

**Government of West Bengal**  
**Department of Fisheries, Aquaculture, Aquatic Resources & Fishing Harbours**  
**IT Building (7<sup>th</sup> & 8<sup>th</sup> Floor)**  
**31, GN Block, Sector-V, Salt Lake City, Kolkata-91**

No. 1548 -11011(61)/1/2020

Dated, Kolkata, the 7<sup>th</sup> June, 2023

ORDER

In order to have more efficient and smooth functioning of this Office, reorganization of existing Section/Cells in the following manner and deployment of Supervisors and Assistants hereunder are hereby executed in supersession of all previous orders with immediate effect and until further order.

2. This order issues in the interest of public service.

Sl. No.	Name of the Employee with Designation	Duty Assigned	Leave Substitute
1.	Subir kr. Roy, Registrar	I. Drawing and Disbursing officer II. Attendance related matters. III. WBHS (Directorate). IV. Establishment matter of IAS, WBA&As and WBCS (Exe) of Fisheries Department.	Bishnupada Sarkar, Law Officer
2.	Debdulal Mondal, OSD	I. Marine Fisheries including Fishermen's ID Card, Registration of Fishing Vessels/Boats, Coastal Aquaculture Authority, HSD, MPED, Coastal Security. II. Matsyajibi Credit Card (MJCC) / Kisan Credit Card (KCC). III. Directorate Establishment matters of appointment, transfer, posting, deputation, promotion, pay matters of DFO onwards and allied post creation, retention/ACR. IV. Nodal Officer of Guppy Fish Liberation.	Tapas Kumar Bhattacharjee, OSD
3.	Bishnupada Sarkar, Law Officer	I. Inter-Departmental transfer of land, settlement of Lease and Lease Assessment II. LRTT and SAT matters III. Land matters, NOC, Court Cases. IV. Matters related to illegal filling. V. Vigilance matters.	Subir kr. Roy, Registrar
4.	Tapas Kumar Bhattacharjee, OSD	I. Assembly, Parliamentary affairs, Assembly Question, Call attention Notice II. Right To Information (RTI) III. West Bengal Right To Public Service (WBRTPS). IV. Audit matters & Audit monitoring system V. Tender related issues.	Debdulal Mondal, OSD

5.	Subhasish Giri, Section Officer	I. Appointment, Termination, Absorption of Attendants of MIC and MOS.  II. Secretariat Establishment (Joining / release / periodical increment / Pension Matters of Secretariat / Acting Arrangement).	Somesh Ghosh, Section Officer
6.	Dibyendu Das, Section Officer	I. Newspaper, Telephone, Gas related Bills of Hon'ble MIC/MOS/Secretary and other Officers of Fisheries Department  II. Tiffin/Water/Washing related Bills/Charges in respect of Secretariat/MIC/MOS, Liveries of Secretariat.  III. Passport / NOC or permission for purchase /sale of house/flat/land/cars, etc.  IV. Wages of attendants of Secy/MIC/MOS. purchase of Liveries etc.	Debashis Das, Section Officer
7.	Debashis Das, Section Officer	I. LTC, HTC matters.  II. Identity Card/Assembly Passes and Certificates  III. Recording and preservation of Asset Declaration Statements  IV. E-Governance and Strengthening of Data Base  V. TA/DA etc. in respect of Directorate staff.  VI. Cabinet Matters.  VII. Secretariat Establishment (Maintenance of Service Records & Service Book)	Dibyendu Das, Section Officer
8.	Shree Ram, OSD & EO Section Officer	I. Matters related to Account Section.  II. Purchase, procurement of stationery items, computer, electronics consumable, furniture, Office equipment like copier machine, etc. through GeM, PA Fund, etc.  III. Protocol matters.  IV. Tourism.  V. Secretariat Establishment (Maintenance of Service Records & Service Book).  VI. Duare Sarkar.	Somesh Ghosh, Section Officer
9.	Somesh Ghosh, Section Officer	I. Compassionate Appointment.  II. Secretariat Establishment (Work allotment / GPF / Leave / GIS / Maintenance of Service Records & Service Book).  III. Maintenance of Portal (Lease Management of Waterbodies / Matsya Bandhu / Fishermen Registration / Sammanay Portal / Website of this Department/ EKWDA scheme / Coastal Zonal Management Authority / Utkarsho Bangla.	Shree Ram, OSD & EO Section Officer

