

ANNEXURE 3

1/164920/2021



सत्यमेव जयते

158
Years of
Existence

Gorkhaland Territorial Administration

DIRECTORATE OF CINCHONA AND OTHER MEDICINAL PLANTS

DARJEELING: P.O. MUNGPOO, DIST DARJEELING - 734313, TEL: 266223, 266227, 266253

KOLKATA: 10/1A INDIAN MIRROR STREET, KOLKATA - 700013, TEL: 033-24652471

EMAIL: directorcinchona@gmail.com, WEBSITE: dircomp.org

ORDER

In suppression to all previous Order of this Directorate, the following re-allocation of duties among the Officers and staff is hereby made in order to ensure smooth functioning of the office administration:

I. Officers:

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Mrs Pema Lhamu Bhutia	Deputy Director (A&A)	Accounts, audit, proforma accounts, supervision of establishment issues, overall administration, vehicles allotment, supervision of bill section, Chairperson of Tender Committee, advise Transfer and Promotion committee.	Sri Gopal Lamichaney, Manager HQ
2	Sri Gopal Lamichaney	Manager Mungpoo/HQ In Charge	Administrative matters of all Units and HQ, bungalows, quarters, DDO for HQ, Watch and Ward, guest houses under DCOMP,	Mrs. Pema Lamu Bhutia, Deputy Director (A&A)
3	Smt. Leena Subba	Botanist and Asst. Manager I/C	Completely focus on administration work at Division matters	Dr. Santanu Layek, Asst. Horticulturist
4	Dr. Santanu Layek	Asst. Horticulturist	R&D Section, commercial Essential Oil Extraction, farmer related schemes, Monthly appraisal, Hawaghar Nursery, supervision of coffee processing unit, tropical nursery, Cymbidium park,	Smt. Leena Subba, Botanist
5	Sri Pema Tamang	Agriculture Assistant I/C	Farmer related schemes, extension work of the directorate, taking care of the guests,	Dr Santanu Layek Ast Hort
6	Dr. Biswajit	Quinologist	Chairman of Transfer and Promotion	Mrs Pema

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Chakraborty	Govt Factory	Quinine Committee	Lhamu Bhutia, DD(A&A)
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II. Establishment Section:

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Sri Shivlal Tamang	UDC	Transfer, Promotion, Service Book Maintenance, Misc., Pension case, (death Superannuation, unmarries etc.), all other establishment related issues.	Smt. Urmila Tamang
2	Smt. Urmila Tamang	UDC	Event/Logistic Management, taking care of guests, Leave Register maintenance, Vehicle Proceeding, Misc. work, GPF, Ledger maintain, Typing, WBHS, Attendance etc.	Sri Shivlal Tamang

III. Bill Section:

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Sri Gopal Tamang	Junior Clerk	Processing of all types of bills except salary and wages, Bills related to Suppliers/ Schemes/works, e-billing, supervising salary and wages demand and disbursement, payment under non salary head, tax deduction from party etc	Sri Kisan Pradhan
2	Sri Deepak Tamang	Junior Clerk	Salary/Wages, GPF Schedule /P&G/P. Tax etc. Stationary, Medical, Gratuity, Treasury, Bank, GTA Office, Bill Compilation, timely payment of taxes etc	Sri Kisan Pradhan
3	Sri Kishan Pradhan	Regular Worker	Helping Sri Gopal Tamang and performing the same as above including keeping a check on Generator/Electricity etc.	Sri Gopal Tamang
4	Smt. Rekhamani Gurung	Regular Worker	Maintenance of stock of Stationary and procurement of the items in consultation with Sri Gopal Tamang.	Sri Deepak Tamang

IV. Account Section:

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Smt. Sarita Rai	LDC	Income Tax for both employees and party, RKVY – Cash Book Maintenance (H.Q.), Revenue – Cash Book, NNMP – Cash Book, Non – Salary, Typing, Cosa Bill,	Sri Abhimanyu Gurung

2	Sri . Abhimanyu Gurung	Regular Worker	Helping Smt Sarita Rai and performing the same as above, Internet maintenance, billing and payment to service provider etc.	Smt. Sarita Rai
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V. General Section:

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Sri Prem Bdr. . Tamang	HCC	Finance – Salary/Non Salary/Wages/ Project/Allotment of Fund/Disbursement to Fund to DDOs/Cash Book Maintenance, overall administration of the office, party payment, assisting DCOMP in administration etc.	Mr Sudarshan Tamang
2	Sri Sudarshan . Tamang	Stenographer	Stenography/ Various Report/ Area Statement/ Stock/Position/Project & Scheme/DPR/Duties of P.A. to DCOMP/Misc. work, preparing draft letters etc.	Miss Surabhi Baraily
3	Sri Dilip Kr. . Thapa	Nepali Translator	Translation/ RTI/Tax generate, GST/ Tax related etc.	Mr Nim Dorjee Yonzon
4	Miss Surabhi . Baraily	LDC	Looks at the office correspondences, guest house booking, prepare tender documents, agreements and establishment matter/e-office etc.	Mrs Sudha Mukhia
5	Miss Anju . Tamang	Regular Worker	Project/S.P. Fund/ B- statement/Revenue/ Maintenance of Cash Book/ Ledger/Assist to P.A. to DCOMP, maintenance of cashbook, ledger and accounts of special projects etc.	Mr Sudarshan Tamang
6	Miss Lhamu . Sherpa	Medicinal Expert	Project on Medicinal plants/fruits and procurement of planting material and distribution, assists HQ	Mr Nim Dorjee Yonzon

