

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE**  
**BENFISH TOWER (4TH FLOOR), BIDHANNAGAR, KOLKATA-700 091**

No. 85-FPI&H/1E-31/2006(Pt.I)

Date : 19/01/2023

**ORDER**

In partial modification of this Department's earlier Order No. 1713-FPI&H/1E-31/2006(Pt-I) dt. 16/06/2022 the following re-allocation of duties amongst the staff / officers of this Department is hereby made in order to ensure smooth functioning of the office administration:

Sl No.	Name	Duties
1.	Sri Sunil Kumar Patra, Registrar (leave substitute : Sri Ashok Kr. Ghosh, SO)	Supervision of the followings : (a) Purchase of office Stationer / Office furniture, Electricity, Attendant bill etc.; (b) Matters related MIC and his office establishment. (c) Tender formalities; matters related to Security Agency, Benfish Tower and allied issues in coordination with the PWD. (d) Fixation in HRMS, TA/HTC/LTC (Recommending) {from January,2023} (e) GPF, Pension matter, Die-in-harness of the employee of this Department (f) Appointment of the Attendants of the MOS(IC), All purchase bill of the Deptt. including HMOS, ACS, Other officers Store keeping, maintaining of Stock register, Store Keeping, maintaining of Stock Register (g) Bill processing for all Vehicle, Telephone, Paper, Electricity. All the matters in connection with Benfish Tower including Rent Bill , Security Bills (from 01/08/2022) & Tender formalities. <b>Any other matters as may be assigned form time to time.</b>
2.	Sri Ashok Kr. Ghosh, Section Officer (leave substitute: Sri Kanchan Kr Das, SO)	In addition to his presently allotted duties, he will supervise the followings : (a) Maintenance of Bill Register, Cash Book and Cash Transaction, PA Fund, E-billing <b>Any other matters as may be assigned form time to time.</b>
3.	Sri Sankar Chandra Chanda, UDA (leave substitute: Sri Biplab Patra, UDA)	Sumptuary allowances, matters related to Saraswati Press & BG Press. (in addition to his presently allotted duties) <b>Any other matters as may be assigned form time to time.</b>
4.	Sri Nanda Dulal Soren, UDA (leave substitute: Smt. Alpana Saha, UDA)	PA Fund (in addition to his presently allotted duties). <b>Any other matters as may be assigned form time to time.</b>
5.	Smt. Alpana Saha, UDA (leave substitute: Sri Nanda Dulal Soren, UDA)	Postal Bill (in addition to her presently allotted duties). <b>Any other matters as may be assigned form time to time.</b>



6.	Sri Biplab Patra, UDA (leave substitute: Sri Sankar Chandra Chanda, UDA )	Indoor office maintenance including Xerox, Printer, computer etc. (in addition to his presently allotted duties).  <b>Any other matters as may be assigned form time to time.</b>
7.	Ms. Swati Mandal, LDA, (leave substitute: Ms. Kaberi Samaddar, LDA)	All I.T. matters (Website, server, conference, leased line, computer and its peripherals) including preparation of sanction order pertaining to this Department, CMO Grievance portal, Publication of reports, preparation of booklets, e-office, SAR, WBTS, Web applications, Software and e-governance initiatives, Liaison with IT, NIC etc., matters related to AMC (in addition to presently allotted duties).
8.	Ms. Kaberi Samaddar, LDA (leave substitute: Ms. Swati Mandal, LDA)	<b>Any other matters as may be assigned form time to time.</b>
9.	Ms. Sanchayita Biswas, LDA (leave substitute: Sri Abhishek Pathak, LDA)	a) Establishment matter in respect of staff of this Department along with Sri Abhishek Pathak, LDA b) Accounts Section (preparation of bills and allied matters)  <b>Any other matters as may be assigned form time to time.</b>

This order is issued with the approval of the higher authority of this Department.

