Secy. of this Deptt.), Car hiring, retention of cars, payment of car bills, Acting arrangement, Annual increment, pay fixation of the employees of this Deptt., telephone bills, telephone & gas bills of MIC of this Deptt. etc.4. Matters relating to Health Schemes.5. Non-financial matters and matters related to Service Book of the employees of this Deptt.6. Matters relating to retirement benefits of the employees etc.7. Online enrolment in WBHS for employees and pensioners of this Deptt.8. Matters related to HRMS of this Deptt.9. Matters related to PBSSD.10. Matters related to WBRTPS Act.11. Matters as will be assigned time to time by the higher authorities.	Sl. No. 1&2 through Addl. Secy. / Sl. No. 3 to 10 through Joint Secretary	Shri Suparna kumar Roychoudhury, Joint Secretary of this Deptt.
Shri Ashis Kumar Mondal, Assistant Secretary	<ol style="list-style-type: none">1. Overall charge of Polytechnic Branch of this Department.2. Overall supervision of Audit related activities of Secretariat, Directorates, Council etc. under this Deptt.3. Allied matters of Accounts Branch of this Deptt.4. GeM matters.5. Election matters.6. Advertisement bills.7. Law Matters relating to this Deptt. and all Dtes. under the administrative control of this Deptt.8. Matters as will be assigned time to time by the higher authorities.	Sl. No. 1 through Addl. Secy. Sl. No. 2 to 7 through Joint Secretary	Shri Ashoke Kumar Halder, Assistant Secretary
Shri Ashoke Kumar Halder, Assistant Secretary	<ol style="list-style-type: none">1. All matters relating to Training Branch2. Budget related matters of Deptt. & Directorates and Council of this Deptt.3. Appointment on compassionate ground.4. Land matter both Polytechnic and ITIs.5. Pension matter, GISS, CAS matters of this Deptt.6. Cases to Medical Re-imburement of the employees of this Deptt. and all Directorates under Admn. control of this Deptt.7. He will act as SPIO of this Deptt.8. Matters as will be assigned time to time by the higher authorities.	Sl. No. 1 to 4 through Addl. Secy and Sl. No.5 to 7 through Joint Secretary	Shri Ashis Kumar Mondal, Assistant Secretary

Shri Sourav Laha, OSD	<ol style="list-style-type: none"> 1. Matters related to Polytechnic Branch of this Deptt. 2. All matters relating to Vocational Branch. 3. Matters related to Identity card of this Deptt. and Dtes. And Council. 4. Medical Re-imbusement cases of the employees of this Deptt. and all Directorates under Admn. control of this Deptt. 5. Matters as will be assigned time to time by the higher authorities. 	<p>Sl. No. 1-3 through AS (AKM) Sl. No. 4 through AS (AKH)</p>	Shri Debashis Sanyal, Registrar
Shri Alope Kumar Dutta	<ol style="list-style-type: none"> 1. All matters relating to Training Branch 2. Land matters relating to this Deptt. and all Dtes. under the administrative control of this Deptt 3. Matters as will be assigned time to time by the higher authorities. 	Through AS (AKH)	Shri Sourav Laha, OSD
Shri Debashis Sanyal, Registrar	<ol style="list-style-type: none"> 1. Overall supervision of the office of the Establishment Branch of this Department. 2. Matters relating to telephones of this Deptt., telephone bills, newspaper bills, post office bills, T.A. Bills, L.T.C etc. Matters related to fax machine, photocopier machine and furniture of this Deptt. 3. Reimbursement of telephone and gas bills of MIC of this Deptt. 4. Acting Arrangement of the employees and officers of this Deptt. 5. Leave, pay fixation and CAS matters of employees and officers of this Deptt. 6. Matters as will be assigned time to time by the higher authorities. 	<p>Sl. No. 1 to 4 through DS Sl. No.5 through AS (AKH)</p>	Shri Sourav Laha, OSD
Shri Bipulananda Sutar, Section Officer& DDO	<ol style="list-style-type: none"> 1. DDO functioning of this Department. 2. Annual Increment of the employees etc. 3. Allied matters of Accounts Branch of this Department. 4. Matters as will be assigned time to time by the higher authorities. 	Sl. No. 2 through DS	Shri Sukhendu Ghosh, Section Officer
Shri Sukhendu Ghosh, Section Officer	<ol style="list-style-type: none"> 1. Overall supervision of Audit related activities of Secretariat, Directorates, Council etc. under this Deptt. 2. Pension matter, GISS matters of the Deptt. 3. Appointment on compassionate ground. 4. Non-financial matters and matters related to Service Book of the employees of this Deptt. 5. Matters relating to retirement benefits of the employees etc. 6. Matters as will be assigned time to time by the higher authorities. 	<p>Sl. No. 1 through AS (AKM) Sl. No. 2 & 3 through AS (AKH) Sl. No. 4 to 5 through DS</p>	Shri BipulanandaSutar, Section Officer & DDO

