

**HOUSING DEPARTMENT, GOVT. OF WEST BENGAL**

**As per Clause 4(1)(b) (i), (ii) and (ix) of RTI Act, 2005**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Function and Duties</b>
1	ONKAR SINGH MEENA, IAS	SECRETARY	Head of the Department.
2	SUDHIS KUMAR NANDY	ENGINEER IN CHIEF	<ul style="list-style-type: none"><li><input type="checkbox"/> Supervision and monitoring of all engineering works of Housing Directorate and Brick Directorate, on behalf of this department.</li><li><input type="checkbox"/> Supervision and monitoring of all engineering works of West Bengal Housing Board, on behalf of this department.</li><li><input type="checkbox"/> Examination of all technical aspects of the proposals, of various engineering works, as may be received from the Directorates of this department.</li><li><input type="checkbox"/> Matters related to "AKANKSHA" Housing Scheme, RCFA Project, Mass Housing, SANKALPA, Police Housing.</li><li><input type="checkbox"/> Construction of Multi / Super Speciality Hospitals of Health Department along with signing of Payment Advice.</li><li><input type="checkbox"/> Matters related to Brick Production Directorate including restructuring of Brick Production Directorate (Except their Establishment matters).</li><li><input type="checkbox"/> Any other matters as may be assigned.</li></ul>
3	MOUSUMI GUHA ROY, IAS	COMMISSIONER	<ul style="list-style-type: none"><li><input type="checkbox"/> Function and duties of Competent Authority under West Bengal Govt. Premises (Regulation of Occupancy) Act, 1984 including eviction and Court matters in respect of 34 nos. of Rental Housing Estates within Kolkata and different matters related to other RHEs of the Districts.</li><li><input type="checkbox"/> Function and duties as Authorized Officer under West Bengal Building (Regulation of Promoters of Construction and Transfer by Promoters) Act, 1993. Enforcement of Law and regulation of Promoters' action under the Promoters' Act, 1993.</li><li><input type="checkbox"/> Matters and Policies regarding Administrative of Act, Rules etc., West Bengal Premises Act, 1976, 1984.</li><li><input type="checkbox"/> Allotment, Transfer, Ownership and General Policy matters of PRHE (LIG/MIG) flats and related eviction matters.</li><li><input type="checkbox"/> Survey regarding RHE occupation, data base preparation and maintenance matters.</li><li><input type="checkbox"/> Any other matters as may be assigned.</li></ul>

4	GOUTAM MAJUMDAR, WBCS (EXE)	SPECIAL SECRETARY	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parliament &amp; L. A. question, visits of Assembly Standing Committee &amp; related matters.</li> <li><input type="checkbox"/> Matters related to Audit.</li> <li><input type="checkbox"/> Matters related to Working Women Hostels.</li> <li><input type="checkbox"/> Matters related to Public Accounts Committee, Assurance Committee, Standing Committee and Finance Commission etc.</li> <li><input type="checkbox"/> Matters related to transfer of land, acquisition of land, allotment of household plots, if any, of Departments.</li> <li><input type="checkbox"/> Overall supervision of Law Cell.</li> <li><input type="checkbox"/> General Administrative and Establishment matters relating to employees of the Secretariat, Directorates, West Bengal Housing Board including Medical Cell, transfer of Staff etc.</li> <li><input type="checkbox"/> Matters related to Brick Production Directorate including restructuring of Brick Production Directorate.</li> <li><input type="checkbox"/> Implementation and monitoring of Housing Industry Regulation Act, 2017.</li> <li><input type="checkbox"/> Social Housing Schemes including 20 Point Programme.</li> <li><input type="checkbox"/> Preparation of Annual Administrative report &amp; Vision-Mission Perspective Plan.</li> <li><input type="checkbox"/> Matters relating to RCFA Scheme.</li> <li><input type="checkbox"/> Matters relating to "SANKALPA" Scheme.</li> <li><input type="checkbox"/> Works relating to "Mass Housing" Scheme (Nijashree).</li> <li><input type="checkbox"/> Matters regarding West Bengal Housing Board, Joint Venture and Assisted Sector Companies.</li> <li><input type="checkbox"/> Vigilance matter and Departmental proceedings.</li> </ul>
