

DISTRIBUTION OF WORK ✓

A. Special Secretary & Director – E.M. & M.

1. Director, EMM.
2. MPLADS.
3. BEUP.
4. 20-Point Programme – Nodal Officer.
5. NRDMS.
6. UNDP Project & S. S. P. H. D.

B. Special Officer & Ex-Officio Special Secretary (Plan)

1. State Planning Board.
2. State Plan.
3. District Planning Committee.
4. District Plan Fund.
5. National Development Council.

C. Special Secretary (Budget & Establishment)

1. Establishment matters.
2. Bureau of Applied Economics & Statistics.
3. Economic Census, Household Survey.
4. UUP, RIDF, Coochbehar Dev. Fund Committee.
5. Public Private Partnership.
6. Computerisation, NIC.
7. Audit & Budget.
8. Vigilance.
9. Framing / Amending of Acts & Rule.
10. Director, SLUB(additional charge).
11. Law & Court cases.
12. Eastern Zonal Council, Inter State Council matters.

D. Joint Secretary (Establishment)

1. Establishment matters of Main Br. Including E.M.&M Br., SLUB, SPB, NIC.
2. Matters related to different committees in which Principal Secretary is a member.
3. Vehicles.
4. Protocol.

E. Joint Secretary (Budget & Bureau)

1. Audit & Budget matters;
2. Law matters;
3. Public Private Partnership;
4. Bureau of Applied Economics & Statistics;
5. 20 Point Programme;
6. SLUB matters;
7. Computerisation, NIC, E-Governance;
8. Vigilance matters.
9. UUP.

F. Joint Secretary (Plan)

1. State Plan and related matters.
2. Inter State Council, Eastern Zonal Council, NDC.
3. District Planning Fund related matters.
4. Establishment of Planning Office in Districts & Blocks.

G. Deputy Secretary, W.B.C.S.

1. Inter State Council, Eastern Zonal Council.
2. Law & Court Cases.
3. Amendment of Act & Rules.
4. Cooch Behar Development Fund Committee.
5. RIDF.

H. Deputy Secretary ((Budget & Bureau)

1. Audit & Budget matters.
2. Bureau of Applied Economics & Statistics.

I. OSD. & Ex- Officio Deputy Secretary (Plan)

1. State Plan and related matters.
2. District Planning Committee matters.
3. District Plan Fund related matters.
4. Establishment of Planning Office in Districts & Blocks.
5. MPLAD.
6. BEUP.
7. UUP.

J. Assistant Secretary, W.B.C.S.(Exe.) – Vacant Post.

K. Assistant Secretary (Establishment).

1. Head of Office.
2. Establishment (General).
3. Establishment of E.M. & M. Branch, SPB and SLUB.

L. Assistant Secretary (Bureau & UUP).

1. Uttarbanga Unnayan Parshad.
2. Bureau of Applied Economics & Statistics (including Establishment).
3. Audit & Budget.
4. Law and Court case.

M. Assistant Secretary (Plan)

1. State Plan and related matters.
2. District Planning Committee.
3. District Plan Fund.
4. World Bank Proposal and DFID.
5. Economic census – cum – Household survey.
6. MPLADS and B.E.U.P.
7. Establishment of Planning Office in Districts & Blocks.

M. OSD (SPB –SLUB)

1. Proposals for clearance by State Planning Board (SPB).
2. Meetings of SPB, courtesy and facilities for the Members of SPB.
3. All computerization & E-Governance matters.
4. NRDMS.
5. Meetings of SLUB and related matters.
6. To assist ATI in NeGP and GRC matters.

N. OSD (EMM)

1. Matters related to EMM including Establishment, Audit, Budget.
2. Matters relating different Committees in which Principal Secretary is a member.
3. Law & Court cases.
4. Amendment of Acts & Rules.