ESTABLISHMENT BRANCH

Shri Sudhangshu Kumar Saha, Head Assistant	<ol style="list-style-type: none"> 1. All Establishment matters of this Deptt. 2. Online enrolment in WBHS for the employees and pensioners of this Deptt. 3. Matter related to maintenance of Karigari Bhawan. 4. Matters relating to Minority Development & Madrasa Education Deptt., Minority Commission, Backward Classes Welfare Commission, Social Welfare Deptt., Women & Child Dev. Deptt., Women Commission and Human Rights Commission etc. 5. Matters relating to training Programmes for the staff & officers of this Deptt. 6. Purchase of office stationery and furniture used in the office of Hon'ble M.I.C. & Pr. Secy. of this Deptt. 	<p>Sl. No. 1-10 through Regr./AS/DS as the case may be</p>	Shri Souren Dasgupta, Head Assistant
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	<ol style="list-style-type: none"> 7. Election matters. 8. Advertisement Bills. 9. Miscellaneous Correspondences and Circulation & letters and Correspondences with the Accounts Branch. 10. Pay Fixation of all employees of this Deptt. 11. Matters as will be assigned time to time by the higher authority. 		
Shri Sanjib Sarkar, Upper Division Assistant	<ol style="list-style-type: none"> 1. Appointment, Joining, release of all the employees and officers of this Deptt. 2. All advances in respect of the Secretariat Employees. 3. Memorandum of different Unions. 4. Pension cases of this Deptt. 5. Public Grievances. 6. Advertisement bills. 7. Matters relating to training Programmes for the staff & officers of this Deptt. 8. Matters related to e-Office. 9. Pay Fixation and CAS of all employees of this Deptt. 10. Election matters. 11. Matters as will be assigned time to time by the higher authority. 	Through HA (Estt.)	Shri Shibankar Barua, Upper Division Assistant
Shri Subhasish Chatterjee, Upper Division Assistant	<ol style="list-style-type: none"> 1. All Telephone related matters. 2. Newspaper bills of officers of this Deptt. 3. LTC and TA of employees and officers of this Deptt. and Dtes. under the administrative control of this Deptt. 4. Disposal of scrap materials. 5. Matters as will be assigned time to time by the higher authority. 	Through HA (Estt)	Naharul Islam, Lower Division Assistant
Shri Shibankar Barua, Upper Division Assistant	<ol style="list-style-type: none"> 1. HRMS all modules as Dealing Assistant. 2. Matters as will be assigned time to time by the higher authority. 	Through HA (Estt)	Shri Sanjib Sarkar, Upper Division Assistant
Shri Sandip Pramanik, Upper Division Assistant	<ol style="list-style-type: none"> 1. Vigilance matters of this Deptt. 2. Matters as will be assigned time to time by the higher authority. 	Through HA (Estt)	Shri Ananta Kumar Basak, Upper Division Assistant
Shri Krishnapada Biswas, Upper Division Assistant	<ol style="list-style-type: none"> 1. Maintenance of Service Book from Gr.-D employees to Upper Division Assistant of this Deptt. 2. All appointment on compassionate ground of this Deptt. and Directorates under the administrative control of this Deptt. 3. e-Service Book of this Deptt. 4. Acting arrangement and annual increment of all the employees of this Deptt. 5. Online enrolment in WBHS for the employees and pensioners of this Deptt. 6. Matters as will be assigned time to time by the higher authority. 	Through HA (Estt)	Shri Sanjib Sarkar, Upper Division Assistant
Smt. Champa Pal (Das), Upper Division Assistant	<ol style="list-style-type: none"> 1. Matters related to Identity Cards of the Officers and the Employees of this Deptt. 2. Reimbursement of newspaper bills of the MIC of this Deptt. 3. Reimbursement of residential telephone bills, gas bills, electricity bills of MIC of this Deptt. 4. Matters as will be assigned time to time by the higher authority. 	Through HA (Estt)	Shri Krishnapada Biswas U. D. Assistant
Tanaya De, Upper Division Assistant	<ol style="list-style-type: none"> 1. Maintenance of Service Book of HAs and officers of this Deptt. 2. Matters as will be assigned time to time by the higher authority. 	Through HA (Estt)	Shri Sanjib Sarkar, Upper Division Assistant