5	SHEULI BANERJEE, WBCS (EXE)	JOINT SECRETARY	<ul style="list-style-type: none"> <li><input type="checkbox"/> General Administrative and Establishment matters relating to employees of the Secretariat, Directorates, West Bengal Housing Board including Medical Cell, transfer of Staff etc.</li> <li><input type="checkbox"/> Nodal Officer for Banglar Mukh.</li> <li><input type="checkbox"/> Nodal Officer of Ease of Doing Business (EODB).</li> <li><input type="checkbox"/> Nodal officer of HRMS &amp; e-Office.</li> <li><input type="checkbox"/> Matters related to Brick Production Directorate including restructuring of Brick Production Directorate.</li> <li><input type="checkbox"/> Implementation and monitoring of Housing Industry Regulation Act, 2017.</li> <li><input type="checkbox"/> Social Housing Schemes including 20 Point Programme.</li> <li><input type="checkbox"/> Preparation of Annual Administrative report &amp; Vision-Mission Perspective Plan.</li> <li><input type="checkbox"/> To act as Appellate Authority under W. B. Apartment Ownership Act, 1972.</li> <li><input type="checkbox"/> Planning &amp; Budgetary works relating to the schemes undertaken by the Department.</li> <li><input type="checkbox"/> According Administrative approval, financial sanction &amp; releasing fund in respect of all budgetary provision.</li> <li><input type="checkbox"/> Matters relating to Govt. guarantee, Loans refunds, Interest subsidy, Equity issue etc. of Housing Deptt.</li> <li><input type="checkbox"/> CMO Reports/returns etc. in respect of Development Schemes.</li> <li><input type="checkbox"/> Any other matters as may be assigned.</li> </ul>

6	MD. ENAUR RAHMAN, WBCS (EXE)	JOINT SECRETARY	<input checked="" type="checkbox"/> Matters related to "AKANKSHA" Scheme. <input checked="" type="checkbox"/> Matters relating to RCFA Scheme. <input checked="" type="checkbox"/> Works relating to "Geetanjali" Scheme. <input checked="" type="checkbox"/> Matters relating to "SANKALPA" Scheme. <input checked="" type="checkbox"/> Works relating to "Mass Housing" Scheme. <input checked="" type="checkbox"/> Matters relating to "Police Housing" Scheme. <input checked="" type="checkbox"/> Matters regarding West Bengal Housing Board, Joint Venture and Assisted Sector Companies. <input checked="" type="checkbox"/> Matters related to Plantation, Revenue, Repayment of Loans and House Building Loan Office . <input checked="" type="checkbox"/> To act as Appellate Authority in respect of Right to Information Act, 2005. <input checked="" type="checkbox"/> Any other matters as may be assigned.
7	DIPANKAR BASU, WBSS	DEPUTY SECRETARY	<input checked="" type="checkbox"/> General administrative and establishment matters relating to employees of this Department as well as House Building Loan Office, Housing Directorate, Brick Production Directorate and West Bengal Housing Board. <input checked="" type="checkbox"/> Works related to Medical Cell of this Department as well as Medical cases related to Housing Directorate and Brick Production Directorate. <input checked="" type="checkbox"/> Charges as Estate Manager in Estate Directorate, as per Order No. 300-H2/1M-10/2006 dated 09/03/2018 <input checked="" type="checkbox"/> Computerization and different Data-base management programmes. <input checked="" type="checkbox"/> File Tracking System. <input checked="" type="checkbox"/> Website updation and up gradation. <input checked="" type="checkbox"/> Matters related to HRMS. <input checked="" type="checkbox"/> Any other matters as may be assigned.
8	PARTHA ACHARYYA, WBCS (EXE)	PRIVATE SECRETARY TO MINISTER IN CHARGE	Administrative work of Office of the Minister in Charge, Housing Department.
