



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT
KALYANI, NADIA, PIN - 741235, PHONE NO. 25828161, 25825975/5641
Website: <http://www.braiprd.org.in>, Email: siprdkalyani@gmail.com

Memo No: 1207/VI-3/13 (Pt-I)

Date: 20.07.2022

ORDER

In partial modification of this office order No. 655/VI-3/13 (Pt-I), dated 25.06.2021 and all subsequent orders, the following re-distribution of duties amongst the below mentioned officers are hereby made for convenience of conducting different trainings and events successfully as well as accomplishing various other administrative works in a time bound manner.

Sl. No.	Name & Designation of the Officer	Assigned Duty	Remarks
1.	Sri Suparna Kumar Roy Chowdhury, WBCS (Exe), Officer On Special Duty & E.O. Additional Secretary	1) <u>Training:</u> All arrangements in connection with organizing different trainings and events. 2) <u>Engineering Works:</u> All kinds of Civil, Electrical and other allied Engineering Works including tenders and e-tenders. 3) <u>Rain Water Harvesting & Miyawaki Forest Project:</u> All works with the help of support team. 4) <u>WBHS:</u> All works related with West Bengal Health Scheme. 5) <u>Miscellaneous Work:</u> As and when entrusted.	<u>Leave Substitute:</u> Sri Rajat Kanti Biswas <u>Support Team</u> 1) Dr. S. Chanda 2) Susmita Choudhury 3) Abhishek Roy 4) Piyali Pal 5) Abhayananda Banik
2.	Sri Samanjit Sengupta, WBCS (Exe), Officer On Special Duty & E.O. Joint Secretary	1) <u>WEBSITE:</u> All works of maintenance as well as periodical updation by uploading contents in the website of BRAIPRD. 2) <u>AAR:</u> Preparing and publishing the Annual Administrative Report of this Institute at the end of each financial year. 3) <u>Standard Institution:</u> Submission of the Action Plan with item wise estimated expenditure for required arrangements towards transforming and maintaining this Institute as a standard institution. 4) <u>Miscellaneous Work:</u> As and when entrusted.	<u>Leave Substitute:</u> Sri Suparna Kumar Roy Chowdhury
3.	Sri Pradip Kumar Biswas, WBCS (Exe), Officer On Special Duty & E.O. Joint Secretary	1) <u>Establishment:</u> All establishment matters. 2) <u>Audit:</u> All issues relating to Audit. 3) <u>Accommodation:</u> All issues related with Guest Houses and Hostels of both campuses. 4) <u>Library:</u> All matters related with libraries of both campuses. 5) <u>Third Party Evaluation:</u> Arrangement of third-party evaluation in connection with training, Research etc. 6) <u>Miscellaneous Work:</u> As and when entrusted.	<u>Leave Substitute:</u> Sri Rajat Kanti Biswas

Sl. No.	Name & Designation of the Officer	Assigned Duty	Remarks
4.	Sri Rajat Kanti Biswas, WBCS (Exe), Officer On Special Duty & E.O. Joint Secretary	<p>1) All Post Training Works: All post training matters including different payments.</p> <p>2) RTL, Court Cases: All RTI and Court Case matters.</p> <p>3) Computer, Gymnasium: All issues including necessary purchase, maintenance and updating of all computers of this establishment as well as of different sports gears installed at the Gymnasiums of both campuses.</p> <p>4) WBHS: All works related with West Bengal Health Scheme.</p> <p>5) NIT, NIQ: Arrangement for preparing and publishing of NIT, e-NIT and NIQ for all non-engineering matters.</p> <p>6) Vehicle: All issues related with vehicle either owned or hired by BRAIPRD.</p> <p>7) Miyawaki Forest Project: All related works with the help of support team.</p> <p>8) Miscellaneous Work: As and when entrusted.</p>	<p>Leave Substitute: Sri Suparna Kumar Roy Chowdhury</p> <p>Support Team 1) Dr. S. Chanda 2) Susmita Choudhury 3) Abhishek Roy 4) Piyali Pal 5) Abhayananda Banik</p>

This order will take immediate effect.


Director
BRAIPRD, Kalyani, Nadia

Memo No: 1207/1(10)/VI-3/13 (Pt-I)

Date: 20.07.2022

Copy forwarded, for information and necessary action, to:

1. Sri Suparna Kumar Roy Choudhury, OSD & E.O. Additional Secretary, BRAIPRD, Kalyani, Nadia.
2. Sri Samanjit Sengupta, OSD & E.O. Joint Secretary, BRAIPRD, Kalyani, Nadia.
3. Sri Pradip Kumar Biswas, OSD & E.O. Joint Secretary, BRAIPRD, Kalyani, Nadia
4. Sri Rajat Biswas, OSD & E.O. Joint Secretary, BRAIPRD, Kalyani, Nadia.
5. Dr. Subrata Chanda, T.O., BRAIPRD, Kalyani, Nadia.
6. Smt. Susmita Choudhury, SFM, BRAIPRD, Kalyani, Nadia.
7. Sri Abhishek Roy, FM, BRAIPRD, Kalyani, Nadia.
8. Smt. Nandita Das Maharathy, O.S., BRAIPRD, Kalyani, Nadia.
9. Smt. Piyali Pal, A.E., BRAIPRD, Kalyani, Nadia.
10. Sri Abhayananda Banik, J.E., BRAIPRD, Kalyani, Nadia.


Director
BRAIPRD, Kalyani, Nadia