

GOVERNMENT OF WEST BENGAL

DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE

BENFISH TOWER (4TH FLOOR), BIDHANNAGAR, KOLKATA-700 091

No.I/628633/2025/FPI&H/1E-31/2006(Pt.-I)

Dated:08/04/2025

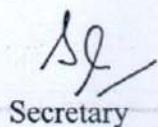
ORDER

In suppression of all previous orders of this Department in connection with allocation of duties amongst the Officer of this Department, the following re-allocation is hereby made in order to ensure smooth functioning of this office administration:

Sl. No	Name of the Officer/Staff	Brief description of work	Leave substitute	Files to be submitted
01.	Smt. Manirupa Bhattacharjya, IAS, Special Commissioner	<ul style="list-style-type: none"> a. Establishment Matters related with Department; including Pension matters; b. Establishment Matters Directorates including transfer/posting of DOH, DCOMP & DFPI; c. DP & Vigilance Matters d. Parliamentary & Assembly Question/ Parliamentary Assembly related matters; including Budget Speech; e. Cabinet matters; f. Report/RetURNS including C.M. district review meeting; g. Administrative Calendar; h. Publicity & Media related matters; i. Audit matters; j. RTPS; k. Nodal Officer RTI; <p><i>Any other matters as may be assigned from time to time.</i></p>	Smt. Swati Bandyopadhyay, WBCS, Special Secretary	HOD
02	Smt. Swati Bandyopadhyay, WBCS, Special Secretary	<ul style="list-style-type: none"> a. Budget matters; b. Development & Schematic matters related to Directorates & Corporation including Departmental Sanction of Scheme; c. Fair & Exhibition, Festival, Meeting, printing & publication ; d. Land, Farm, IDT matters; e. Protocol; f. e-office & GEM related matters; g. Procurement related matters h. IT related recruitment; i. IFMS, HRMS related matters; j. Vehicle, Telephone & Housekeeping; k. Development of web-portal, e-Governance, Karmashree etc. <p><i>Any other matters as may be assigned from time to time.</i></p>	Smt. Manirupa Bhattacharjya, IAS, Special Commissioner	HOD
03.	Sri Diptendu Bera, WBCS, OSD&EO Director of Horticulture	<ul style="list-style-type: none"> a. Director of Horticulture; b. MIDH & RKVY, and all/other matters related to the Directorate; <p><i>Any other matters as may be assigned from time to time.</i></p>	Smt. Kasturi Sengupta, WBCS, Additional Secretary	HOD
04.	Sri Bikash Saha, WBCS, Additional Director of FPI in the rank of Additional Secretary	<ul style="list-style-type: none"> a. C.M. Grievance; b. Samannay Portal ; c. Matters related to (Skilling & Technical) Education; d. Administrative Calendar; e. Annual Administrative Report; f. Reports/ Return & RTI <p><i>Any other matters as may be assigned from time to time.</i></p>	Sri Debasis Ghosh, WBLS, Joint Secretary	HOD

Smt. Kasturi Sengupta, WBCS, Additional Secretary	a. Director of FPI- in Charge; b. All DCOMP matters; c. All RIDF matters; d. BGBS matters; e. Training & Capacity building; f. Health Scheme WBHS; g. Medical Bill of IAS officers; h. APEDA, Coconut Board, Crop Development matters <i>Any other matters as may be assigned from time to time.</i>	Sri Diptendu Bera, WBCS, OSD& EO Director of Horticulture	HOD
06. Sri Debasis Ghosh, WBLS, Joint Secretary	a. Cabinet related files; b. Court / all legal matters including Recruitment Rules, Acts etc. of Department/ Directorate/Corporation c. All Assembly & Parliamentary matters & Standing Committee visit; d. Publicity & Media related matters; e. Audit (Law related); f. Appellate Authority RTI; g. Protocol matters; h. Land related matters; <i>Any other matters as may be assigned from time to time.</i>	Sri Bikash Saha, WBCS, Additional Director of FPI in the rank of Additional Secretary	Smt. Manirupa Bhattacharjya, IAS, Special Commissioner
			Smt. Swati Bandyopadhyay, WBCS, Special Secretary
07. Sri Arup Kumar De, WBSS, Joint Secretary	a. Establishment Matters related with Department (except (Leave/ ATI/ Election); b. Establishment matters of all Directorates (except DCOMP); c. Audit matters; <i>Any other matters as may be assigned from time to time.</i>	Smt. R. Aruna, OSD & EO, Deputy Secretary	Smt. Manirupa Bhattacharjya, IAS, Special Commissioner
08. Smt. R. Aruna, OSD & EO, Deputy Secretary	a. Matters related to DCOMP; b. Matters related RIDF; c. Establishment Matters IAS & WBHS medical bill, d. Establishment Matters (Leave/ ATI/ Election). <i>Any other matters as may be assigned from time to time.</i>	Sri Arup Kumar De, WBSS, Joint Secretary	Smt. Kasturi Sengupta, WBCS, Additional Secretary Smt. Manirupa Bhattacharjee, IAS, Special Commissioner
09. Anupam Bhattecharjee, WBSS, Assistant Secretary	a. Budget cell of this Department; b. Sanction & release of fund under Administrative Expenditure of this Department & parastatal under Administrative control of this Department; c. Development & Schematic matters related to Directorates & Corporation including Departmental Sanction of Scheme, fund release through e-bantan etc; d. I.T., office Vehicle, office Telephone & office rent Housekeeping etc; e. SPIO of the Department for RTI; <i>Any other matters as may be assigned from time to time.</i>	Sri Arup Kumar De, WBSS, Joint Secretary	Smt. Swati Bandyopadhyay, WBCS, Special Secretary