9	DEBASIS GHOSH, WBLs	SENIOR LAW OFFICER	<input type="checkbox"/> Legal matters of the Department including West Bengal Housing Board, Joint and Assisted Sector Companies. <input type="checkbox"/> All the matters having legal implication and matters relating to engagement of Advocate, Statement of facts preparation etc., affidavit swearing etc. of Department and Directorates. <input type="checkbox"/> Matters related to Arbitration matters of Department and Directorates. <input type="checkbox"/> Functioning and duties as Competent Authority under West Bengal Apartment Ownership Act, 1972. <input type="checkbox"/> To act as the Office-in-Charge of the Law Cell (inclusive of Apartment Cell and Promoters' Cell). <input type="checkbox"/> Implementation and monitoring of Housing Industry Regulation Act, 2017. <input type="checkbox"/> Public Grievance Cell. <input type="checkbox"/> To act as Protocol Officer of this Department. <input type="checkbox"/> matters related to Ease of Doing Business (EODB). <input type="checkbox"/> Any other matters as may be assigned.

10	SUBIR ROY, WBSS	REGISTRAR	<ol style="list-style-type: none"> <li>1. Matters related to Attendance of employees (Group B,C&amp;D) of this Department , employees of the Directorates &amp; W.B.H.B, posted in this Department on re-deployment.</li> <li>2. Matters related to payment of Hired Vehicles, News Paper Bills, Postal Bills, Telephone Bills and Medical Bills etc.</li> <li>3. Matters related to the duties of SPIO under the RTI Act, 2005.</li> <li>4. Matters related to construction of Super Specialty Hospitals.</li> <li>5. Functioning of Drawing and Disbursing Officer, Housing Department.</li> <li>6. Any other matter as may be assigned from time to time.</li> </ol>
11	BADRI BISHAL MONDAL, WBSS	OFFICER ON SPECIAL DUTY	<ol style="list-style-type: none"> <li>1. Matters related to Working Women Hoste</li> <li>2. All Establishments matters related to Estate Directorate.</li> <li>3. Matters related to purchase and maintenance of office furniture, office equipments and stationery items along with maintenance of Stock Register.</li> <li>4. Inspection reports and matters related to Audit.</li> <li>5. Matters related to R.C.F.A. Project.</li> <li>6. Any other matter as may be assigned from time to time.</li> </ol>
12	BHUPAL CHANDRA HALDER, WBSS	SPECIAL OFFICER	<ol style="list-style-type: none"> <li>1. Matters related to Acts, Rules and Regulations administered by this Deptt.</li> <li>2. Functions of Administrative Officer, House Building Loan Office.</li> <li>3. All Establishment matters related to this Department, Brick Production Directorate, Housing Directorate and West Bengal Housing Board under the administrative control of this Department.</li> <li>4. Matters related to Protocol.</li> <li>5. Matters related to Plantation and Revenue.</li> <li>6. Matters related to Departmental Proceedings.</li> <li>7. Matters related to HIRA Act.</li> <li>8. Any other matter as may be assigned from time to time.</li> </ol>
13	BEDVYAS TIWARI	SECTION OFFICER	To supervise the works of Establishment Cell, Housing Department.
14	APURBA KUMAR MAITI	HEAD ASSISTANT	To supervise the works of Establishment Cell, Housing Department.
15	PRALAY DAS	UPPER DIVISION ASSISTANT	<ol style="list-style-type: none"> <li>1. Project related matters including RCFA.</li> <li>2. Assembly questions.</li> <li>3. Matters related to Departmental Proceedings and Vigilance Cases,</li> <li>4. Annual Report, Statistical Report and matters related to Computerisation in the Department and website,</li> <li>5. Establishment matter of Housing Directorate,</li> <li>6. All other matters as may be assigned to him by the Authority.</li> </ol>
16	DIPANKAR CHAKRABORTY	UPPER DIVISION ASSISTANT	<ol style="list-style-type: none"> <li>1. Purchase &amp; Maitenance,</li> <li>2. Payment of Telephone Bills,</li> <li>3. Matters related to Municipal Tax,</li> <li>4. Circulation of Govt. Orders,</li> <li>5. Permission of purchase of Land, Flat, Car matters of the Staff of this Department,</li> <li>6. Assembly Pass,</li> <li>7. Payment of Printing &amp; Newspaper Bills,</li> <li>8. All other matters as may be assigned to him by the Authority.</li> </ol>

17	BISWANATH BISWAS	UPPER DIVISION ASSISTANT	1. Sanction & retention of hired vehicle and payment of vehicle bills, 2. Establishment of Typist & Group-D staff of Housing Department, 3. A.G. Clearance, 4. Sanction of GPF, Festival Advance and Bonus, Motor Cycle Advance and House Building Advance, 5. E-Shop & Postal Payment, 6. All other matters as may be assigned to him by the Authority.