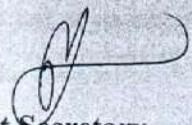
Sd/-  
**Joint Secretary**  
to the Govt. of W.B.

Date : 19/01/2023

No. 85/1(11)-FPI&H /1E-31/2006(Pt.I)

**Copy forwarded for information and necessary action to:**

1. The Director (Admin.) of Horticulture, Benfish Tower;
2. The Director of FPI, Benfish Tower;
3. The Director of Cinchona & Other Medicinal Plants;
4. The MD, Corporation, Benfish Tower.
5. The Joint Secretary (Budget) of this Department;
6. The PS to the Hon'ble MIC of this Department;
7. The PS to the Additional Chief Secretary of this Department;
8. The Registrar of this Department;
9. The DDO of this Department;
10. Sri ..... of this Department;
11. Guard File.

  
**Joint Secretary**  
to the Govt. of W.B.



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE  
BENFISH TOWER(4<sup>TH</sup> FLOOR), GN-31, SECTOR-V, SALT LAKE CITY, KOLKATA-700 091.

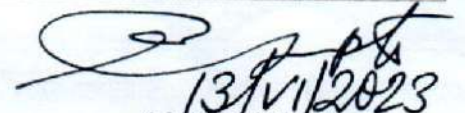
No.819/FPI&H/4S(H)-01/2022

Date: 13/06/2023.

ORDER

The Governor is pleased to make the following reallocation of duties in the public interest.

Sl.No.	Name & designation of the Officer	Works assigned
01	Sri Jayanta Kumar Aikat, IAS, Director of FPI	Director of Horticulture(Technical) in addition to Director (Food Processing Industries)
02	Sri Diptendu Bera, W.B.C.S.(Exe), Director of Horticulture(Admin)	Centre of Excellence for Vegetables, Chinsurah and the proposed Centres of Excellence, Floriculture cluster and State Development Schemes. Also, horticulture related publicity materials and Audit replies.
03	Sri Bikash Saha, W.B.C.S.(Exe)	Additional Director, Directorate of Food Processing Industries
04	Smt Kasturi Sengupta, W.B.C.S.(Exe), Joint Secretary	State Nodal Officer, RKVY in addition to J.S. (Projects)


  
13/VI/2023  
Additional Chief Secretary

No. 819/1(19)/FPI&H/4S(H)-01/2022

Date: 13/06/2023.

Copy forwarded for information & necessary action to:

1. Sri Jayanta Kumar Aikat, IAS, Director of Horticulture (Technical).
2. Managing Director, WBSFP&HDC Limited, Benfish Tower, GN-31, Sec-V, Salt Lake City, Kol-91.
3. Sri Diptendu Bera, WBCS(Exe), Director of Horticulture (Admin)
4. Sri Bikash Saha, WBCS(Exe), Additional Director, Directorate of FPI.
5. Smt Pratima Das, WBCS(Exe), Joint Secretary of this Department
6. Smt Kasturi Sengupta, WBCS(Exe), Joint Secretary of this Department
7. Smt Paromita Mandal, WBCS(Exe), Sr. Deputy Secretary of this Department.
8. Director of Horticulture(Technical)
9. Director of Horticulture (Administration)
10. Director of Food Processing Industries
11. Director of Cinchona & Other Medicinal Plants, West Bengal, P.O. Mungpoo, Dist. Darjeeling
12. FA of this Department
13. PS to Hon'ble MIC of this Department
14. Registrar of this Department
15. Sri.....Section Officer of this Department
16. Sri.....OSD & E.O.Administrative Officer.
17. Sri.....Head Assistant
18. Office Copy
19. Guard File

  
13/VI/2023  
Additional Chief Secretary



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE  
BENFISH TOWER(4<sup>TH</sup> FLOOR), GN-31, SECTOR-V, SALT LAKE CITY, KOLKATA-700 091.

No. 858/FPI&H/4S(H)-01/2022


Date: 22/06/2023.