10.	Monoranjan Adhikary, Section Officer	<ul style="list-style-type: none"> <li>I. PMMSY / Banga Matsya Yojana (BMY).</li> <li>II. Natural calamity &amp; Disaster Management.</li> <li>III. Rent, Tax of Directorate.</li> <li>IV. Budget preparation and Report submission to CM, CS, and Administrative Calendar preparation.</li> <li>V. State Development Schemes (SDS).</li> <li>VI. Social Registry Scheme.</li> <li>VII. RKVY, RIDF, WIF, FIDF, NCDC, Blue Revolution.</li> <li>VIII. Departmental Tender Committee and tender related issues.</li> </ul>	Shree Ram, OSD & EO Section Officer
11.	Avik Basu, Head Assistant	<ul style="list-style-type: none"> <li>I. Directorate Establishment matters of appointment, transfer, posting, deputation, promotion, pay matters of DFO onwards and allied post creation, retention/ACR,</li> </ul>	Debabrata Sarkar, Head Assistant
12.	Debabrata Sarkar, Head Assistant	<ul style="list-style-type: none"> <li>I. Directorate Establishment matters of appointment, transfer, posting, deputation, promotion, pay matters of DFO onwards and allied post creation, retention/ACR, TA, DA, etc. in respect of Directorate.</li> <li>II. Establishment matters of FFDA, SFDCL, BENFISH</li> <li>III. Co-Operative Societies related matters.</li> <li>IV. Matsyajibi Credit Card (MJCC) / Kisan Credit Card (KCC).</li> <li>V. Fish Farmer Producer Organization (FFPO).</li> </ul>	Avik Basu, Head Assistant
13.	Amalesh Biswas, Head Assistant	<ul style="list-style-type: none"> <li>I. WBHS (Secretariat / Directorate) including employees and pensioners.</li> </ul>	Dibyendu Das, Section Officer
14.	Amitava Sen, Typist Supervisor	<p><u>Reference &amp; Despatch Cell</u></p> <ul style="list-style-type: none"> <li>I. To Supervision of Reference &amp; Dispatch Section</li> </ul>	Biswajit Roychowdhury, Typist, Gr-I
15.	Ranjit Kr. Biswas, UDA	<ul style="list-style-type: none"> <li>I. Social Security Scheme including Old Age Pension for Fishermen.</li> <li>II. Natural calamity</li> <li>III. Non-Plan allotment in respect of Secretariat and Directorate Salary and other matters relating to FFDA &amp; Fund Sanction / allotment in respect to Directorate / BENFISH / SFDC.</li> <li>IV. Rent, Tax of Directorate</li> <li>V. Budget preparation and Report submission to CM, CS, and Administrative Calendar preparation.</li> <li>VI. State Development Schemes (SDS).</li> <li>VII. Social Registry Scheme.</li> </ul>	Amit Das, UDA

16.	Anupam Chatterjee, UDA	I. Dealing and Billing works in Accounts Section. With HRMS / WBIFMS  II. GIS of Secretariat staff.  III. Establishment matters of FFDA, SFDCL, BENFISH	Sourav Mistry, UDA
17.	Anit Kr. Dutta, UDA	I. West Bengal Heath Scheme, [ Generation of Health Card (Employee & Pensioners)].  II. Non-WBHS Medical Matters in respect of Secretariat staff & Pensioners / Directorate Staff & pensioners  III. Audit matters / Audit Monitoring Portal	Tapan Kr. Mandal, UDA
18.	Tapan Kr. Mandal, UDA	I. TA / DA of Directorate.  II. Pension Matters of Secretariat.  III. Court Matters, Public Grievance	Anit Kr. Dutta, UDA
19.	Amit Das, UDA	I. Bengal Fish Festival  II. RIDF, WIF , FIDF, NCDC, Blue Revolution  III. State Development Schemes (SDS)  IV. Secretariat Establishment (Work Allotment / Pay Fixation (HRMS) / joining and release/ Misc).  V. Marine Fisheries including Fishermen's ID Card, Registration of Fishing Vessels/Boats.  VI. PMMSY / Banga Matsya Yojana (BMY).	Ranjit Biswas, UDA
20.	Sourav UDA Mistry,	I. Recording and preservation of Asset Declaration Statements.  II. Leave matters of Secretariat Establishment (Group-A & B employees).  III. Establishment matter of IAS, WBA&As and WBCS (Exe) of Fisheries Department.  IV. Right To Information (RTI) and West Bengal Right To Public Service (WBRTPS) matters.	Rupam Nandi, UDA
21.	Santanu Das, UDA	I. Tourism  II. Protocol Matters  III. Liveries/ Post Office dues, etc.  IV. LTC and HTC matters.	Barun Kr. Awon, UDA
22.	Subhas UDA Sarkar,	I. Works in Financial Advisor's Set up  II. Departmental Participation in Fairs/Exhibition, etc.	Debabrata Biswas, UDA
23.	Debabrata Biswas, UDA	I. Reference and Dispatch Sections  II. E-Governance/Strengthening of Data base.	Subhas Sarkar, UDA