18	GOUTAM KUMAR JANA	UPPER DIVISION ASSISTANT	1. Acting Arrangement and maintenance of Conference Hall, 2. Election Training Matters, 3. ATI Training and others, 4. Akanksha Project, 5. All other matters as may be assigned to him by the Authority.
19	KALLOL GANGULY	UPPER DIVISION ASSISTANT	1. Matters related to pension and other pensionary benefits, 2. All establishment matters related to W.B. Housing Board, 3. Establishment of Brick production Directorate, 4. Akanksha project, 5. HRMS & e-office, 6. All other matters as may be assigned to him by the Authority.
20	DEBASIS KAYAL	UPPER DIVISION ASSISTANT	1. Establishment of Estate Manager, Estate Directorate, 2. Establishment of HBLO, 3. Establishment of HA, UDA & LDA of this Department, 4. HRMS & e-Office, 5. All other matters as may be assigned to him by the Authority.
21	UJJAL DAS	UPPER DIVISION ASSISTANT	1. Matters related to Compassionate Appointment, 2. Establishment of Housing Directorate, 3. Establishment of Group-A Officers of Housing Department, 4. HRMS & e-Office Master Trainers, 5. EODB related works, 5. All other matters as may be assigned to him by the Authority.
22	RATAN SARDAR	LOWER DIVISION ASSISTANT	1. All reference work related to Establishment Branch including Leave applications, 2. Issue of Identity Card, 3. Passport, 4. Preparation of Monthly attendance statement and leave register maintain, 5. All other matters as may be assigned to him by the Authority.
23	NIHARENDU SAU	SECTION OFFICER	To supervise works of Budget and R.C.F.A and Audit Cell of this Department.
24	BINODE BEHARI SIL	UPPER DIVISION ASSISTANT	1. Allotment of fund including work charges, Establishment of Housing Directorate, 2. Preparation of Budget Estimate and Revised Estimate, 3. Net Grant Statement, 4. Augmentation & Re-appropriation of Fund, 5. Reply to Appropriation Accounts, 6. Reports for Standing Committee, 7. Reports for Assurance Committee, 8. Purchase of Computer, Fax Machine, Software/Net Working/Data Base Centre etc. 9. Pre-voting Budget Scrutiny, 10. Arbitration Case, 11. Economic Review, 12. Akanksha Housing Project, 13. Reply of Audit Query, 14. Opening of a New Head of Account, 15. Finance Minister Budget Speech, 16. Expenditure of Contingency under EWS, 17. Database on Housing Statistics, 18. R & R Work, Pathasathi work & Construction work (A. Approval & F. Sanction for emergency basis), 19. Work of Departmental Tender Committee, 20. and such other matters as may be assigned to him from time to time.
25	HARENDRA NATH PATRA	UPPER DIVISION ASSISTANT	1. Matters Relating to Gitanjali Housing Scheme - i. Approval and release of fund, ii. Preparation of policy and memos on Gitanjali Housing Scheme and its circulation among district authorities. iii. Preparation and Updation of Report, iv. Preparation of materials for C.M.'s meeting, 2. Old/Unrevised EWS Urban Housing (Housing Directorate & HIDCO & Housing Board),
26	PRAFULLA KUMAR MANDY	UPPER DIVISION ASSISTANT	Works related with RTI and Audit matters.
27	BIDHAN CHANDRA ROY	UPPER DIVISION ASSISTANT	1. Information supplier and File worker regarding Adjudication disputes and complaint against Promoters, 2. All other matters as may be assigned to him by the Authority.
