

**GOVT. OF WEST BENGAL**

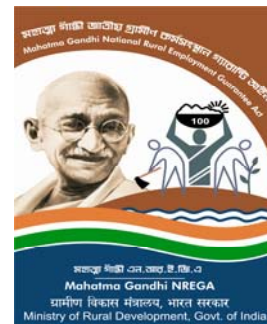
**OFFICE OF THE  
D.P.C.,(MGNREGS)**

**&**

**DISTRICT MAGISTRATE,  
JALPAIGURI**

**(MGNREGS CELL AT JALPAIGURI ZILLA PARISHAD)**

(E-mail: [nregsjal@dataone.in](mailto:nregsjal@dataone.in), [nrega.jal@gmail.com](mailto:nrega.jal@gmail.com))



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**Memo No.**

**/MGNREGS**

**Date:**

**ORDER**

In suppression of all the previous order issued in this regard, following is the allocation of duties amongst the Officers & Staff attached to District MGNREGA Cell.

The order is made in the interest of public service and will remain in force until further order.

1.	<b>Shri Thendup Bhutia, Jt. BDO (MGNREGA)</b> <b>Leave Substitute :</b> Leave Substitute : Sri Dwijagopal Dasgupta, APO (LD)	<ol style="list-style-type: none"><li>1. Normal assigned duties.</li><li>2. Sub-allotment of funds :<ol style="list-style-type: none"><li>a. Schematic fund to GPs, PSs &amp; Programme Officers within three (3) days from the date of receipt of requisition.</li><li>b. Training, IEC &amp; Awareness fund, remuneration of contractual employees, Administrative Expenses to SDOs /BDOs/others.</li></ol></li><li>3. Recruitment files of all contractual employees.</li><li>4. Transfer &amp; posting of AE, JPO, BSAC, TA , PA &amp; CA.</li><li>5. Renewal of agreement of all Contractual employees.</li><li>6. File related to GRS &amp; Gardener including arrangement of training at a regular interval.</li><li>7. File related to Closed TG &amp; Backward village including taking special initiatives to provide 100 days work &amp; organizing special camp.</li><li>8. Court case matters.</li><li>9. Convergence with other scheme.</li><li>10. Establishment matters.</li><li>11. File related to Tea gardens.</li><li>12. Coordinating Officer for Mal &amp; Kumargram Block.</li><li>13. Personal files of all regular &amp; contractual employees.</li><li>14. General &amp; establishment file.</li><li>15. Deputation file.</li><li>16. Other duties to be assigned from time to time.</li></ol>
2.	<b>Sri Saurit Chatterjee, Assistant Engineer</b> Leave Substitute : Shri Sudipta Mistry, Assistant Engineer	<ol style="list-style-type: none"><li>1. Overall in-charge of Technical section.</li><li>2. Vetting of MGNREGS Schemes &amp; preparation of model schemes.</li><li>3. File related to MGNREGS Supervisor including preparation of data bank of all trained Supervisor &amp; arrangement of training at regular interval.</li><li>4. Extend technical support to GP, Block &amp; Sub-Divisional</li></ol>