Shri Dipanjan Mukherjee, Lower Division Assistant	<ol style="list-style-type: none"> 1. Matters relating to Minority Development & Madrasa Education Deptt., Minority Commission, Backward Classes Welfare Commission, Social Welfare Deptt., Women & Child Dev. Deptt., Women Commission and Human Rights commission etc. 2. Processing of leave, ACR and APR matters etc. 3. Miscellaneous correspondences and circulation of letters and correspondences with the Accounts branch. 4. Matters relating to all types of leave for the employees and officers of this Deptt. 5. Election matters. 6. Matters as will be assigned time to time by the higher authority. 	Through HA (Estt)	Naharul Islam, Lower Division Assistant
Naharul Islam, Lower Division Assistant	<ol style="list-style-type: none"> 1. Car hiring, retention, payment of car bills, post office bills of this Deptt. 2. He will assist Shri Subhasish Chatterjee, UDA in disposing of LTC, TA claims of the employees and officers of this Deptt. as well as officers of the Dtes. whose appointing authority is the Deptt. 3. Matter relating to Telephones of all Directorates. 4. Retention of vehicles of all Directorates. 5. Matters as will be assigned time to time by the higher authority. 	Sl. No 1 Through HA (Estt). Sl.No 3 & 4 through HA of respective branch.	Dipanjan Mukherjee, Lower Division Assistant
Shri Gobinda Dey Group-D	<ol style="list-style-type: none"> 1. Attached to Establishment Branch of this Department. 2. Matters as will be assigned time to time by the higher authority. 		
MEDICAL CELL			
Shri Sourav Laha, Officer on Special Duty	In-charge of Medical Cell	Through → AS → JS	
Shri Shibankar Barua, Upper Division Assistant	<ol style="list-style-type: none"> 1. Re-imbursement of Medical Bill of all A.I.S. Officer/officers of this department other than W.B.H.S. 2008. 2. Reimbursement of medical bills of employees of this Deptt./Dtes. under WBHS 2008. 3. Permission for treatment outside the State under WBHS 2008. Matters as will be assigned time to time by the higher authority.	Through OSD (SL)	Shri Tushar Kanti Mondal, Upper Division Assistant
Shri Tushar Kanti Mondal, Upper Division Assistant	<ol style="list-style-type: none"> 1. Re-imbursement of Medical Bill of all A.I.S. Officer/officers of this department other than W.B.H.S. 2008. 2. Reimbursement of medical bills of employees of this Deptt./Dtes. under WBHS 2008. 3. Permission for treatment outside the State under WBHS 2008. 4. Matters as will be assigned time to time by the higher authority. 	Through OSD (SL)	Shri Shibankar Barua, Upper Division Assistant
Satabul Sheik, Upper Division Assistant	<ol style="list-style-type: none"> 1. He will work regarding the entries and delivery of files and letters in the O/o the Deputy Secretary of this Deptt. 2. He will also work with Shri Sibankar Barua, UDA and Shri Tushar Kanti Mandal, UDA of this Deptt. regarding the job of WBHS 2008. 3. Matters as will be assigned time to time by the higher authority. 		
Shri Debjit Banerjee Group-D	<ol style="list-style-type: none"> 1. Attached to Medical Cell of this Deptt. 2. Matters as will be assigned time to time by the higher authority. 		

