

**GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
GROUP-T, SERVICE RECORD CELL, BLOCK-IV,
1st FLOOR, WRITERS' BUILDINGS, KOLKATA-700001**

ORDER

No. 1284-F(Y)/WB

Dated: 24.06.2026

For smooth functioning of Service Record Cell, a partial modification of previous Work Allotment Order vide no. **3257-F(Y)/WB dated 10.12.2025** has to be needed and total work has been re-allotted among the Officers, Assistants, UDAs and LDAs and following table has been prepared. This arrangement deems to have come into immediate effect and shall remain in force until further order.

Sl No	Name of the Official	Official Email Id	Allotment of Work
1	Sri Mangal Hansda, Assistant Secretary		• Signing Authority of the Personal Files of the Officers of WBA & AS Cadre and matters related to SR Cell Establishment. Leave Substitute: Sri Debashis Rakshit, O.S.D.
2	Sri Debashis Rakshit, O.S.D.		• Opening of Service Books of newly appointed WBA&AS officers. • Processing & issue of Identity Cards to WBA&AS officers on replacement/reissue. • File Management of WBA&AS officers • Matters related to maintenance of Service Records of WBA&AS Officers whose first name starts with alphabets 'E, F, G, H, V W, Z' Leave Substitute: Sri Mangal Hansda, Assistant Secretary.
3	Smt. Suparna Chaudhury (Paul) S.O.		• Matters related to maintenance of Service Records of WBA&AS Officers whose first name starts with alphabet 'R, SUK- SY'.
4	Sri Diptendu Sekhar Das S.O.		• Matters related to maintenance of Service • Pay fixation & Pay protection of officers on CAS/Promotion/Deputation. • Maintenance of Stock Register. • Matters related to Past Service Counting of WBA&AS Officers
5	Sri Kaustabh Ratan Mondal S.O.		• Matters related to maintenance of Service Records of WBA&AS Officers whose first name starts with alphabets 'I, U, P'
6	Smt. Shyamali Sardar, U.D.A.	uda6src.fd-wb@gov.in	• Matters related to maintenance of Service Records of WBA&AS Officers whose first name starts with alphabets 'SA, J'

7	Sri Asis Fadikar U.D.A.		• Matters related to maintenance of Service Records of WBA&AS Officers whose first name starts with alphabet 'AA-AR'
8	Sri Bhabesh Chandra Mandal, U.D.A.		• Matters related to maintenance of Service Records of WBA&AS Officers whose first name starts with alphabet 'K, L, AS-AZ, SP-SUJ'.
9	Sirajul Islam U.D.A.	uda1src.fd-wb@gov.in	• All matters related to Pension and Terminal benefits of WBA&AS officers. • Processing of nomination papers related to Gratuity, GISS and to assist Sekh Nur Hosen, L.D.A. in disposing works allotted to him.
10	Sri Partha Sarathi Biswas U.D.A.	uda3src.fd-wb@gov.in	• Matters related to maintenance of Service Records of WBA&AS Officers whose first name starts with alphabet 'SE-SO, T' • Miscellaneous matters relating to establishment of Service Record Cell.
11	Sekh Nur Hosen, L.D.A.	lda4src.fdw@bangla.gov.in	• Matters related to maintenance of Service Records of WBA&AS Officers whose first name starts with alphabet 'M, N, O'
12	Sri Niloy Sarkar, L.D.A.		• Matters related to maintenance of Service Records of WBA&AS Officers whose first name starts with alphabet 'B, C, D' • Maintain E-File updation status of WBA&AS Officers
13	Sri Sayak Banerjee, Record Supplier		To assist in all kind of works as and when entrusted.
14	Sri Ujjal Maity, S.S.D.		Maintenance of SRMS Portal & IT related matters and all other works as and when entrusted.
15	Sri Bikram Das, D.E.O.		To assist In IT and SRMS Portal related matters and all other works as and when entrusted.
16	Sri Krishna Bauri, D.E.O.		To assist in all kind of works as and when entrusted.
17	Smt. Moumita Sanyal, D.E.O.		To assist in all kind of works as and when entrusted.

All concerned are being informed accordingly

Sd/-

OSD & EO Deputy Secretary
to the Government of West Bengal