		<p>MGNREGA Cell.</p> <ol style="list-style-type: none"> <li>5. Preparation of District Annual Action Plan &amp; collection of GP &amp; Block AAP in due time.</li> <li>6. Scrutiny of requisition of fund received from PIAs.</li> <li>7. Arrangement of training for NS, TA &amp; Job-Assistant &amp; GRS on technical matter.</li> <li>8. Monitoring of SMS based daily tracking of labour attendance &amp; wage payment through Supervisor.</li> <li>9. Preparation of Labour Budget &amp; 5-Years perspective plan.</li> <li>10. Coordinating Officer for Madarihat - Birpara &amp; Kalchini Block.</li> <li>11. File related to Schedule of Rate.</li> <li>12. Operationalisation of Estimation Software in GPs.</li> <li>13. Sector wise annual analysis of Schemes.</li> <li>14. Other duties to be assigned from time to time.</li> </ol>
3.	<p><b>Sri Sudeep Bhadra,</b>  <b>Prog. Coordinator</b>  <b>(Social Audit &amp; Grievances)</b>          Leave Substitute :          Sri Subhadip Kar,          PM (Accounts)</p>	<ol style="list-style-type: none"> <li>1. Normal assigned duties.</li> <li>2. Preparation of Annual Action Plan on IEC, Awareness Programme (including MGNREGA MELA) &amp; Training and its proper implementation.</li> <li>3. Enquiry of complaints &amp; maintaining of Complaint Register of District MGNREGA Cell.</li> <li>4. District Help Line including maintenance of register &amp; action taken thereof.</li> <li>5. Inspection file &amp; action taken thereof &amp; coordination with the Block for 100% achievement.</li> <li>6. Preparation of Monthly Inspection Calendar for District officials.</li> <li>7. MR Verification file &amp; coordination with the Block for 100% achievement.</li> <li>8. Social Audit File &amp; coordination with the Block officials &amp; Gram Panchayat Social Audit Team for its conduction.</li> <li>9. Preparation of annual calendar for holding meeting at District, Sub-Division &amp; Block and its proper implementation.</li> <li>10. Files related to Bank &amp; Post Offices.</li> <li>11. Preparation of District Annual Report &amp; publication of quarterly News letter. And coordination with the Block for preparation of Block Annual Report.</li> <li>12. Documentation of important events &amp; collection of success stories.</li> <li>13. Daily checking of GOI website on MGNREGA (MIS Alerts) &amp; uploading of the action taken thereof.</li> <li>14. File related to unemployment allowance &amp; compensation.</li> <li>15. File related to NGOs.</li> <li>16. File related to SLM &amp; NLM.</li> <li>17. File related to RTI Act.</li> <li>18. Award File.</li> <li>19. Different Research works / Study on MGNREGA.</li> <li>20. File related to Ombudsman and providing logistic support to the Office of Ombudsman.</li> <li>21. Coordinating Officer for Alipurduar II &amp; Nagrakata Block.</li> <li>22. Preparation of proceedings of district review meetings.</li> <li>23. Eminent Citizen &amp; related issues.</li> <li>24. File related to NYK.</li> <li>25. Innovations under MGNREGS</li> </ol>

		26. Other duties to be assigned from time to time.
4.	<b>Sri Subhadip Kar, PM (Accounts)</b> Leave Substitute : Sri Nisfal Das, Accounts Clerk	<ol style="list-style-type: none"> <li>1. Transfer of fund to PIAs.</li> <li>2. Preparation of all sorts of financial sanction order &amp; allotment order.</li> <li>3. Annual &amp; Internal Audit File.</li> <li>4. Submission of requisition of fund to State in due course.</li> <li>5. Banking transaction including keeping liaison with Banks, Blocks &amp; GPs etc. for smooth transfer of fund within prescribed time limit.</li> <li>6. Preparation of annual financial report.</li> <li>7. Coordinating Officer for Dhupguri Block.</li> <li>8. Preparation of all sorts of bill of District Cell.</li> <li>9. Other duties to be assigned from time to time.</li> </ol>
5.	<b>Md. Jahangir Alam, PM(MIS)</b> Leave Substitute : Sri Rana Talukdar, APM (MIS)	<ol style="list-style-type: none"> <li>1. Normal assigned duties.</li> <li>2. Extend MIS &amp; Software related technical support to GP, Block &amp; Sub-Divisional MGNREGA Cell.</li> <li>3. Full operationalisation of MIS in the District including line departments.</li> <li>4. Software related works.</li> <li>5. Organizing periodical training programme of BIOs, CAs &amp; VLEs.</li> <li>6. VLE engagement &amp; related files.</li> <li>7. Daily checking of GOI website on NREGA &amp; action taken thereof.</li> <li>8. Monitoring of District MGNREGA website.</li> <li>9. Uploading of related data.</li> <li>10. Responsible for full operationalisation of MIS of all Blocks of Sadar &amp; Mal Sub-Division</li> <li>11. Coordinating Officer for Matiali Block.</li> <li>12. Other duties to be assigned from time to time.</li> </ol>
6.	<b>Smt. Dola Guha Neogi (Roy), TO(H &amp;F)</b> Leave Substitute : Sri Dwijagopal Dasgupta, APO (LD)	<ol style="list-style-type: none"> <li>1. Normal assigned duties.</li> <li>2. All sorts of Nursery &amp; plantation works.</li> <li>3. Monthly performance files of Gardeners.</li> <li>4. Achieving annual target of raising of Horticulture &amp; Forest Species @ one lakh per GP</li> <li>5. File related to Individual Benefit Scheme including taking special initiatives for 100% coverage.</li> <li>6. Conducting monthly meeting with JPOs &amp; Gardeners.</li> <li>7. Allocation of Fund to Blocks/GPs/Line Departments for raising Nurseries.</li> <li>8. Collection &amp; preparation of monthly report on Nursery Raising &amp; Plantation.</li> <li>9. Intensive visit at field level to monitor the Nursery &amp; plantation works.</li> <li>10. Organizing training for SHGs involved in Nursery Works.</li> <li>11. Monitoring of MIS entry of Nursery schemes.</li> <li>12. Coordination with DRD Cell, CADC &amp; TDCC.</li> <li>13. Preparation of model plan &amp; estimate on Nurseries &amp; Plantation.</li> <li>14. Collection &amp; compilation of weekly report on reopened TGs.</li> <li>15. Preparation on annual plan on Nursery &amp; Plantation.</li> <li>16. Documentation of Nursery &amp; Plantation works.</li> <li>17. Coordinating Officer for Sadar Block.</li> </ol>