24.	Rupam Nandi, UDA	I. Maintenance of service Book and Service Records/Periodical Increment/preparation of APR/ACR/in respect of Secretariat staff.  II. Leave matters of Secretariat Establishment (Group- C, D & contractual employees, etc.).	Sourav Mistry, UDA
25.	Barun Kumar Awon, UDA	Reference & Dispatch I. <u>Post Office related duties</u>  II. Dispatching of letters/documents through emails, etc.	Santanu Das, UDA
26.	Rinku Banerjee, UDA	I. Identity Card/Assembly passes and Certificates.  II. Maintenance of Store and regular updation of Stock Register.  III. Purchase, procurement of stationery items, computer, electronics consumable, furniture, Office equipment like copier machine, etc. through GeM, PA Fund, etc.	Sindhushree Giri, UDA
27.	Sindhushree Giri, UDA	I. General Provident Fund (GPF) of all staff and Officers.  II. Acting Arrangement.  III. Training related matter.  IV. Utkarsho Bangla	Rinku Banerjee, UDA
28.	Sambit Das, LDA	I. Regular updation of Cash Book and PA Fund Register.  II. Matters related to Accounts section.  III. WBHS [Secretariat (Staff & Pensioners)].  IV. Miscellaneous matters	Partha Sarothi Sarkar, LDA
29.	Partha Sarothi Sarkar, LDA	I. All types of bills in respect of MIC/MOS/ACS, Pr. Secretary and other Officers of this Department  II. Tiffin/Water/Washing bills/charges.  III. Wages of attendants of Secy/MIC/MOS.  IV. Inter-Departmental transfer of land, settlement of Lease and Lease Assessment  V. LRTT and SAT matters  VI. WBHS [Directorate (Staff & Pensioners)].	Sambit Das, LDA
30.	Bitan Biswas, LDA	I. Directorate Establishment matters of appointment, transfer, posting, deputation, promotion, pay matters of DFO onwards and allied post creation, retention/ACR.  II. Duare Sarkar.  III. Miscellaneous matters	Himangshu Sarkar, LDA

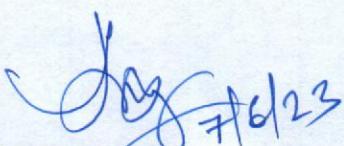
31.	Himangshu Sarkar, LDA	I. Secretariat Establishment (Maintenance of Service Book and Service Records/Periodical Increment/preparation of APR/ACR/in respect of Secretariat staff).  II. Food Processing Policy.  III. Matir Sristi.  IV. Miscellaneous matters	Bitan Biswas, LDA
32.	Akash Mandal, LDA	I. Coastal Aquaculture Authority, HSD, MPED, Coastal Security, KCC, Brackish Water Fishery.  II. Vigilance matters/Complaints/Public Grievance, etc.  III. Assembly, Parliamentary affairs, Assembly Question, Call attention Notice.  IV. Training related matters.  V. Miscellaneous matters	Abhigyan Ghosh, LDA
33.	Abhigyan Ghosh, LDA	I. Matsyajibi Credit Card (MJCC) / Kisan Credit Card (KCC).  II. Law matters  III. Matters related to illegal filling.  IV. Tender related issues including e-tender / Tender Publication.  V. Pradhan Mantri Gati Shakti.  VI. GPDP  VII. Compassionate Appointment.  VIII. Miscellaneous matters	Akash Mandal, LDA
34.	Sourav Ghosh, LDA	I. Appointment /Termination /Absorption of Attendants to Hon'ble MIC/MOS.  II. Passport /NOC or permission for purchase/sale of house/flat/land/cars, etc. / NOC for passport.  III. Maintenance of Store and regular updation of Stock Register.  IV. Purchase, procurement of stationery items,computer, electronics consumable, furniture, Office equipment like copier machine, etc. through GeM, PA Fund, etc.  V. Miscellaneous matters	Abhigyan Ghosh, LDA
35.	Abirlal Roy. LDA	I. Vehicle arrangements and related matters.  II. Maintenance of Portal (Lease Management of Waterbodies / Matsya Bandhu / Fishermen Registration / Sammanay Portal / Website of this Department / MJCC Portal / PMSSY Portal / Utkarsho Bangla	Arup Ratan Biswas, LDA