28	SANTOSH MAJHI	UPPER DIVISION ASSISTANT	1. West Bengal Housing Industry Regulation Act, 2017 (HIRA,2017), 2. RTI, 3. Information supplier and File worker regarding Adjudication disputes and complaint against Promoters,, 4. Website Development of WBHIRA, 5. All other matters as may be assigned to him by the Authority.
29	SUSHIL KUMAR RAY	HEAD ASSISTANT	To supervise Accounts Matter of Housing Department.

30	DIPANKAR MALLICK	UPPER DIVISION ASSISTANT	Prepare all types of bills and arranging for disbursement of the same in respect of the staff of Housing Department.
31	SANJIB GHOSH	UPPER DIVISION ASSISTANT	Prepare all types of bills and arranging for disbursement of the same in respect of the staff of Housing Department.
32	AMAL SARKAR	HEAD ASSISTANT	To supervise bills related WB Health Scheme in Medical Cell of Housing Department.
33	SUBHAS BISWAS	UPPER DIVISION ASSISTANT	works related with reimbursement of Medical bills under West Bengal Health Scheme.
34	SUMAN JASH	UPPER DIVISION ASSISTANT	works related with Medical File, Identity Cards etc. and reimbursement of Medical bills under West Bengal Health Scheme,
35	NIRMALENDU BISWAS	SECTION OFFICER	To supervise Allotment Cell of Housing Department which deals with allotment of RHE flats to the State Government employees and to supervise Land Cell of this Department which deals with land matters and L.A. Cases relating to Housing Department.
36	SAMBIT DAS	HEAD ASSISTANT	To supervise Allotment Cell of Housing Department which deals with allotment of RHE flats to the State Government employees.
37	GAUTAM SINHA	HEAD CLERK	To supervise Allotment Cell of Housing Department which deals with allotment of RHE flats to the State Government employees and to supervise Land Cell of this Department which deals with land matters and L.A. Cases relating to Housing Department.
38	ASHOK KR. KOPPALA	UPPER DIVISION ASSISTANT	1. Works relating with allotment of RHE flats to the State Government employees, 2. All other matters as may be assigned to him by the Authority.
39	ASHIM KARMAKAR	UPPER DIVISION ASSISTANT	1. Works relating with allotment of RHE flats to the State Government employees, 2. All other matters as may be assigned to him by the Authority.
40	ALOKE KUMAR BANERJEE	UPPER DIVISION ASSISTANT	1. Works relating with allotment of RHE flats to the State Government employees, 2. All other matters as may be assigned to him by the Authority.
41	DIBYENDU KAR	UPPER DIVISION ASSISTANT	1. Works relating with allotment of Seats to Working Women (Working Women Hostel), 2. Works related with payment of bills of Superspecialty Hospitals , 3. Works related with Jont Venture Company, 4. All other matters as may be assigned to him by the Authority.
42	BIKASH KUMAR BISWAS	HEAD ASSISTANT	To supervise works of Budget and RCFA Cell.
43	RANJAN KUMAR MAJUMDAR	HEAD ASSISTANT	To supervise works of RTI and Land Cell, Housing Department.
44	PANKAJ KUMAR PURKAIT	SECTION OFFICER	To supervise works of RTI and Revenue Cell, Housing Department.
45	SURAJIT DAS	UPPER DIVISION ASSISTANT	1. Deals with law matters of Housing Deptt, 2. Registration of Apartment Owners' Association, 3. All other matters as may be assigned to him by the Authority.
46	SAMIR DUTTA	SECTION OFFICER	To supervise the works of Apartment & Law Cell, West Bengal Housing Industry Regulation Act, 2017 (HIRA,2017) Housing Department and development of website for HIRA.

47	SHYAMAL BAROWA	HEAD ASSISTANT	1. West Bengal Housing Industry Regulation Act, 2017 (HIRA,2017), 2. RTI, 3. Information supplier and File worker regarding Adjudication disputs and complaint against Promoters, 4. Development of website for HIRA, 4. All other matters as may be assigned to him by the Authority.