MD and Directors shall submit all files to HoD. This order will take immediate effect and shall be in force until further orders.



Secretary

to the Government of West Bengal

Copy forwarded for information to :

1. Special Commissioner/Special Secretary/Additional Secretary/Joint Secretary of this Department.
2. FA of this Department.
3. Assistant Secretary of this Department.
4. PS to the HMIC of this Department.
5. Pr. PS to the Secretary of this Department.
6. The Director (Admin.), Horticulture.
7. The Director, FPI.
8. The DCOMP.
9. Sri/Smt.....of this department.
10. Accounts section of this Department.
11. Guard file.

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Secretary

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

No. : I/628635/2025/FPI&II/IE-31/2006(Pt.-I)

Dated : 08/04/2025

ORDER

In suppression of all previous orders of this Department in connection with allocation of duties amongst the Officer of this Department, the following re-allocation is hereby made in order to ensure smooth functioning of this office administration:

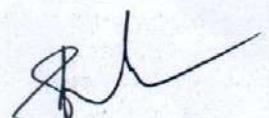
I. Accounts Cell				
Sl No	Name & Duties of Dealing Assistant	Leave Substitute	Name of Supervisor/ Cell-in-Charge	Files to be submitted
1.	Abu Mudassar Latif, UDA <ul style="list-style-type: none"> a. Preparation of all types of bills in HRMS & Income Tax matters of staff & Officers; b. Festival Advance/ Bonus/ Annual Increment/ Pay fixation/ GPF advance of staff & Officers; c. Liaison with P&AO and GST Cell; d. Service Verification certificate of IAS & WBCS Officers <p>Any other matters as may be assigned from time to time.</p>	Jahangir Gain, LDA	Sri Bikash Chandra Biswas, Registrar & DDO	Smt. Swati Bandyopadhyay, WBCS, Special Secretary
2.	Jahangir Gain, LDA <ul style="list-style-type: none"> a. Preparation of all types of bills in e-billing & e-pradan; b. P.A. Fund of this Department; c. Maintenance of Allotment Registers, BTR/Cash Book etc.; <p>Any other matters as may be assigned from time to time.</p>	Abu Mudassar Latif, UDA	Sri Bikash Chandra Biswas, Registrar & DDO	Smt. Swati Bandyopadhyay, WBCS, Special Secretary
II. Budget Cell				
3.	Sri Rakesh Das, UDA <ul style="list-style-type: none"> a. Pre-voting Budget Scrutiny, B.F.M.S., All convergence matters, Online credit Confirmation, Budget Speech & pre-voting budget scrutiny, Preparation of Budget Estimate, Revised Estimate etc. ; b. Sanction & release of fund under Administrative Expenditure of this Department & parastatal under Administrative control of this Department; c. All files related to WBSFP&HDCL; d. Land Matters ; <p>Any other matters as may be assigned from time to time.</p>	Sri Arpan Dasgupta, UDA	Sri Avijit Chatterjee, OSD	Sri Anupam Bhattacharjee, Assistant Secretary
4.	Sri Arpan Dasgupta, UDA <ul style="list-style-type: none"> a. All Scheme related Files (SDS/Centrally Sponsored scheme) with release of Fund (both hard & e-file) including MIDH, RKVY APEDA, Coconut Board, etc. of all Directorates and parastatal under Administrative control of this Department of this Department. <p>Any other matters as may be assigned from time to time.</p>	Sri Rakesh Das, UDA	Sri Avijit Chatterjee, OSD	Sri Anupam Bhattacharjee, Assistant Secretary
III. Audit Cell				