ACCOUNTS BRANCH

Shri Bipulananda Sutar, SO & DDO	<ol style="list-style-type: none"> 1. D.D.O. functioning of this Deptt. 2. Online enrolment in WBHS for the employees and pensioners of this Deptt. 3. Allied matters of the Accounts Branch. 5. Annual Increment of the employees and officers of this Deptt. 4. Matters as will be assigned time to time by the higher authority. 	Through DS/AS, if necessary	Sukhendu Ghosh, Section Officer
Shri Arabinda Maitra, Head Assistant	<ol style="list-style-type: none"> 1. Matters related to Accounts Branch of this Deptt. along with overall supervision of the Accounts Branch including supervision of Bill Register, Cash Book & B.T.R. He will act to handle and maintain the cash of the P.A. Fund of this Department. 2. He will guide/ensure up-to-date maintenance of Bill Register & Cash Book. 3. Matters related to the preparation of audit para of this Deptt/Directorates. He will assist A.O. (Audit) in this respect. 4. Matters as will be assigned time to time by the higher authority. 	Through DDO for Sl. No.1 & 2. For Sl. No.3 through Shri Birendra nath Pradhan, Accounts Officer / through Joint Secretary	Shri Sudhangshu Kumar Saha, Head Assistant
Shri Pijush Ray, Upper Division Assistant	<ol style="list-style-type: none"> 1. All bills, Pay & GPF Bills. 2. Maintenance of Cash Book, G.P.F Ledger for the Gr.-D employees of the Deptt. Income Tax matters. 3. All sanction matters. 4. Matters as will be assigned time to time by the higher authority. 	Through DDO	Tanaya De, Upper Division Assistant
Ms.Tanaya De, Upper Division Assistant	<ol style="list-style-type: none"> 1. Maintenance of Cash book and related cash transactions. She will assist Shri Maitra in respect of the maintenance of P.A. fund. 2. All contingent bills such as telephone bills, gas bills, electricity bills, newspaper bills of MIC etc. other than Pay and GPF Bills. 3. All related matters of Accounts Branch and works related to COSA, e-Pradan and HRMS entries. 4. Maintenance of Bill Register. 5. All purchase (stationery) matters of this Deptt. and Hon'ble MIC of this Deptt. 6. Matters as will be assigned time to time by the higher authority. 	Through HA/DDO	Pranajit Roy, Lower Division Assistant
Shri Pranajit Roy, Lower Division Assistant	<ol style="list-style-type: none"> 1. He will assist Shri Piyush Roy, UDA in preparation of pay bills, arrear bills, GPF bills of the employees and officers of this Deptt. and ultimately will take the charge of the work of Shri Roy on his promotion. 2. Matters related to procurement of Fax Machine, Photocopier Machine and furniture of this Deptt. 3. Matters related to Accounts Section of this Deptt. 4. Maintenance of Stock Register of stationeries (purchase and distribution). 5. He will work as custodian of stationery articles of this Deptt. 6. Matters as will be assigned time to time by the higher authority. 	Through HA/DDO	Tanaya De, Upper Division Assistant
Md. Sazim Ali Gazi, Group-D	<ol style="list-style-type: none"> 1. Attached to Accounts Section of this Deptt. 2. Outdoor work like sending of letters to Nabanna, Writers' Bldgs., AG, WB etc. 3. Matters as will be assigned time to time by the higher authority. 		
BUDGET BRANCH			
Shri Ashoke Kumar Halder, Assistant Secretary	<ol style="list-style-type: none"> 1. Work of Budget related matters. 2. Matters as will be assigned time to time by the higher authority 	Through Addl. Secretary	