		18. Other duties to be assigned from time to time.
7.	<b>Sri Dwija Gopal Dasgupta, APO(LD)</b> Leave Substitute : Smt. Dola Guha Neogi (Roy), TO(H &F)	<ol style="list-style-type: none"> <li>1. Preparation of plan on works through Line Department for unserved areas.</li> <li>2. Release of fund to line departments acting as PIAs.</li> <li>3. Collection of MPR &amp; UCs from line departments in due time.</li> <li>4. Organizing quarterly meeting with line departments.</li> <li>5. Collection, scrutiny &amp; finalizing of AAP of line departments.</li> <li>6. Coordination with line departments for effective implementation of MGNREGS and more fund absorption.</li> <li>7. Coordinating Officer for Rajganj Block.</li> <li>8. Monitoring of MIS of line departments.</li> <li>9. Other duties to be assigned from time to time.</li> </ol>
8.	<b>Sri Bikash Neogi, SAE (Irri)</b> Leave Substitute : Shri Jayanta Paul, TA (Hq)	<ol style="list-style-type: none"> <li>1. To assist the Assistant Engineer in discharging his duties.</li> <li>2. Checking of plan &amp; estimate of irrigation &amp; flood protection schemes.</li> <li>3. Implementation of MGNREGA in reopened TGs.</li> <li>4. Coordination with Irrigation Department for smooth implementation of irrigation &amp; protection works.</li> <li>5. Coordinating Officer for Maynaguri Block.</li> <li>6. Other duties to be assigned from time to time.</li> </ol>
9.	<b>Shri Rana Talukdar, APM(MIS)</b> Leave Substitute: Md. Jahangir Alam, PM(MIS)	<ol style="list-style-type: none"> <li>1. Normal assigned duties.</li> <li>2. Preparation of daily reports from MIS alerts of <a href="http://www.nrega.nic.in">www.nrega.nic.in</a>.</li> <li>3. Daily monitoring of uploading status from GPs &amp; Blocks and preparation of daily report on MIS achievement.</li> <li>4. Special drive for poor performing GPs &amp; Blocks in respect of MIS.</li> <li>5. Preparation of bills for VLEs.</li> <li>6. Responsible for full operationalisation of MIS of all Blocks under Alipurduar Sub-Division.</li> <li>7. Coordinating Officer for Alipurduar I Block.</li> <li>8. Other duties to be assigned from time to time.</li> </ol>

