

**Government of West Bengal**  
**Urban Development and Municipal Affairs Department**  
**NAGARAYAN, DF-8, Sector-I**  
**Salt Lake, Kolkata-700 064.**

**Memo No. 432/MA/O/Estt.(Sect)/O-7/2018**

**Date :18.06.2020**

In continuation to Memo No. 92/MA/O/Estt. (Sect)/O-7/2018 Date: 25/01/2019 read with Memo No. 155/MA/O/Estt. (Sect)/O-7/2018 Date: 08/02/2019 of this Department, the distribution of works among following Officers will henceforth be rearranged in the following manner, in partial modification of earlier orders on work allocation among Officers of this Department. This Order will take immediate effect.

Sl No.	Name of the Officer	Assigned works	Leave Substitute
01	Smt Sujata Ghosh, IAS, Commissioner	Appellate Authority in ULC matters Chairperson, Single Departmental Tender Committee Monitoring of Action taken in respect of Public Grievance petitions Review & monitoring of all matters and schemes related to the Municipal Engineering Directorate	Smt. Debarati Dutta Gupta, WBCS (Exe.), Special Secretary
02	Smt. Debarati Dutta Gupta, WBCS (Exe.), Special Secretary	Matters related to LSG wing and all corporations Chairpersonzas, Departmental Audit Committee Appellate Authority for RTI petitions Establishment matters including health scheme of MA Secretariat, Establishment matters of IAS/WBCS (Exe)/ WBA & AS Officers of UD & MA, Establishment and policy matters of all Directorates & Organizations under MA Branch viz MED, DLB, ILGUS, SUDA and West Bengal Valuation Board,	Shri Joly Chaudhuri, WBCS(Exe), Joint Secretary
03	Smt. Nandini Ghosh, IAS, Joint Secretary	Monitor progress of all big infrastructure projects, Water Supply Projects, SUH, STP, SWM etc. taken up by ULBs, Development Authorities (other than KMDA), SPMG etc. Monitoring of Bridges. For MED & KMDA only the special projects are to be monitored. Liaison with Finance Department on all matters pending for decision & disposal by FD. Training Need Assessment (TNA) of all categories of Officers and Staff at the Parastatals, Urban Local Bodies and Development Authorities and organize trainings Training of Officers & Staff of both UD & MA Branch of the Department including outstation trainings. Preparation of Annual Training Calendar.	Smt. Papia Ghosh Roychowdhury WBCS(Exe), Joint Secretary

Sl No.	Name of the Officer	Assigned works	Leave Substitute
04	Shri Saikat Kr. Dutta, WBCS(Exe), Joint Secretary	Non Residential Land matters of Salt Lake, KMRC Urban Land Ceiling Matters Monitoring & implementation of e-Office, FTS system, Procurement, maintenance of computers, printers , Local Area Network, EPABX, WBSWAN system, video conferencing system and all other computer peripherals, Digitization of land records, Maintenance and updation of website, Monitoring of online property tax payment system, Nodal Officer of Egbye Bangla, UPLMS, Development of Software as required by different branches of the Department, Integration of land data, municipal records & registration data, Matters related to Ease of Doing Business for UD & MA	Shri Santanu Das, WBCS(Exe), Joint Secretary
05	Shri Rana Roy WBCS(Exe), Joint Secretary	RTI matters of both UD & MA Branches, WBRTPS Act & Rules, Public Grievances of both UD & MA Branches, Public Grievance Issues referred by CMO, Monitoring of all Public Grievances and submission of periodic reports	Shri JolyChaudhuri, WBCS(Exe), Joint Secretary
06	Smt. SumitaBagchi, WBCS(Exe), Joint Secretary	Preparation of LUMR, LUDCP of Development Authorities, All policy matters including Amendment of Acts and Rules related to T &C.P. Branch and other Development Authorities, Planning matters related to T &CP Branch of the Department, Theme Cities and Private Townships, All matters relating to Eco Tourism Board, ICZM and Coastal Matters, Statutory matters, land allotment issues of Development Authorities, WBHIDCO, NKDA, Heritage Towns. Notification regarding constitution, area extension and functions of Development Authorities, Establishment & policy matters of Development Authorities including monitoring of schemes of Development Authorities, Preparation of related Cabinet /Standing Committee documents Administrative Calendar and periodic updates of UD & MA, reports for CMO, monthly report to Chief Secretary /other authorities as per requirement.	Shri JolyChaudhuri, WBCS(Exe), Joint Secretary

