

## **DISTRIBUTION OF WORK**

### **Joint Secretary & Director - E.M. & M.**

1. Director, EMM.
2. BEUP.
3. NRDMS.
4. District Innovation Fund
5. District Plan Fund
6. Additional Central Assistance/One time Additional Central Assistance
7. Public Private Partnership
8. District Annual Plans

### **Joint Secretary (Budget & Establishment)**

1. Establishment matters.
2. Protocol
3. Computerisation, NIC.
4. Audit & Budget.
5. Vigilance.
6. Framing / Amending of Acts & Rule.
7. Office Vehicles
8. Law & Court cases.
9. Eastern Zonal Council, Inter State Council matters.
10. West Bengal Health Scheme
11. Employment on Compassionate Ground
12. Construction of Joint Administrative Building of Deptt. of Planning & Panchayat & RD Deptt. & Statistics & Programme Implementation Deptt.
13. Governor's Speech, Budget Speech etc. including report for Chief Secretary by 5<sup>th</sup> of every month.
14. All financial sanction as Head of the Office
15. Pension Sanctioning Authority.
16. Establishment of Planning Office in Districts & Blocks
17. MPLADS
18. Appellate Authority for RTI

## **Joint Secretary (Plan)**

1. State Plan , Annual Plan & Five Years Plan.
2. Inter State Council, Eastern Zonal Council, NDC.
3. District Planning Fund related matters
4. District Annual Plans
5. National Development Council
6. Flagship Programme
7. R.K.V.Y
8. BRGF
9. IAF for L.W.E Blocks
10. Skill Development
11. Departmental Approval Committee
12. Matters related to Development
13. Monitoring Committee for districts other than North Bengal districts

## **O. S. D. & Ex. Officio Deputy Secretary, W.B.C.S.(Exe.)**

1. State Plan and related matters.
2. District Plan Fund related matters.
3. Establishment of Planning office in districts and blocks.
4. MPLADS
5. BEUP
6. W.B.H.S. 2008
7. RTI Act, 2005 as S.P.I.O.
8. Inter State Council, Eastern Zonal Council
9. Amendment of Acts & Rules
10. Protocol duties and maintenance of pool car

**Assistant Secretary, W.B.C.S.(Exe.) - Vacant Post.**

**Assistant Secretary (Establishment).**

1. Establishment (General).
2. Establishment of E. M. & M. Branch, SPB.
3. Establishment matter related to the office of the Hon'ble MIC & MOS
4. Receipt & Issue Section
5. Promotion and APR / ACR
6. Employment on Compassionate Grounds
7. Guarantee given by the State Govt.
8. Supervision of the Case Book of the U.D.As and L.D.As
9. Any matter assigned by the higher authority
10. ASPIO of the RII Act
11. Audit

**Assistant Secretary (Plan)**

1. State Plan and related matters.
2. District Planning Committee.
3. Economic census - cum - Household survey.
4. Establishment of Planning Office in Districts & Blocks.
5. Assembly matters
6. Public Grievances
7. Purchase of Computer/Xerox/Fax and other electronic goods including maintenance of those items
8. Matters related to SPB
9. Store, Stationery and Law matters

**Registrar**

1. Establishment matter of this Department including leave & attendance
2. Receipt & Issue Section
3. APR of Group 'C' and Group 'D' employees
4. Supervision of Case Books of L.D.A.s and U.D.A.s
5. Store & Stationeries

**O.S.D.**

1. BEUP

**O.S.D.**

1. Matters relating to Integrated Action Plan and e-governance
2. Matters related to SPB.