

Government of West Bengal
Department of Disaster Management & Civil Defence
Nabanna, (2nd Floor), 325, SaratChatterjee Road,
Howrah - 711102.

No. 2255 -DMCD

Date: 28.08.2020

In terms of C.S. Circular No. 218-CS/2020 dt. 30.05.2020 r/w F.D. Memo No. 1912-F(H) dt. 09.06.2020
Officers/Employees/Contractual Employees of this Department are directed to attend office as per the following duty roster:-

Date	Name of the Employee/Officer
01/09/2020 (Tuesday))	Cell-I: - Monojit Das, UDA; Mrityunjay Ray, UDA; Cell-II: - Haradhan Singha, HA; ; Cell-III: - Anupam Chakraborti, UDA; Swati Sengupta, UDA; Purna Biswas, UDA; Bhaskar Banerjee, UDA; Cell-IV: - Manoj Kr. Chaudhuri, Asstt. Secy. ; Cell-V: -Anjan Brahmachari, S.O.; A/C Cell: Ongdup John Lepcha, Registrar; Mithun Majumdar, LDA; Issue: Avijit Paria, Typist Gr. -I, Runu Poddar, P.A. to Spl.Secy. Receiving Section:- Sonu Balmiki, LDA ; Gr. D:- Harinarayan Sahoo, Peon Gr.-I; Raunak Siddique, Peon,
02/09/2020 (Wednesday)	Cell-I: - Kanchan Kr. Das, HA; Somnath Sheet, UDA; Mrityunjay Ray, UDA; Asif Anees, LDA; Swapnali Mondal, LDA; Cell-II: - Manoranjan Adhikary, HA; Cell-III: - Anupam Chakraborti, UDA; Debashis Sur, UDA; Purna Biswas, UDA; Ratan Sardar, UDA; Cell-IV: -Kishore Sardar, UDA; Cell-V: -Goutam Mal, UDA; Arunava Nag, UDA; A/C Cell: Ongdup John Lepcha, Registrar; Sambhunath Adak, Muhrr. Gr.-I; Issue: Ratna Manna, Typist Gr.-I; Receiving Section:- Subrata Saha, UDA ; Gr. D:- Ashim Chowdhury, Duftry ;
03/09/2020 (Thursday)	Cell-I: - Pradyut Kr. Ghosh, HA ; Monojit Das, UDA; Somnath Sheet, UDA; Mithlesh Tiwari, LDA; Swapnali Mondal, LDA Cell-II: - Haradhan Singha, HA; ; Cell-III: - Bhaskar Banerjee, UDA ;Bijoy Kr. Saha, UDA; Uttara Ghosh Chowdhury, UDA; Zobaida Khatun, Muhrr Gr.-II Cell-IV: - Partha Pratim Chowdhury, UDA; Cell-V: - Anjan Brahmachari, S.O. Riju Bhuinya, UDA; A/C Cell: - Mithun Majumdar, LDA; Issue: Alokesh Kundu, UDA; Runu Poddar, P.A. to Spl.Secy. Receiving Section:- Goutam Das, UDA ; Sonu Balmiki, LDA ; Gr. D:- Saminul Hoque Biswas, Peon Gr. I ;
04/09/2020 (Friday)	Cell-I: -- Kanchan Kr. Das, HA ; Somnath Sheet, UDA; Asif Anees, LDA; Cell-II: - Manoranjan Adhikary, HA; Cell-III: - Debashis Sur, UDA; ; Cell-V: - Goutam Mal, UDA; A/C Cell: Lily Bhattacharjee, UDA; Mithun Majumdar, LDA; Law Officer (on contract):- Sougata Mukhopadhyay Receiving Section:- Subrata Saha, UDA ;Seema Das, UDA; Issue: - Shyamal Chakraborty, Sup. Gr. Typist; Gr. D:- Ashim Chowdhury, Duftry Saminul Hoque Biswas Peon Gr.-I ;
05/09/2020 (Saturday)	Cell-I: - Mithlesh Tewari, LDA; Cell-II: - Haradhan Singha, HA; Cell-III: - Shamsul Alam, H.A. ; Dipak Ranjan Das, H.A.; Cell-IV: - Minati Roy, S.O.; Kishore Sardar, UDA; Cell-V: -Riju Bhuinya, UDA; A/C Cell: Ong dup John Lepcha, Registrar; Md. Amin Qoraishi, S.O.; Pradyot Sardar, UDA; Debi Prasad Bhattacharya, UDA; Manzar Alam Siddique, LDA ; Issue: Sandip Kundu, Typist Gr.-I; SSP (on contract):- Barun Maity, Receiving Section:- Goutam Das, UDA ; Sonu Balmiki, LDA ; Gr. D:- Sachin Das, Record Supplier; Raunak Siddique, Peon; Zahir Baidya, Peon.