Sl No.	Name of the Officer	Assigned works	Leave Substitute
07	Smt. Papia Ghosh Roychowdhury WBCS(Exe), Joint Secretary	All works related to Budget Wing of UD Branch, Routine Administrative Approval and Financial Sanction of State plan fund Green City Mission (Project proposal appraisal, AAFS & fund release) to be assisted by Green City Mission cell, Augmentation & Re-appropriation of head of accounts of UD Branch, Maintenance of data base on budget release & Utilization Status of funds under UD Branch BGBS matters.	Shri Arupratan Mukhopadhyay, WBCS (Exe), Joint Secretary
08	Shri Sourav Chaki, WBCS(Exe), Joint Secretary	Staff matters of all Urban Local Bodies, dealing of staff pattern related files / proposal of DLBs, Cadre management of various posts of Corporations, cadre/post creation in respect of ULBs, Keeping liaison with West Bengal Municipal Service Commission on issues like filling up posts of ULBs, Release of salary grants for ULB employees (for statutory & non statutory posts), Files related to Municipal Assessment Tribunal, Municipal Building Tribunal etc.	Shri Santanu Das, WBCS(Exe), Joint Secretary
09	Shri Santanu Das, WBCS(Exe), Joint Secretary	Management of Statutory Posts like Executive Officer/Health Officers/Finance Officers of ULBs, Matters referred by State Vigilance Commission, files related to Police station bifurcation etc.  Acts & Rules of ULBs, Amendments of Acts & Rules, Issuance of Clarifications and Notifications & Memorandums based on Acts & Rules, Election matters of ULBs, Notifications regarding constitution, area extension of ULBs/ Industrial Township Authorities etc., Matters related to Legislation & Rule making, preparation of related Cabinet /Standing Committee documents, Administrative calendar and periodic updates of MA branch, reports for CMO etc.  All court case matters of UD & MA Department pertaining to ULBs, Development Authorities filed before High Court, Supreme Court, SAT, District Court etc., NGT matters, Clarification on court case matters etc.  Matters related to all land of Kalyani and residential land at Salt Lake, Estate matter of Patipukur	Shri Arupratan Mukhopadhyay, WBCS (Exe), Joint Secretary

Sl No.	Name of the Officer	Assigned works	Leave Substitute
10	Shri Joly Chaudhuri, WBCS(Exe), Joint Secretary	<p>Establishment Matters of UD Secretariat including health scheme of MDB, T &amp; CP and ULC Branch including Receiving, Issue, Dispatch &amp; Type Section.</p> <p>All establishment and policy matters of KMDA, SLRDC, HIT including monitoring of all development schemes implemented by the 3 (three) parastatals.</p> <p>Preparation of related Cabinet /Standing Committee documents.</p> <p>Identification Certificate for Passport (International).</p> <p>HRMS issues as Nodal Officer of UD &amp; MA Department.</p> <p>Departmental Vigilance cases/ Departmental Proceedings.</p> <p>GeM-Government e Marketplace.</p> <p>Visit of Assembly Standing Committee/ Parliamentary Committee; Protocol matters of the Department.</p> <p>Maintenance of Nagarayan, Subhanna, Mayukh Bhaban.</p> <p>Audit matters of both UD &amp; MA Branches, CAG, Departmental Audit Committee of UD &amp; MA</p> <p>Matters related to Health, Disaster Management and Social Security.</p> <p>Nodal Officer for Infrastructure Advisory Committee &amp; Bridge Advisory Committee.</p> <p>Monitoring compliance of all NGT related orders including liquid waste &amp; solid waste. Submission of compiled reports and periodic review on progress made on the compliance of orders issued by NGT.</p>	Smt. Debarati Dutta Gupta, WBCS (Exe.), Special Secretary
11	Shri Arupratan Mukhopadhyay, WBCS (Exe), Joint Secretary	<p>Budget Wing of MA Branch:-</p> <p>Budget planning, budget preparation, revised budget preparation, budget speech preparation, Departmental Tender Committee,</p> <p>Augmentation &amp; Re-appropriation of head of accounts of MA Branch,</p> <p>KEIIP-ADB matters,</p> <p>Routine Administrative Approval and Financial Sanction of State plan fund,</p> <p>Release of Centrally Sponsored Schemes (CSS),</p> <p>Land purchase by ULBs, Inter-Departmental Transfer (IDT) of land for ULBs,</p> <p>Maintenance of data base on budget release &amp; Utilization Status of funds under MA Branch,</p> <p>Finance Commission matters (State &amp; Central),</p> <p>Assembly/Parliamentary matters(Q &amp; A), NBNG matters</p>	Smt. Papiya Ghosh Roychowdhury WBCS(Exe), Joint Secretary

