



Government of West Bengal  
Department of Disaster Management and Civil Defence  
Nabanna 2nd Floor, 325 Sarat Chatterjee Road, Howrah- 711 102  
☎ 033-2214 3526 📠 033-2214 1378 📧 eoc.dm-wb@gov.in

Memo. No. 2259-DMCD

Date: 26.09.2024

Office Order

Work allotment for the employee (s) as mentioned below will remain as follows until further order.

Sl. No.	Name	Designation	Will be attached to	Description of work	Supervisor	Leave Substitute
1.	Smt. Mahua Dalui	U.D.A.	Cell I & works related to NDMA	As assigned by the Supervisor	i. Shri Palash Chandra Roy, H.A. & ii. Smt. Rituparna Chanda Kundu, H.A.	Smt. Soumita Koley, L.D.A.
2.	Salma Qaiyum	L.D.A.	Cell III	Leave matters of the U.D.A., H.A., S.O.	Shri Subrata Kumar Mandal, Registrar	Shri Subodh Chandra Beshra, U.D.A.
3.	Smt. Pallavi Chakraborty	L.D.A.	Cell III	Car Stickers, Assembly Pass & Gate Pass for Nabanna, Payment of Bills of Papers & periodicals post office bills, payment regarding washing towels, payment for cleaning of IT equipment, leave matters of Group-C employees, order & collection of Govt. calendars from Govt. press & maintaining of Service Books.	i. Shri Ashim Halder, S.O. & ii. Smt. Rituparna Chanda Kundu, H.A.	Smt. Uttara Ghosh Chowdhury, U.D.A.

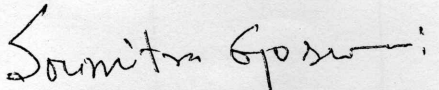
This has the approval of the Competent Authority and will take immediate effect.

*Soumitra Goswami*

Deputy Secretary  
to the Govt. of West Bengal

**Copy forwarded for information to: -**

1. P.S to Hon'ble MIC of this Department.
2. The Additional Secretary of this Department.
3. The OSD & EO Joint Secretary of this Department.
4. The Assistant Secretary of this Department.
5. The Registrar of this Department.
6. The O.S.D. of this Department.
7. Sr. P.S. to the Additional Chief Secretary of this Department.
8. P.A. to Senior Special Secretary of this Department.
9. Sr. P.A. to Special Secretary of this Department.
  
10. S.O./ H.A. of \_\_\_\_\_ Cell.
11. Smt. Mahua Dalui, U.D.A. of this Department.
12. Salma Qaiyum, L.D.A. of this Department.
13. Smt. Pallavi Chakraborty, L.D.A. of this Department.
14. Office Copy
- ✓ 15. IT Cell of this Department (to be scanned in e-office)

  
Deputy Secretary  
to the Govt. of West Bengal