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			Manager on field planning etc	
7	Mrs Sudha Mukhia	Regular Worker	Typing/data entry/tender/ project/ misc. work/e-office etc.	Miss Surabhi Baraily

VI. Store Section:

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Sri Nirmal Bhujel	S.O.	Store related receive-issue/ Bill process/ ledger maintain/ Bungalow-Dhura inspection/ Misc. work etc.	Sri Jyoti Tamang

VI. Receive/Issue Section:

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Sri Rai	Jyoti DAKWALA	Letter receive/issue/file trekking/filling misc. work etc.	Sri Deepak Tamang
2	Sri Rai	Kailash Peon	Treasury/Bank/GTA office runner.	Sri Samir Tamang
3	Sri Tamang	Samir Regular Worker	- Same as above - local office /post office runner / Misc. work etc.	Sri Kailash Rai

VII. MGNREGA Cell:

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Sri Nim Dorjee Tamang	Computer Instructor	MGNREGA Tender/Project/RKVY/NNMP/Finance/Bill - voucher/ Cash Book -ledger maintain/ I. Tax/Misc. work/Power point/ workshop/Typing/filling/Bill Preparation of all Programme, Event/Logistic Management, Hospitality Management	Sri Bibek Tamang
2	Sri Bibek	Regular	Typing/ Data entry/ filling	

		report compilation Management	Hospitality	
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VIII. GENERATOR/ELECTRICITY

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1.	Sri Nirmal Gurung	Regular worker	Maintenance of Electricity line/Generator Backup etc.	Sri Kisan Pradhan
2	Sri Kisan Pradhan	Regular worker	Maintenance of Electricity line/Generator Backup etc.	Sri Nirmal Gurung

IX. CLEANING

	NAME	DESIGNATION	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Sri Amar Rawat	Regular worker	Documents photocopying /Cleaning of Office chambers and Regular changing of curtains & towels etc.	Sri Bhupen Chettri
2	Sri Bhupen Chettri	Regular worker	Cleaning of Office compound etc.	Sri Amar Rawat

X. WATCH & WARD

(As per the duty roster chart prepared by the Havildar – Watch & Ward)

	NAME	DESIGNATION	DUTY TIMING	DUTIES & RESPONSIBILITIES	LEAVE SUSTITUTE
1	Sri Prem Tshering Bhutia	Havildar		Office Security/ Maintenance of Office Discipline, field inspection as and when required, bungalows security, protection, illegal occupation, land encroachment, pipeline illegal tapping etc.	Sri Nar Bahadur Tamang
2	Sri Nar Bahadur Tamang	Naik		Assist Havildar on office Security/ Maintenance of Office Discipline, field inspection as and when required, bungalows security,	Sri Prem Tshering Bhutia

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				protection, illegal occupation, land encroachment, pipeline illegal tapping etc.	
3	Sri Naren Gurung	Watchman	Morning Duty (6:00 a.m. – 12:00 noon)	Office Security/Maintenance of Visitor's Register	Sri Nanda Prasad Bahadur
4	Sri Nanda Prasad Bahadur	Watchman	Morning Duty (6:00 a.m. – 12:00 noon)	Office Security/Maintenance of Visitor's Register	Sri Netralal Chettri
5	Sri Netralal Chettri	Watchman	Morning Duty (6:00 a.m. – 12:00 noon)	Office Security/Maintenance of Visitor's Register	Sri Naren Gurung
6	Sri Neeraj Pariyar	Watchman	Evening Duty (12:00 noon - 18:00 p.m.)	Office Security/Maintenance of Visitor's Register	Sri Suk Bahadur Tamang
7	Sri Suk Bahadur Tamang	Watchman	Evening Duty (12:00 noon - 18:00 p.m.)	Office Security/Maintenance of Visitor's Register	Sri Neeraj Pariyar
8	Sri Asit Lohar	Watchman	Night Duty (18:00 p.m. – 6:00 a.m.)	Office Security/Maintenance of Visitor's Register	Sri Hem Chandra Chamling
9	Sri Hem Chandra Chamling	Watchman	Night Duty (18:00 p.m. – 6:00 a.m.)	Office Security/Maintenance of Visitor's Register	Sri Asit Lohar

NOTE: (a) All Leave Application and Vehicle Requisition must be addressed to Manager HQ.

(b) Email checking on hourly basis and placing it to the concerned officer – Mr. Sudarshan Tamang, Ms. Surabhi Baraily, Mr. Bibek Tamang, Mr Nim Dorjee Yonzon.

SAMUEL RAI, DIR(SRAI)(DCOMP), O/o DIRECTOR(DCOMP)

Director
15/12/2021

Copy forwarded for information and necessary action to:

- (1) The Deputy Director, Directorate of Cinchona and Other Medicinal Plants, Mungpoo
- (2) The Manager Headquarter, Directorate of Cinchona and Other Medicinal Plants, Mungpoo
- (3) The Botanist, Directorate of Cinchona and Other Medicinal Plants, Mungpoo
- (4) The Asst. Horticulturist , R&D Section, Directorate of Cinchona and Other Medicinal Plants, Mungpoo
- (5) ✓ Sri/Smt. Gopal Tamang J.C., Directorate of Cinchona and Other Medicinal Plants, Mungpoo
- (6) Office copy
- (7) Guard file

SAMUEL RAI, DIR(SRAI)(DCOMP), O/o DIRECTOR(DCOMP)

Director
15/12/2021