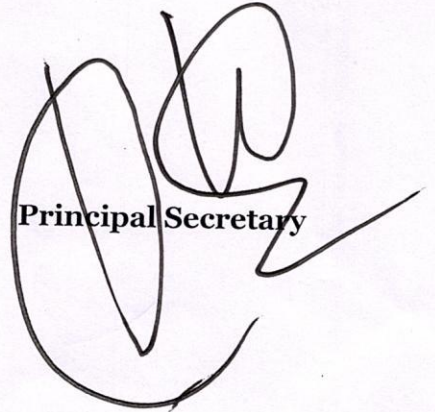
Sl No.	Name of the Officer	Assigned works	Leave Substitute
12	Md. Asaf Iqbal, WBCS (Exe.)	All matter related to Competent Authority, Kolkata. Residential land matters of Salt Lake, booking of Central Park Mela Ground	

Shri Rana Roy WBCS (Exe) Joint Secretary & Shri Badri Narayan Kar WBCS (Exe) Addl. Director ILGUS & E.O. Joint Secretary, EO. NDITA will continue to discharge duties of Estate Manager, Bidhannagar and State Mission Director, AMRUT respectively, in the manner as detailed in Memo No. 155/MA/O/Estt. (Sect)/O-7/2018 Date: 08/02/2019 of this Department.

In addition to above and to assist State Mission Director (Director, SUDA) in implementation of different Centrally Sponsored Schemes.

- Shri Joly Chaudhuri, WBCS(Exe), Joint Secretary will continue to function as Additional Mission Director of Housing Schemes and Additional Mission Director of Mission Nirmal Bangla (MNB)/SMB(U).
- Ms. Nitu Singh, IAS, OSD, UD & MA Dept. will assist Director SUDA for implementation of MNB/SMB(U) and will also discharge such functions of MED as assigned by CEO, KMDA.

This is issued in supersession of all earlier orders.

  
Principal Secretary

Copy forwarded for kind information & necessary action to :

- (1) CEO, KMDA.
- (2) Director of Local Bodies.
- (3) Secretary, MED.
- (4) Chief Engineer, MED.
- (5) Chairperson/ Chairperson Board of Administrator/ Administrator/ Commissioner, (All ULBs) Municipal Corporation/ Municipality/ NAA.
- (6) CEOs / EOs, (All) Development Authorities.
- (7) Smt. Sujata Ghosh, IAS, Commissioner, UD & MA Dept.
- (8) Smt. Debarati Dutta Gupta, WBCS(Exe.), Special Secretary, UD & MA Dept.
- (9) Shri Shyamal Chattopadhyay, Financial Adviser, UD & MA Dept.
- (10) Chief Legal Adviser, UD & MA Department.
- (11) Smt. Nandini Ghosh, IAS, Joint Secretary, UD & MA Dept.
- (12) Shri Saikat Dutta, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (13) Shri Rana Roy, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (14) Smt. Sumita Bagchi, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (15) Shri Santanu Mukherjee, WBCS(Exe.), Director, SUDA
- (16) Smt. Papiya Ghosh Roy Chowdhury, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (17) Shri Badri Narayan Kar, WBCS(Exe.), Additional Director, ILGUS.
- (18) Shri Santanu Das, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (19) Shri Joly Chaudhuri, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (20) Shri Arup Ratan Mukhopadhyay, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (21) Ms. Nitu Singh, IAS, OSD, UD & MA Dept.
- (22) PS to Hon'ble MIC, UD & MA Department.
- (23) PS to Additional Chief Secretary, Finance Department.
- (24) PS to Principal Secretary, P&AR Department
- (25) PS to Principal Secretary, UD & MA Department.

*Chandhan*  
18.06.20  
**Joint Secretary**