		<p>III. Pension matter of Secretariat.</p> <p>IV. Leave matters of Secretariat Establishment (Group-A &amp; B employees).</p> <p>V. Miscellaneous matters</p>	
36.	Arup Ratan Biswas, LDA	<p>I. Dealing and Billing works in Accounts Section. With HRMS / WBIFMS</p> <p>II. GIS of Secretariat staff.</p> <p>III. Co-Operative Societies related matters.</p> <p>IV. Tender related issues including e-tender / Tender Publication.</p> <p>V. WBHS [Secretariat (Staff &amp; Pensioners)]</p> <p>VI. Miscellaneous matters.</p>	Abiraj Roy, LDA
37.	Nabarun Sen, LDA	<p>I. Secretariat Establishment (Maintenance of Service Book and Service Records/Periodical Increment/preparation of APR/ACR/in respect of Secretariat staff).</p> <p>II. Food Processing Policy.</p> <p>III. Matir Sristi.</p> <p>IV. Matters related to illegal filling.</p> <p>V. Miscellaneous matters</p>	Manil Kumar Singha, LDA
38.	Manil Kumar Singha, LDA	<p>I. Law Matter.</p> <p>II. Preparation of absentee statement of employee.</p> <p>III. All types of bills in respect of MIC/MOS/ACS, Pr. Secretary and other Officers of this Department</p> <p>IV. Tiffin/Water/Washing bills/charges.</p> <p>V. Wages of attendants of Secy/MIC/MOS.</p> <p>VI. Inter-Departmental transfer of land, settlement of Lease and Lease Assessment</p> <p>VII. LRTT and SAT matters.</p> <p>VIII. WBHS [Directorate (Staff &amp; Pensioners)].</p> <p>IX. Miscellaneous matters</p>	Nabarun Sen, LDA
39.	Biplab Sarkar, LDA	<p>I. Social Security Scheme including Old Age Pension for Fishermen.</p> <p>II. Natural calamity</p> <p>III. Non-Plan allotment in respect of Secretariat and Directorate Salary and other matters relating to FFDA &amp; Fund Sanction / allotment in respect to Directorate / BENFISH / SFDC.</p>	Subhankar Das, LDA

		<p>IV. Rent, Tax of Directorate</p> <p>V. Budget preparation and Report submission to CM, CS, and Administrative Calendar preparation.</p> <p>VI. State Development Schemes (SDS).</p> <p>VII. Social Registry Scheme.</p> <p>VIII. SDRF.</p> <p>IX. Miscellaneous matters</p>	
40.	Subhankar Das, LDA	<p>I. Bengal Fish Festival</p> <p>II. RKVY, RIDF, WIF , FIDF,</p> <p>III. PMMSY / Banga Matsya Yojana (BMY).</p> <p>IV. West Bengal Coastal Zonal Management Act (WBCZMA).</p> <p>V. EKWDA scheme.</p> <p>VI. Directorate Establishment matters of appointment, transfer, posting, deputation, promotion, pay matters of DFO onwards and allied post creation, retention/ACR..</p> <p>VII. Miscellaneous matters</p>	Biplab Sarkar, LDA
41.	Arpana Lepcha, LDA	I. Works in Financial Advisor's Set up	
42.	Biswajit Roychowdhury, Typist, Gr-I	<p>Reference &amp; Despatch Cell</p> <p>I. Typing related matters/Entry of received letters files, etc.</p> <p>II. Scanning of received letters/documents and sending thorough eOffice / efile.</p> <p>III. Despatching of letters/documents through emails, etc.</p>	Pradip Chowdhury, Typist, Gr-I
43.	Pradip Chowdhury, Typist, Gr-I	<p>Reference &amp; Despatch Cell</p> <p>I. Typing related matters/Entry of received letters files, etc.</p> <p>II. Scanning of received letters/documents and sending thorough e-Office / e-file.</p> <p>III. Despatching of letters / documents through emails, etc.</p>	Biswajit Roychowdhury, Typist, Gr-I

In addition to the above noted allotted job(s), the concerned officers and staff will be entrusted with any other assignment(s), as and when it is required..

This order is issued with the approval of Secretary of this Department.

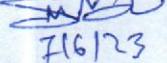
  
**Special Secretary**  
**to the Government of West Bengal**

No. 1548/1(46) -FI-11011(61)/1/2020

Copy forwarded for information and necessary action to:-

Dated, Kolkata, the 07<sup>th</sup> June, 2022

1. The Senior Special Secretary of this Department
2. The Special Secretary of this Department
3. Financial Advisor of this Department
- 4-9. The Dy. Secy / Dy. Financial Advisor /Jt. DF (IPU) / DDF / Sr. Law Officer & EO Assistant secretary of this Department
- 10-13. The Registrar/Officer-On-Special Duty/ Law Officer
14. The P.S. to the Hon'ble M.O.S (IC), Fisheries Department
15. The Sr. P.A. to the Secretary of this Department.
- 16-20. Shri ..... , Section Officer of this Department
- 21-24. Shri ..... , Head Assistant/ Typist Supervisor of this Department
- 25-39. Shri/Smt. ..... , Upper Division Assistant, Typist Gr-I of this Department
- 40-50. Shri ..... , Lower Division Assistant of this Department.
51. Guard File.

  
7/6/23  
Senior Deputy Secretary  
to the Government of West Bengal