10.	<b>Sri Amit Chowdhury, TA (Hq)</b> Leave Substitute : Shri Jayanta Paul, TA (Hq)	<ol style="list-style-type: none"> <li>1. Normal assigned duties.</li> <li>2. To assist the Assistant Engineer in discharging his duties.</li> <li>3. Other duties to be assigned from time to time.</li> </ol>
11.	<b>Shri Jayanta Paul, TA (Hq)</b> Leave Substitute : Sri Amit Chowdhury, TA (Hq)	<ol style="list-style-type: none"> <li>1. Normal assigned duties.</li> <li>2. To assist the Assistant Engineer in discharging his duties.</li> <li>3. Coordinating Officer for Falakata Block.</li> <li>3. Other duties to be assigned from time to time.</li> </ol>
12.	<b>Sri Nisfal Das, Accounts Clerk</b> Leave Substitute : Sri Subhadeep Kar, PM (Accounts)	<ol style="list-style-type: none"> <li>1. Normal assigned duties of Accounts Clerks.</li> <li>2. Additional charge of Cashier of District NREGA Cell.</li> <li>3. Vehicle arrangement including issuance of fuel slip &amp; maintaining of fuel issue register.</li> <li>4. Procurement of Stationary articles, IT items etc.</li> <li>5. Meeting arrangement.</li> <li>6. File related to Telephone, FAX &amp; Broad Band connection &amp; its proper functioning.</li> <li>7. Other duties to be assigned from time to time.</li> </ol>

13.	<b>Sri Arabinda Biswas, DEO</b> Leave Substitute : Sri Rana Talukdar, APM (MIS)	<ol style="list-style-type: none"> <li>1. All sorts of data entry works.</li> <li>2. Preparation of Monthly reports &amp; other reports.</li> <li>3. Responsible for collection of MPR from blocks within 5<sup>th</sup> of every month &amp; submission to state by 7<sup>th</sup> of every month.</li> <li>4. Uploading of reports in MGNREGA Website in due time.</li> <li>5. Preparation of PPT for District Review Meeting &amp; other meetings.</li> <li>6. Maintenance of Computers &amp; other IT items including LCD Projector &amp; Camera.</li> <li>7. Other duties to be assigned from time to time.</li> </ol>
14.	<b>Smt Rakhi Bose, PA(Hq)</b> Leave Substitute : Arfan Suja Chowdhury, PA(Hq)	<ol style="list-style-type: none"> <li>1. Dak file &amp; receiving, issuing, docketing &amp; despatch of letter.</li> <li>2. Stationery Stock Register &amp; Dead Stock Register.</li> <li>3. CL/EL Register.</li> <li>4. Guard file.</li> <li>5. Other duties to be assigned from time to time.</li> </ol>
15.	<b>Arfan Suja Chowdhury, PA(Hq)</b> Leave Substitute : Smt Rakhi Bose, PA(Hq)	<ol style="list-style-type: none"> <li>1. Normal assigned duties.</li> <li>2. In-Charge of Store &amp; Godown.</li> <li>3. Computer data entry works.</li> <li>4. Daily checking of E-mail.</li> <li>5. Checking of fund requisition submitted by PIAs.</li> <li>6. Other duties to be assigned from time to time.</li> </ol>

The order will take effect on & from 03-06-2011.



**District Nodal Officer  
MGNREGS-WB  
Jalpaiguri**

**Memo No. 435(36) /MGNREGS**

**Date: 03-06-2011**

*Copy forwarded for information & taking necessary action to:*

1. The ADPC & ADM (Dev.), Jalpaiguri.
2. The SDPC & SDO, Sadar/Mal/ Alipurduar.
3. The PO & BDO (All).....Block.
4. The Jt. BDO (HQ), MGNREGS Cell, Jalpaiguri.
5. The CA to DPC & DM, Jalpaiguri: For kind information of District Magistrate.
6. Smt. / Sri / Md.....: For compliance.
7. Office order file.



**District Nodal Officer  
MGNREGS-WB  
Jalpaiguri**