Shri Asish Biswas, Upper Division Assistant	<ol style="list-style-type: none"> 1. e-Bantan through IFMS and Budget Matters for all except DIT. 2. Sanction cases of DVET, WBSCT&VE & SD& PBSSD. 3. Plan and Non-Plan Budget and related matters of this Establishment. 4. Allotment of fund for maintenance of Karigori Bhawan. 5. Re-appropriation & augmentation of fund in respect of Vocational Branch. 6. Allotment of fund in respect of Vocational Branch. 7. Matters as will be assigned time to time by the higher authority. 	Through AS (AKM)	Shri Subhabrata Sanyal, Lower Division Assistant
Shri Subhabrata Sanyal, Lower Division Assistant	<ol style="list-style-type: none"> 1. He will assist Shri Biswas regarding e-Bantan and Budget matters. 2. Matters as will be assigned time to time by the higher authority. 		
Gobinda Dey Group-D	<ol style="list-style-type: none"> 1. Attached to Budget Branch of this Department. 2. Matters as will be assigned time to time by the higher authority. 		
POLYTECHNIC BRANCH			
Sri Rahul Dasgupta, Head Assistant	<ol style="list-style-type: none"> 1. All matters related to Polytechnic Branch including related council. 2. Land Matters both Polytechnics & ITIs. 3. Matters as will be assigned time to time by the higher authority. 	Through OSD	Shri Souren Das Gupta, Head Assistant
Shri Amitava Mitra, Upper Division Assistant	<ol style="list-style-type: none"> 1. Appointment of Principals and Lecturers through PSC, WB. 2. Recruitment Rules for the posts of Principals and Lecturers of Govt. Polytechnics. 3. Creation of Post in Polytechnics. 4. Transfer and release of Principals and Lecturers of Govt. Polytechnics. 5. Fixation of Pay of teaching and non-teaching staff of Govt. Polytechnics including Pay matters. 6. Over all matters of Poly. Branch. 7. Introduction of new Diploma Courses under Govt. and Pvt. Polytechnics including AICTE's approval. 8. Age relaxation for admission in Polytechnics. 9. MCAS of Lecturers of Govt. Polytechnics. 10. Matters as will be assigned time to time by the higher authority. 	Through HA(Poly)	Sri Sandip Kumar Pramanik, Upper Division Assistant
Sri Sandip Kumar Pramanik, Upper Division Assistant	<ol style="list-style-type: none"> 1. He will work with Sri Amitava Mitra, U.D. Assistant of the Branch regarding all matters allotted in the Polytechnic Branch. 2. Counting of Past Service and Pay Protection of Teaching and Non-teaching staff of Govt. Polys. 3. Appointment of contractual and part time lecturers of Govt. Poly. and its related matters. 4. Matters as will be assigned time to time by the higher authority. 	Through HA(Poly)	Shri Amitava Mitra, Upper Division Assistant
Shri Ananta Kr. Basak, Upper Division Assistant	<ol style="list-style-type: none"> 1. Pension Matters of Polytechnic Branch & DIT. 2. Preparation of Annual Reports. 3. All kinds of leave. 4. Forwarding of applications. 5. All RTI matters of this Deptt. 6. Matters as will be assigned time to time by the higher authority. 	Through HA(Poly)	Shri Amitava Mitra, Upper Division Assistant
Shri Soumendra Nath Sardar, Upper Division Assistant	<ol style="list-style-type: none"> 1. Establishment of DTE&T and WBSCT&VE&SD. 2. Issuance of Identity Cards of DTET & DVET. 3. NOC for all cases i.e. passport, purchase of flat/car, foreign visit for Polytechnics, and Vocational. 4. Memorandum of different Unions. 	Through HA(Poly)	Sri Sandip Kumar Pramanik, Upper Division Assistant