48	PRASENJIT MUKHERJEE	HEAD ASSISTANT	To supervise the works of Apartment & Law Cell, Housing Department.
49	AMALESH BISWAS	UPPER DIVISION ASSISTANT	1. Deals with law matters of Housing Deptt, 2. Registration of Apartment Owners' Association, 3. All other matters as may be assigned to him by the Authority.
50	ACHINTYA KUMAR DAS	SENIOR SUPERVISORY GRADE TYPIST	To supervise works of Typing, Issue and CRU Section, Housing Department.
51	SUBRATA GAYEN	SUPERVISORY GRADE TYPIST	To supervise works of Typing, Issue and CRU Section, Housing Department.
52	SASANKA SEKHAR MAJHI	TYPIST GRADE-I	Works of typing and scanning for e-Office.
53	GOUTAM KUMAR GHOSH	TYPIST GRADE-I	Works of typing and scanning for e-Office.
54	SWAPNA MONDAL	TYPIST GRADE-I	Works of typing and scanning for e-Office.
55	BIRESWAR HALDER	TYPIST GRADE-I	Works of typing and scanning for e-Office.
56	SURAJIT KUMAR DEY	TYPIST GRADE-I	Works of typing and scanning for e-Office.
57	BANI BARUA	TYPIST GRADE-I	Works of typing and scanning for e-Office.
58	KALYAN ROY CHOWDHURY	UPPER DIVISION ASSISTANT	works at Central Receiving Unit (CRU).
59	BAIDYA NATH ROY	RECORD SUPPLIER	File keeping, supplying and recording.
60	KRISHNA BISWAS	LADY SUPERINTENDENT	To look after Ladys' Hostel and their Administration.
61	SAMPA MAJUMDAR	LADY SUPERINTENDENT	To look after Ladys' Hostel and their Administration.
62	SUTAPA BARUA	LADY SUPERINTENDENT	To look after Ladys' Hostel and their Administration.
63	SRI JITENDRA DAS	R.S	File keeping, supplying and recording.
64	SRI PARIMAL HALDER	R.S	File keeping, supplying and recording.
65	SRI BAHADUR HEMBRAM	MUHH-GR-II	File keeping, supplying and recording.
66	SRI JOYDEV MONDAL	PEON, GR-I	works of Peon
67	SRI KAMAL DAS	PEON, GR-I	works of Peon
68	SRI SANTANU PAUL	PEON, GR-I	works of Peon
69	SRI SISIR DHAR	PEON, GR-I	works of Peon
70	SRI SUVENDU SAHANA	PEON, B G	works of Peon
71	SRI PRATIM GHOSH	PEON, B G	works of Peon
72	SMT SUTAPA DAS BANIK	L. MESSENGER PEON	works of Peon

73	SRI RUPAM NANDY	PEON GR-I	works of Peon
74	SRI SHYAMAL HALDER	DARWAN	Gouds.
75	SRI DULAL KRISHNA ADHIKARY	CLEANER	Works of peon.
76	SK RAJU(HBLO)	DRIVER	
77	SRI PRADIP SARKAR(HBLO)	PEON GR-I	Works of peon.
78	SRI FULAN CH MONDAL(HBLO)	R.S	File keeping, supplying and recording.
79	AVIJIT DEY	CONT. COMP. OPERATOR	Computer works.
80	DEBASISH PAUL	CONT. COMP. OPERATOR	Computer works.
81	GOUTAM SARKAR	ATTENDANT TO MIC	works in MIC office
82	DEBASISH ROUTH	ATTENDANT TO MIC	works in MIC office
83	SYED AWEISH ANJUM	SSP	Software support for e-Office.
84	ARIJIT MONDAL	DATA ENTRY OPERATOR	Computer works.
85	HAFIJUL MALLIK	DATA ENTRY OPERATOR	Computer works.
86	RAJ KUMAR MAITY	ASSISTANT FINANCIAL ADVISOR (RE-EMPLOED)	Office administration of F.A. Office, Housing Dept.
87	SRI BALAI KRISHNA MONDAL, WBA&AS	ASSISTANT FINANCIAL ADVISOR	Office administration of F.A. Office, Housing Dept.
88	BANANI CHAKRABORTY	UPPER DIVISION ASSISTANT	Works in Lady's Hotel.