<p>Sri Goutam Bera, UDA</p> <p>a. All types of audit matters.</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Smt. Swarnali Sarkar, HA</p>	<p>Sri Bikash Chandra Biswas, Registrar</p>	<p>Anupam Bhattacharjee, Assistant Secretary</p>	<p>Sri Arup Kumar De, Joint Secretary</p>
IV. (a) Establishment Cell of this Department				
<p>6. Sri Ajoy Kumar Majhi, UDA</p> <p>a. Establishment matters of staff & officer of Department of FPI&H;</p> <p>b. Maintenance of Service Book of Staff & officer of Department of FPI&H;</p> <p>c. Work allotment of staffs of Department of FPI&H;</p> <p>d. Pension matters;</p> <p>e. Die-in-harness cases;</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Sri Sourav Kirtania, LDA</p>	<p>Arindam Banerjee, SO</p>	<p>Sri Arup Kumar De, Joint Secretary</p>	
<p>7. Smt Swarnali Sarkar, HA</p> <p>a. DP, Vigilance matters & Cabinet Memo of Department of FPI&H, Dte. of Horticulture, Dte. of FPI, Dte. of DCOMP;</p> <p>b. Law and Court Case matters;</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Sri Rakesh Das, UDA</p>	<p>Arindam Banerjee, SO</p>	<p>Smt Manirupa Bhattacharjya, Special Commissioner</p>	<p>Sri Debasis Ghosh, Joint Secretary</p>
<p>8. Sri Goutam Bera, UDA</p> <p>a. Joining/Release/Confirmation/ Leave of Staffs/Officers of FPI&H Department;</p> <p>b. MCAS/APR/ACR of staff/officers of Department of FPI&H;</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Smt. Alpana Saha, UDA</p>	<p>Arindam Banerjee, SO</p>	<p>Sri Arup Kumar De, Joint Secretary</p>	
<p>9. Sri Anup Kumar Mal, UDA</p> <p>a. AIS Medical Bills & WBHS for the staff/Officers of this Department, WBHS of the all Directorates & Corporation;</p> <p>b. ATI & Election matter;</p> <p>c. Matter related to contractual and casual employees (DEO/SSP/Ors.) of this Department;</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Sri Ajoy Kumar Majhi, UDA</p>	<p>Anamitra Basu, SO</p>	<p>Smt. Kasturi Sengupta, Additional Secretary</p>	
<p>10. Sri Nanda Dulal Saren, UDA</p> <p>a. Maintenance of File Registers;</p> <p>b. Maintenance Issue Register;</p> <p>c. Consignee of GeM and GeM related matter;</p> <p>d. Postal & Printing Bill;</p> <p>e. Telephone, Paper, Electricity;</p> <p>f. Sumptuary allowance;</p> <p>g. Issue of ID Card;</p> <p>h. Acting arrangement.;</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Sri Anup Kumar Mal, UDA</p>	<p>Joydev Mitra, SO</p>	<p>Sri Arup Kumar De, Joint Secretary</p>	
<p>11. Smt. Alpana Saha, UDA</p> <p>a. Central receiving & Dispatch Section, offline (Dispatch, Maintenance of Inward/Outward registers, Peon Book, Allotment file);</p> <p>b. Record & Custody of Assets declaration of Staff of FPI&H Department;</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Sri Nanda Dulal Saren, UDA</p>	<p>Joydev Mitra, SO</p>	<p>Sri Arup Kumar De, Joint Secretary</p>	

