



Govt. of West Bengal
Directorate of ICDS Schemes
Shaishali Complex, 1st & 2nd Floor,
DF – Block, Sector – I, Salt Lake City, Kolkata – 64
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No. 1536 /ICDM-Dte

Dated: 08/06/2023

ORDER

Superseding of all previous Orders, the enclosed job distribution regarding Work Flow Chart will take immediate effect until further orders.

Enclosure: --4(four) sheets

**Director of ICDS
West Bengal**

No. 1536/1/5/ICDM-Dte

Dated: 08/06/2023

Copy forwarded for information to

1. The Principal Secretary to the Govt. of West Bengal, Deptt of WCD & SW, Bikash Bhaban, Kolkata-700091.

2. All the Officers of the Directorate of ICDS, Shaishali Complex for necessary action.

3. _____ HA/HC/Typist (Supervisory Grade) /UDA/LDA-----for necessary action.

4. The PA to the Director ICDS.

5. Guard File.

**Director of ICDS
West Bengal**

Work Flow Design						
Sl. No.	Work Assigned / Proposed	UDA /LDA	NA / NC / DEPT (Supervisory Grade)	Name of AD	Name of DO	Name of JD
1	Service matters of FCWP	Premjit Mondal and Ankita Chowdhury	Chittaranjan Satpathi	Uma Basu (Sen)	Manishankar Mukherjee	Nihar Ranjan Samanta
	Service matters of ACDPO	Anish Das				
	Service matters of Contractual Staff	Sourav Acharya				
	Recruitment and transfer of AWWs/AWHs under Govt Quota	Tanumoy Purkait				
	State Nutrition Mission	Tanumoy Purkait				
	Prevention against Sexual Harrasment at workplace	Sutapa Das				
	All Die-in Harness cases of regular Staff	Arnab Kundu				
	Vigilance and DP Matters for all	Indranil Goswami				
	All HRMS related matters	Arnab Kundu and Alqama Ahmad				Debdas Biswas
	WBHS enrolment and approval	Prasenjit Chakraborty				
2	UC & SOE for all Schemes	Mridul Biswas and Alqama Ahmad	Reyaz Ahmad	Arumoy Roy	Amitabha Patra	Debdas Biswas
	Sub Allotment	Mridul Biswas and Alqama Ahmad				
	PFMS & Financial Management	Mridul Biswas and Alqama Ahmad				
	APIP & Budget	Mridul Biswas and Alqama Ahmad				
	Procurement through GEM	Alqama Ahmad				
	NGO Payment Monitoring	Mridul Biswas and Alqama Ahmad				
	Record keeping of Allotment Received and disbursed	Malay Halder and Prasanna Nandy				
	State Nutrition Mission (fund related matters)	Mridul Biswas				
	Purchase of equipment and furniture	Malay Halder				
	All kinds of rent	Malay Halder				
	Legacy data	Rizuanuzzaman				
	GMD	Soumen Bose				
	SNA related matters	Mridul Biswas and Alqama Ahmad				
	Vehicle related matters	Soumen Bose				

Work-Flow Design						
Sl. No.	Work Assigned / Proposed	UDA /LDA	HA / HC / TYPIST (Supervisory Grade)	Name of AD	Name of DD	Name of JD
3	Monitoring of ICDS including AWC Inspection	Prabhat Chhetri	Debmalya Shome	Sumit Chakraborty	Anupam Dutta	Debarati Sarkar
	MPR analysis & Beneficiary details	Prabhat Chhetri				
	ISAC	Prabhat Chhetri				
	Paray Samadhan	Prabhat Chhetri				
	CRECHE	Suman Das				
	Infra-structure of AWCs and Office of the CDPOs	Prabhat Chhetri				
	Sanction of New AWC	Prabhat Chhetri				
4	ECCE including PSE Kit	Suraj Dev	Md. Kajal Sheikh	Pijush Saha	Anupam Dutta	Debarati Sarkar
	All kinds of Training	Suraj Dev				
	Unicef Matters including SBCC	Suraj Dev				
	Weighment & Nutrtional Status (POSHAN & Offline)	Arnab Kundu				
	POSHAN Maah & Pakhwada	Arnab Kundu				
	Protocol Duty	Soumen Bose				
	Community Based Events	Suraj Dev				
	Administrative & Events Calendar	Premjit Mondal				
	IEC	Suraj Dev				
	PMU & Innovation	Premjit Mondal				
	Autism Spectrum Disorder	Premjit Mondal				
	5	NGO Run ICDS Projects				
Grievance Reddressal including CMRO		Shiladitya Banerjee				
Identity Card for all Officers and Staff		Chandrima Das				
Maintenance of the Office Building (HQ) including sweeping, drinking-water, electricity, potted plants, telephone etc.		Suman Das	Udayan Barua			
Miscellaneous files		Abhra Chakraborty				

