

I/ 562859 /2024

GOVERNMENT OF WEST BENGAL

LABOUR DEPARTMENT

ESTABLISHMENT BRANCH

New Secretariat Buildings, 12<sup>th</sup> Floor

1, No K.S. Roy Road, Kolkata-700001

No: Labr/2570/Estt

Date :25.09.2024

ORDER**WORK DISTRIBUTION AMONGST MEMBERS OF THE STAFF**

In continuation of this department's earlier orders on work distribution up to the rank of OSD / Registrar of this department, the assigned jobs of existing staff are modified. The modified jobs of existing staff & allocation of duties among the newly joined staff are as follows:

Name of the Staff (1)	Previous Responsibility / Status (2)	Present Responsibility (3)
Sri Arup Kumar Dutta, SO	a) LW & MW Section (Tea & Jute Only)  b) Part of Departmental Establishment (Pay Fixation of the Employees <i>Electronic &amp; Manually</i> , All Pension Matter & Medical Cell of this Department)	a) LW & MW Section (Tea & Jute Only)  b) Part of Departmental Establishment (Pay Fixation of the Employees <i>Electronic &amp; Manually</i> , All Pension Matter & Medical Cell of this Department)  c) RTI, RTPS and all other Grievance Matters Section ( <b>Sorasori Mukhyomantri Only</b> ) Add. Charge.
Sri Amit Kumar Bose, HA	Newly Joined HA	Factory & Boiler Section (Dealing Assistant as well as Supervisor)

Sr. Deputy Secretary, Deputy Secretary and Assistant Secretary of respective section/cell will arrange the job internally.

**File No: LABR-11048/1/2023-ESTT SEC-Dept. of LABOUR**

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This department may allocate any specific and additional job to any of the staff as and when necessary. This order will remain in force until further order.

*Sd/*

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

**No: Labr/2570/1(14)/Estt**

**Date:25.09.2024**

Copy forwarded for information and taking necessary action to: -

1. PS to the Hon'ble MIC, Labour Department.
2. Financial Advisor, Labour Department.
3. Sr. Deputy Secretary, Labour Department.
4. All Deputy Secretaries, Labour Department.
5. All Assistant Secretaries, Labour Department.
6. Sr. Law Officer and E.O. Deputy Secretary, Labour Department
7. Senior P.S. /P.A. to the Secretary, Labour Department.
8. P.S. / P.A. to the OSD & Ex-officio Secretary (All), Labour Department.
9. P.S. / P.A. to the Special Secretary (All), Labour Department.
10. P.S. / P.A. to the Additional Secretary, Labour Department
11. P.S. / P.A. to the Joint Secretary (All), Labour Department.
12. OSDs / Registrar / Section Officers, Labour Department.
13. SO, IT, for necessary changes at EMD of eOffice
14. All Head Assistants of Labour Department.

*Sd/*

**Deputy Secretary**

**No: Labr/2570/2(3)/Estt**

**Date:25.09.2024**

Copy forwarded for information and taking necessary action to: -

1. Sri Arup Kumar Dutta, SO, Labour Department.
2. Sri Amit Kumar Bose, HA, Labour Department.
3. Office Copy.

**Deputy Secretary**