	<p>Sri Sourav Kirtania, LDA</p> <p>a. Official Tour/ HTC/ LTC/TC of Staffs/Officers of FPI&H Department;</p> <p>b. Adminsittrative Calendar ;</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Smt. Kakali Das, LDA</p>	<p>Arindam Banerjee, SO</p>	<p>Sri Arup Kumar De, Joint Secretary</p>
IV. (b) Establishment Cell of DOH				
13.	<p>Smt. Swati Mandal Bose, LDA</p> <p>a. All types of establishment matters related to Dte. of Horticulture like promotion, transfer/ posting, joining/ release, Record & Custody of Assets declaration Maintenance of Service Book etc.;</p> <p>Any other matters as may be assigned from time to time</p>	<p>Smt. Sanchayita Biswas, LDA</p>	<p>Anamitra Basu, SO</p>	<p>Smt. Manirupa Bhattachaahrjee, IAS,</p>
	<p>b. Fair, Exhibition etc;</p>			<p>Swati Bandyopadhyay, Special Secretary</p>
IV (c) Establishment Cell of DCOMP				
14.	<p>Smt. Sanchayita Biswas, LDA</p> <p>a. All types of establishment matters related to DCOMP like promotion, transfer/ posting, joining/ release, Record & Custody of Assets declaration Maintenance of Service Book etc.;</p> <p>b. Matters related to RIDF;</p> <p>c. Matters related to BGBS</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Smt. Swati Mandal Bose, LDA</p>	<p>Karunamoy Das, HA</p>	<p>Smt. Kasturi Sengupt, Additional Secretary</p>
IV (d) Establishment Cell of DFPI				
15.	<p>Smt. Kakali Das, LDA</p> <p>a. All types of establishment matters related DFPI like promotion, transfer/ posting, joining/ release, Record & Custody of Assets declaration Maintenance of Service Book etc.;</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Sri Sourav Kirtania, LDA</p>	<p>Anamitra Basu, SO</p>	<p>Smt. Manirupa Bhattachaahrjee, IAS,</p>
IV (e) Establishment Cell of office of the HMIC				
16.	<p>Sri Sankar Chandra Chanda, UDA</p> <p>a. Appointment & Absorption of Attendant of the HMIC;</p> <p>b. All bills related to HMIC of this Department.</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Sri Biplab Patra, UDA</p>	<p>Joydev Mitra, SO</p>	<p>Bikash Chandra Biswas, Registrar</p>
				<p>Anupam Bhattacharjee, Assistant Secretary</p>
V. IT, Office Maintenance, office vehicle, office Telephone Cell				
17.	<p>Sri Biplab Patra, UDA</p> <p>a. All the matters in connection with Benfish Tower including Rent, Repair, maintenance housekeeping etc;</p> <p>b. Bill processing for all vehicles including vehicles used in different fair and exibition;</p> <p>c. Security Agency Bills/Tax Return Professional bill;</p> <p>d. All types of AMC including Computer, Printer, Photocopier Pest Control, AC, Fire and agency bills;</p> <p>e. Liaison with W. B. S. F C. F. Ltd. in connection with Benfish Tower matter</p> <p>Any other matters as may be assigned from time to time.</p>	<p>Sri Sankar Chandra Chanda, UDA</p>	<p>Goutam Mal, SO</p>	<p>Bikash Chandra Biswas, Registrar</p>
				<p>Anupam Bhattacharjee, Assistant Secretary</p>
18.	<p>Sri Sankar Chandra Chanda, UDA</p> <p>a. All purchase (Office Stationery including</p>	<p>Sri Biplab Patra, UDA</p>	<p>Goutam Mal, SO</p>	<p>Sri Bikash Chandra Biswas,</p>
				<p>Anupam Bhattacharjee,</p>

	GeM related bills); b. Store keeping & maintenance of Stock Registrar; c. Tender formalities; Any other matters as may be assigned from time to time.		Registrar	Assistant Secretary
VI. Assembly, RTI, RTPS & Law Cell				
19.	Smt. Swati Mandal Bose, LDA a. All types of Law matters related to this Department. Any other matters as may be assigned from time to time.	Smt. Sanchayita Biswas, LDA	Ashok kr. Koppala, SO	Sri Debasis Ghosh, Joint Secretary
20.	Smt. Sanchayita Biswas, LDA a. All types of Parliamentary/ Assembly, Public Grievance, RTI, RTPS matters related to this Department. Any other matters as may be assigned from time to time.	Smt. Swati Mandal Bose, LDA	Ashok kr. Koppala, SO	Sri Anupam Bhattacharjee, Assistant Secretary
VII. Protocol Cell				
20.	Sri Sourav Kirtania, LDA a. All the protocol matters related to this Department. Any other matters as may be assigned from time to time.	Smt. Kakali Das, LDA	Ashok kr. Koppala, SO	Sri Debasis Ghosh, Joint Secretary
VIII. DCOMP Cell				
21.	Sri Karunamoy Das, HA a. Preparation of all types of bills in HRMS & Income Tax matters of staff & Officers; b. Festival Advance/ Bonus/ Annual Increment/ Pay fixation/ GPF advance of staff & Officers; c. Liaison with P&AO and GST Cell; d. All scheme and other related matters for DCOMP Any other matters as may be assigned from time to time.	Smt Swarnali Sarkar, HA	Sri Joydev Mitra, SO & DDO	Smt R. Aruna, OSD & EO Deputy Secretary

This order shall take immediate effect and shall continue to be in force until further order.



Special Secretary
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1. Special Commissioner/ Special Secretary/ Additional Secretary/ Joint Secretary of this Department.
2. Assistant Secretary/ OSD/ Registrar of this Department.
3. All Section Officer of this Department.
4. All HA/UDA/LDA of this Department.
5. Pr. PS to the Secretary of this Department.



Special Secretary
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