08/09/2020 (Tuesday)	Cell-I: - Pradyut Kr. Ghosh, HA ; Monojit Das, UDA ; Mithlesh Tiwari, LDA; Swapnali Mondal, LDA; Cell-II: - Manoranjan Adhikary, HA; ; Cell-III: -Anupam Chakraborti, UDA; Purna Biswas, UDA; Bhaskar Banerjee, UDA; Swati Sengupta, UDA; Cell-IV: - Manoj Kr. Chaudhuri, Asstt. Secy. ; Partha Pratim Chowdhury, UDA Kishore Sardar, UDA; Cell-V: -Arunava Nag, UDA ; Runu Poddar, P.A. to Spl.Secy. Law Officer:- Sougata Mukhopadhyay A/C Cell: Ong dup John Lepcha, Registrar; Badal Maity, UDA; Mithun Majumdar, LDA; Issue: Avijit Paria, Typist Gr. I Receiving Section:- Subrata Saha, UDA ; Gr. D:- Saminul Hoque Biswas Peon Gr.-I , Fatema Khatun, Peon Gr.-I.
09/09/2020 (Wednesday)	Cell-I: Swapnali Mondal, LDA; Asif Anees, LDA ; Swapnali Mondal, LDA; Cell-II: - Haradhan Singha, HA; Cell-III: Monoranjan Biswas, S.O; - Debashis Sur, UDA; Bijoy Kr. Saha, UDA ; Ratan Sardar, UDA; Cell-IV: - Kishore Sardar, UDA; Cell-V: Anjan Brahmachari, S.O. ; Goutam Mal, UDA; ; A/C Cell: Badal Maity, UDA; Lily Bhattacharjee, UDA; Receiving Section:- Goutam Das, UDA ; Sonu Balmiki, LDA ; Issue: Dhurjati Chakraborty, Sup. Gr. Typist Ratna Manna, Typist Gr.-I Gr. D:- Ashim Chowdhury, Duftry ; Salma Qaiyum , Peon Gr.-I; Raunak Siddique, Peon;
10/09/2020 (Thursday)	Cell-I: -Kanchan Kr. Das, HA ; Monojit Das, UDA ; Mithlesh Tiwari, LDA; Cell-II: - Manoranjan Adhikary, HA; ; Cell-III: - Bhaskar Banerjee, UDA; Uttara Ghosh Chowdhury, UDA; Subodh Beshra, UDA; Zobaida Khatun, Muharrir. Gr.-II Cell-IV: - Partha Pratim Chowdhury, UDA; Cell-V: - Riju Bhuinya, UDA A/C Cell: - Pradyot Sardar, UDA ; Mithun Majumdar, Runu Poddar, P.A. to Spl.Secy. LDA; Receiving Section:- Subrata Saha, UDA ; Issue: Shyamal Chakraborty, Sup. Gr. Typist; ; Gr. D:- Saminul Hoque Biswas Peon Gr.-I; Susanta Das, Peon ; Rik Ghosh, Peon.

Officers/Employees having any sort of symptoms like mild fever, cough and Cold are advised not to attend office with necessary intimation to this effect to the respective authority.

Officers/Employees of this Department are hereby directed to do their work from home through e-Office file management system.

Staff attached to the office of the Joint Secretary are hereby directed to attend office as per the instruction of the Joint Secretary.

This is issued in the interest of public services.



Deputy Secretary to the Govt. of West Bengal

No. 2255 /1(5)-DMCD

Date: 28.08.2020

Copy to :-

1. Sr. P.A. to the Principal Secretary of this Deptt.
2. Sr. P.A. to the Special Secretary of this Deptt.
3. Sr. P.A. to the Joint Secretary of this Deptt.
4. Copy for Website Section for uploading of the same in the Official Website of this Deptt.
5. Office Copy.


Deputy Secretary to the Govt. of West Bengal