ORDER

In partial modification of this Dept.'s Order No.819/FPI&H/4S(H)-01/2022 dated 13/06/2023 the Governor is hereby pleased to make the following reallocation of duties in the public interest.

Name and designation of the Officer	Sl.No.	Work assigned
Sri Jayanta Kumar Aikat, IAS, Director of FPI	01	Mission Director of MIDH
	02	Horticulture Statistics
Sri Diptendu Bera, WBCS(Exe), Officer on Special Duty & ex-Officio Director of Horticulture (Administration)	01	All establishment matters including vigilance/DP, Audit, RTI, Public Grievances, Committees of the Assembly, Budget and Hon'ble Governor Speeches/Finance Minister's Budget speech/Pre-voting Budget Scrutiny

All other works shall remain unchanged.

  
22/06/2023  
Additional Chief Secretary

No. ~~858~~1(19)/FPI&H/4S(H)-01/2022

Date: 22/06/2023.

Copy forwarded for information & necessary action to:

1. Sri Jayanta Kumar Aikat, IAS, Director of Horticulture (Technical).
2. Managing Director, WBSFP&HDC Limited, Benfish Tower, GN-31, Sec-V, Salt Lake City, Kol-91.
3. Sri Diptendu Bera, WBCS(Exe), Director of Horticulture (Admin)
4. Sri Bikash Saha, WBCS(Exe), Additional Director, Directorate of FPI.
5. Smt Pratima Das, WBCS(Exe), Joint Secretary of this Department
6. Smt Kasturi Sengupta, WBCS(Exe), Joint Secretary of this Department
7. Smt Paromita Mandal, WBCS(Exe), Sr. Deputy Secretary of this Department.
8. Director of Horticulture(Technical)
9. Director of Horticulture (Administration)
10. Director of Food Processing Industries
11. Director of Cinchona & Other Medicinal Plants, West Bengal, P.O. Mungpoo, Dist. Darjeeling
12. FA of this Department
13. PS to Hon'ble MIC of this Department
14. Registrar of this Department
15. Sri.....Section Officer of this Department
16. Sri.....OSD & E.O.Administrative Officer.
17. Sri.....Head Assistant
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22/06/2023  
Additional Chief Secretary



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE  
BENFISH TOWER(4<sup>TH</sup> FLOOR), GN-31, SECTOR-V, SALT LAKE CITY, KOLKATA-700 091.

No.820/FPI&H/1E-34/2022

Date: 13/06/2023.

ORDER

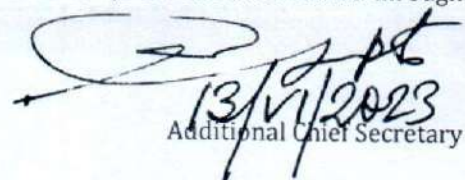
In supersession of all previous Orders of this Department, the officers of this Department namely Sri Jayanta Kumar Aikat, IAS, Director of Food Processing Industries, Director of Horticulture & Senior Special Secretary, Smt Pratima Das, WBCS (Exe), Joint Secretary, Smt Kasturi Sengupta, WBCS(Exe), Joint Secretary and Smt Paromita Mandal, WBCS(Exe), Sr. Deputy Secretary of this Department will look after the following Departmental assignments/works/duties as mentioned below, until further order :

