

So (27)
M. S.

GOVERNMENT OF WEST BENGAL
Urban Development & Municipal Affairs Department
NAGARAYAN, DF-8, SECTOR-I
SALT LAKE, KOLKATA-700 064

Memo No. : 45 /Com/UDMA/2021

Date : 29.01.2021

From : Smt. Sujata Ghosh, IAS
Commissioner
UD & MA Department

To : i) The Secretary
MED, Govt. of West Bengal
2) The Chief Engineer, MED
Bikash Bhavan, Salt Lake, Kol-91

Sub : Functioning of Sub-Office under your administrative control

Sir,

This is to bring it to the notice that in view of emergent development work and works related to Paray Samadhan the office will remain open during the Saturday and Sunday in order to award work orders within stipulated time period.

This is also to inform to issue necessary instruction to the MED subordinate officials that SEs and EEs will remain in Head Quarter to meet up emergent situation as and when required. This is also to mention that in case of emergency if they are unable to attend office MED Head Quarter will immediately arrange for suitable substitute for smooth functioning of office work.

It is needless to remind that due to ensurng General Election and closing of Financial Year 2020- 2021 the timeline to be strictly followed.

Necessary compliance is requested.

Yours faithfully,

(Sujata Ghosh)
Commissioner

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Date : 29.01.2021

Copy forwarded to :-

- 1) Shri Saikat Datta, Jt. Secy, I.T. Cell, UDMA Department- with a request to upload the website.
- 2) Smt. Sumita Bagchi, Joint Secretary, UDMA Department - with a request to issue similar instruction to all the development authorities as they are already entrusted with different important developmental works.
- 3) PS to Hon'ble Minister in Charge, UDMA Department
- 4) Sr. P.S. to Principal Secretary, UDMA Department, GoWB


Commissioner