Work-Flow Design						
Sl. No.	Work Assigned / Proposed	UDA /LDA	HA / HC / TYPIST (Supervisory Grade)	Name of AD	Name of DD	Name of JD
6	High Court cases of North Bengal Districts	Soumen Bose	Debmalya Shome	Pinaki Gupta	Anupam Dutta	Debarati Sarkar
	SAG & SAG-KP	Sainul Islam				
	NIPCCD & STRAP (MLTCs & AWTCS)	Sourav Acharya				
	RTE	Sainul Islam				
	WIFS	Abhra Chakraborty				
	Maintenance & Monitoring of Electronic & IT Peripherals	Abhik Ghosh				
	Purchase and maintenance (Stock-Register) of stationery articles	Malay Halder and Prasanna Nandy	Udayan Barua		Amitabha Patra	Debdas Biswas
	Dead Stock	Soumen Bose				
	Receipts & Issues	Abhra Chakraborty				
7	Assembly / Parliament Matters	Tanumoy Purkait	Raghunath Nath	Arindam Bhadury	Manishankar Mukherjee	Nihar Ranjan Samanta
	Human Rights Commission	Shiladitya Banerjee				Debdas Biswas
	RTI	Shiladitya Banerjee				
	Recruitment of Honorary Workers & RoA	Saikat Adhikary				
	Service Matters of Driver & Gr-D	Sutapa Das				
	Service Matters of Home Staff	Abhik Ghosh				
	All Software related matters including Data Package charges	Prabhat Chhetri			Anupam Dutta	Debarati Sarkar
	8	WBAT	Anish Das		Md. Kajal Seikh	Suhrid Das
SNP Food including WBECSC & FCI		Rizuanuzzaman				
Sangha-Mahasangha engagement		Sourav Acharya				
Convergence with other Departments		Sourav Acharya				
Service Matters of WBJSWS (including retired officers)		Indranil Goswami	Manishankar Mukherjee	Debdas Biswas		
Service Matters of Supervisors		Ankita Chowdhury				

Work-Flow Design						
Sl. No.	Work Assigned / Proposed	UDA /LDA	HA / HC / TYPIST (Supervisory Grade)	Name of AD	Name of DD	Name of JD
9	Court cases of Directorate Establishment	Saikat Adhikary	Chittaranjan Satpathi	Mithu Acharyya	Amitabha Patra	Debarati Sarkar
	Court cases of South Bengal Districts	Malay Halder				
	All Court Cases related to Supervisors	Soumen Bose				
10	Performance Audit	Abhik Ghosh	Raghunath Nath	Chandan Dey	Amitabha Patra	Debarati Sarkar
	Financial Audit	Saikat Adhikary and Abhik Ghosh				Debdas Biswas
	Claims under WBHS	Prasenjit Chakraborty				
	Service related to LDC and Typist cum Storekeeper	Sourav Acharya				
11	Insurance (AKBY, PMJJBY & PMSBY)	Chandrima Das	Md. Kajal Sheikh	Bhaskar Ghosh	Anupam Dutta	Debarati Sarkar
	Incentives and Terminal benefits	Argho Thomas Bar				
	Procurement of Medicine Kit, Adhar Kit and Sarees (Uniform)	Rizuanuzzaman				
	Upgradation of AWCs as Saksham Anganwadi	Argho Thomas Bar				
	POSHAN Tracker	Rizuanuzzaman				
	LPG related matters	Argho Thomas Bar				
	Swachh Bharat Abhiyan	Arhgo Thomas Bar				
12	Service related to all Officers & Staff of Directorate Establishment (HQ)	Sainul Islam	Chittaranjan Satpathi	Dhanapati Barman	Amitabha Patra	Debdas Biswas
	Service related to SA, HC and UDC	Tanumoy Purkait				
	SPMU	Tanumoy Purkait				
	Transfer of AWWs and AWHs except Govt. Quota	Chandrima Das				
13	DDO functioning & related issues	Nitu Saha and Prithak Sardar	Reyaz Ahmad	Anirban Mukherjee		Debdas Biswas

Director of I.C.D.S.
West Bengal