Sl.No.	Name	Works Allotted
01	Sri Jayanta Kumar Aikat, IAS, Senior Special Secretary.	<ol style="list-style-type: none"> <li>1. Printing / Publication of all materials;</li> <li>2. Speeches of Governor &amp; MIC, Budget Speech and Pre-voting Budget Scrutiny.</li> </ol>
02	Smt Pratima Das, WBCS(Exe), Joint Secretary (Leave Substitute Smt Kasturi Sengupta)	<ol style="list-style-type: none"> <li>1. All establishment matters related with the Department, Directorates including implementation (application, processing &amp; approval) of all service matters through HRMS.</li> <li>2. E-Office &amp; GeM related matters and all IT matters</li> <li>3. IT related recruitment.</li> <li>4. Audit matters</li> <li>5. Right to Public Service</li> <li>6. Appellate Authority under RTI Act.</li> <li>7. Procurement (Stationary)</li> <li>8. Court matters pertaining to Department, Directorates and Corporation</li> <li>9. iFMS, Health Scheme (WBHS, AIS)</li> <li>10. Matters related with office/establishment of MIC of this Department</li> <li>11. RIDF &amp; NABARD matters</li> <li>12. HRMS &amp; IFMS</li> <li>13. APEDA related issues</li> <li>14. Crop Insurance Scheme</li> <li>15. Publicity &amp; Media matters.</li> <li>16. Matters related to Training &amp; Capacity Building of officers &amp; staff.</li> <li>17. AMC related matters</li> <li>18. Land matters.</li> </ol>
03	Smt Kasturi Sengupta, WBCS(Exe), Joint Secretary (Leave Substitute Smt Pratima Das)	<ol style="list-style-type: none"> <li>1. Matters related with office/establishment of Corporation.</li> <li>2. Vigilance and DP matters.</li> <li>3. Agricultural farms</li> <li>4. All special projects like Food Irradiation Project, Centre of Excellence for Vegetables and Horticulture Farms.</li> <li>5. Departmental sanction for schemes including MIDH, RKVY of all the Directorates and WBSFP&amp;HDCL.</li> <li>6. Budget Release &amp; Monitoring of both AE &amp; SDS of all the Directorates including Secretariat Economic Services</li> <li>7. BGBS/Business Conclaves and Core groups etc.</li> <li>8. Floriculture</li> <li>9. All State Development Schemes in Paschimanchal and North Bengal Districts</li> <li>10. Exports of Vegetable/Fruit /Flower, Core groups.</li> <li>11. All matters relating to DCOMP</li> <li>12. All matters related to communication with Govt of India.</li> <li>13. Transfers and postings of officers of Directorate of Horticulture and Directorate of Food Processing Industries.</li> <li>14. All Recruitment Rule matters of all Directorates</li> </ol>



04	Smt Paromita Mandal, WBCS(Exe), Sr Deputy Secretary	15. Samannay Portal 1. Talgur Mahasangha; 2. Annual Administrative Reports, Administrative Calendar. 3. Parliamentary/Assembly Matters 4. Matters related with Hon'ble Chief Minister's Grievance Redressal system/Sarasari Mukhyomantri. 5. Matters related to R.T.I. Act, as SPiO. 6. Coconut Development Board/NBM/FPOs. 7. Reports and Returns for meetings, Agri Infrastructure Fund, Micro Irrigation Fund. 8. Reports for CMO. 9. Matters related to Entrepreneurship Development Programme (EDP) [Directorate of FPI]. 10. All matters relating to vehicles, telephones, matters relating to DEOs & other housekeeping matter of the Department. 11. Development of departmental web-portal, mobile app and other e-Governance related matters.
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Note: Files relating to Sl.No ,2, of Sr,Deputy Secretary is to be routed through Senior Special Secretary, files relating to Sl.No.3,4,5,6 are to be routed through Joint Secretary (PD) and files relating to Sl.No. 7,8 & 9 are to be routed through Joint Secretary (KS) of this Department.

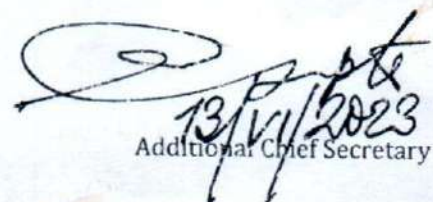
  
13/VI/2023  
Additional Chief Secretary

No.820/(16)/FPI&H/1E-34/2022

Date: 13/06/2023.

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2. Smt Pratima Das, WBCS(Exe), Joint Secretary of this Department
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