	<ol style="list-style-type: none"> 5. Land Matters both Polytechnics & ITIs. 6. Matters as will be assigned time to time by the higher authority. 		
Shri Krishnapada Biswas, Upper Division Assistant	<ol style="list-style-type: none"> 1. Filling up of Non-PSC posts in Polys. 2. Appointment, excluding regularization. 3. Confirmation of Principals and Lecturers of Poly. 4. Constitution of Governing Body. 5. Admission, Promotion, Age relaxation of Non-teaching staff of Govt. Polys. 6. Misc. Correspondences. 7. Matters as will be assigned time to time by the higher authority. 	Through HA(Poly)	Tushar Kanti Mondal, Upper Division Assistant
Shri Subhabrata Sanyal, Lower Division Assistant	<ol style="list-style-type: none"> 1. Sanction cases of Polytechnic (Capital & Revenue), DTET. 2. Central Assistance of Central Assisted Schemes related to Polytechnic Branch. 3. Re-appropriation & augmentation of fund in respect of Polytechnic Branch. 4. All correspondences of Budget matters of Polytechnic Branch. 5. Matters as will be assigned from time to time. 	Through Shri Ashish Biswas, Upper Division Assistant	
Shri Debjit Banerjee Group-D	<ol style="list-style-type: none"> 1. Attached to Poly. Branch of this Deptt. 2. Matters as will be assigned time to time by the higher authority. 		
TRAINING BRANCH			
Shri Souren Dasgupta, Head Assistant	<ol style="list-style-type: none"> 1. All the matters relating to Training Branch. 2. All matters relating to WBSCT&VE&SD and PBSSD. 3. WBLA Visit / Assembly Questions / WBLA related correspondences. 4. Matters as will be assigned time to time by the higher authority. 	For Sl. No.1 Through AS (AKH) and Sl. No.2 & 3 through Joint Secretary	Sri Rahul Dasgupta, Head Assistant
Shri Santanu Saha, Upper Division Assistant	<ol style="list-style-type: none"> 1. All allotments and sanctions of Training Branch (DIT) including other budget matters of Training Branch. 2. He will assist F.A. set up during process of file in addition to his normal duties. 3. Matters as will be assigned time to time by the higher authority. 	Through HA(Trg)	Shri Asish Biswas Upper Division Assistant
Smt. Ipsita Roy (Datta), Upper Division Assistant	<ol style="list-style-type: none"> 1. All Service matters including Pay Fixation & Protection of DIT. 2. Implementation of schemes of Govt. of India and World Bank. 3. Post creation, appointment, confirmation, promotion. 4. Transfer & Posting 5. Recruitment Rules 6. Admission of Trainees in ITIs. 7. Maintenance of ACRs 8. Leave matters of the Directorate 9. Appointment on Compassionate Ground. 10. Matters as will be assigned time to time by the higher authority. 	Through HA(Trg)	Naharul Islam, Lower Division Assistant
Smt. Champa Pal (Das), Upper Division Assistant	<ol style="list-style-type: none"> 1. Matters related to Training Branch of this Deptt. to provide necessary support in dealing with the matters of Training Branch as entrusted with Shri Souren Das Gupta, H.A. of this Department if needed as urgent. 2. All NOCs, Passport matters, Issue of Identity Card. 3. Disposal of scrap materials and condemnation of machinery and equipment. 4. Matters as will be assigned time to time by the higher authority. 	Through HA(Trg)	Shri Asish Biswas Upper Division Assistant

