

I/145517/2021

Government of West Bengal
Department of Urban Development & Municipal Affairs
"NAGARAYAN", DF-8, Sector-I, Salt Lake, Kolkata-700 064.

ORDER

In cancellation of all previous orders issued time to time in connection with the roster duties of staff/officers in this Department following COVID-19 management protocol, this Department has now decided that, as the public transport system has almost been restored and this department is committed to ensure uninterrupted public services, all the officers and staff members of this Department and Directorates/Parastatals/other establishments under the administrative control of this Department including those who are engaged on contractual basis will attend office 3 (three) days in a week, failing which necessary leave will be deducted, as per rule, from their credit.

This order will come into force, with immediate effect and until further orders, in the interest of public service.

In this context, all the officials in the supervisory level (Typist Supervisors, H.A.s and S.O.s), are also directed to act in the following manner:-

1. Make necessary permutation of the employees under his/her supervision in such a way that there must be at least one employee for each type of work in his/her cell.
2. Make sure that each employee under his/her supervision attends office as per above order.
3. Prepare absentee statement of the employees under his/her supervision fortnightly and submit the same to his higher authority.

Any official/staff shall have to attend official duties more than three day in a week, if required by higher authority/authorities.

All concerned will maintain COVID safety protocol as imposed earlier.

This is issued with the approval of the Principal Secretary in this Department.

Prandhu
17.08.2021
Joint Secretary
to the Government of West Bengal
17/08/2021

Copy forwarded for information to:

1. Smt.Sujata Ghosh, IAS.,Commissioner, UD&MA Department;
2. Sri Rana Roy,WBCS(Exe.), Addl. Secretary, UD&MA Department;
3. Shri Saikat Dutta,WBCS(Exe.), Addl. Secretary, UD&MA Department;
4. Smt.Sumita Bagchi, WBCS(Exe.), Addl. Secretary,UD&MA Department;
5. Smt.Papiya Ghosh Roy Chowdhury, WBCS(Exe.) Addl. Secretary, UD & MA Department;
6. Santanu Das, WBCS(Exe.), Addl. Secretary, UD & MA Department;
7. Smt.Nandini Ghosh, IAS, Joint Secretary, UD&MA Department;
8. The Financial Advisor, UD & MA Department;
9. Shri Sourav Chaki, WBCS(Exe.), Joint Secretary, UD & MA Department;

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10. Shri Joly Chaudhuri, WBCS(Exe.), Joint Secretary, UD&MA Department;
11. Shri Arup Ratan Mukhopadhyay, WBCS(Exe.), Joint Secretary, UD&MA Department;
12. Shri Debapriya Biswas, WBCS(Exe.), Joint Secretary, UD&MA Department;
13. Private Secretary to Hon'ble M-O-S (Independent Charge) of this Department;
14. Shri Manoj Kumar Sinha, WBSS, Deputy Secretary, UD & MA Department;
15. Shri Krishnendu Mitra, WBSS, Deputy Secretary, UD & MA Department;
16. Sri Girindra Nath Sardar, WBSS, Deputy Secretary, UD & MA Department;
17. Land Manager, Bidhannagar, UD & MA Department;
18. Sr. Law Officer, UD&MA Department;
19. Sri Jitendra Nath Mondal, WBSS, Assistant Secretary, UD & MA Department;
20. Sri Samaresh Jatua, WBSS, Assistant Secretary, UD & MA Department;
21. Sri Debashis Chakraborty, WBSS, Assistant Secretary, UD & MA Department;
22. The Sr. PS to the Principal Secretary, U.D & M .A Department;
23. _____, O.S.D. / Registrar of this Department;
24. Special Engineer, SLRDC;
25. Sri Shymal Chakraborty, (E.E. SLRDC);
26. Sri Subrata Banerjee, (E.E. SLRDC);
27. Sri Alope Majumder (U.D.A)(9123090879)(CS Cell-in-Charge) of this Department;
28. Sri Bholanath Manna (UDA)(9331247927)(Vehicle-in-charge) of this Department;
29. _____ (All S.O.s/H.A.s and Assistants).
30. _____ (All) Directorates/Parastatals/Authorities under administrative control of U.D & M .A Department;

Chaudhuri
17. 08. 2021
Joint Secretary
to the Government of West Bengal
17/08/2021