Naharual Islam, Lower Division Assistant	<ol style="list-style-type: none"> 1. He will assist Smt. Ipsita Roy (Datta) in processing all works relating to DIT. 2. Matters as will be assigned time to time by the higher authority. 	Through Through HA(Trg)/Smt. Ipsita Roy (Datta), Upper Division Assistant (according to respective file)	
Shri Debjit Banerjee Group-D	<ol style="list-style-type: none"> 3. Attached to Training Branch of this Deptt. 4. Matters as will be assigned time to time by the higher authority. 		
VOCATIONAL BRANCH			
Shri Angshuman Bhattacharyya, Head Assistant	<ol style="list-style-type: none"> 1. All matters relating to Vocational Branch. 2. All the matters relating to Vocational Branch including related council & jobs concerning Recruitment Rules and creation of posts in DVE&T and WBSCT&VE&SD & RTI and Public Grievance matters of Vocational Branch. 3. NOC, Passport matters, Foreign Tour, for all the Directorates. 4. Matters as will be assigned time to time by the higher authority. 	Through OSD	Shri Souren Dasgupta, Head Assistant
Shri Soumendra Nath Sardar, Upper Division Assistant	<ol style="list-style-type: none"> 1. He will assist Shri Angshuman Bhattacharya in the matters of Recruitment Rules and creation of posts in DVE&T and WBSCT&VE&SD & RTI and Public Grievance matters of Vocational Branch etc. 2. Matters as will be assigned time to time by the higher authority. 	Through HA (Voc)	Shri Asish Biswas Upper Division Assistant
Shri Debjit Banerjee Group-D	<ol style="list-style-type: none"> 1. Attached to Vocational Branch of this Deptt. 2. Matters as will be assigned time to time by the higher authority. 		
REFERENCE			
Shri Tushar Chakraborty, Lower Division Assistant	<ol style="list-style-type: none"> 1. Reference for all Branches of this Deptt. 2. Matters as will be assigned time to time by the higher authority.
ISSUE, TYPE & DESPATCH SECTION			
Shri Tapas Dhar, Typist supervisor	<ol style="list-style-type: none"> 1. Supervision of type, issue section & despatch. 2. He will supervise the whole scanning process for the implementation of e-Office in this Department. 3. Matters as will be assigned time to time by the higher authority. 		
Smt. Manjula Mondal (Dey), Typist Grade-I	<ol style="list-style-type: none"> 1. Typing Matters 2. She will act to supervise the type and issue section and the scanning process of all the documents for e-Office. 3. Matters as will be assigned time to time by the higher authority. 		
Shri RamkrishnaMandol, Typist Grade-I	<ol style="list-style-type: none"> 1. Typing matters. 2. He will assist in sending of important letters of issue section. 3. Matters as will be assigned time to time by the higher authority. 		
Shri Kalipada Das, Upper Division Assistant	<ol style="list-style-type: none"> 1. He will look after the job of issued section. 2. Matters as will be assigned time to time by the higher authority. 		
Sri Samir Kr. Pal, Record Supplier	<ol style="list-style-type: none"> 1. Record & Issue Section. 2. Matters as will be assigned time to time by the higher authority. 		

Other than the above allotment of jobs among the officers & employees of this Department, the following officers have been acting in this Department as follows:-

1) Shri Tapan Kumar Biswas ,Appointed vide Order No. WBSCTVESD/VE/553/A, dated 20/09/2019.	He will continue to provide support as ' Consultant' to provide support for Technical Education, Training & Skill Development as O.S.D. and State Council of Technical & Vocational and Skill Development.
2) Shri Prabir Kumar Basak, OSD. Appointed vide Order No. WBSCTVESD/TED/I/2019-20/0725, dated 02/07/2019.	He will continue to render his service to the Technical Education, Training & Skill Development Department as OSD.
3) Shri Laltu Biswas, Law Officer of this Deptt. Appointed vide Law Deptt's Order No.932-L/LW/O/2E-06/2018, dated 20/08/2019 read with this Deptt's Order No.I/62128/2019, dated 17/09/2019	He will look after all law matters of this Deptt. and Directorates under the administrative control of this Deptt.
3) Sri Dipten Mahato, Software Support Personnel	He has been appointed in this Department as Software Support Personnel w.e.f 06.12.2017 (F.N.) to implement e-Office.

This order issues with the approval of the Competent Authority of this Department.

Sd/-

**Joint Secretary
to the Govt. of West Bengal**

No. 1106 /1(70) -TET(Estt.)/10M-06/1993(Pt.II)/1(7)

Dated, Kolkata, 18th October, 2019

Copy forwarded for information and necessary action to:-

1. The Additional Secretary of this Department.
2. The P.S. to the M.I.C. of this Department.
3. The Sr. P.A. to the Principal Secretary of this Department.
4. P.A. to the Joint Secretary of this Deptt.
5. Shri/Smt. _____
6. Guard file.

A2
21/10/19

**Assistant Secretary
to the Govt. of West Bengal**