

**Government of West Bengal
Home Department
General Establishment Branch**

No. 64/Addl. Secy/DB

Dated, the 22nd October, 2013

ORDER

In supersession of all previous orders in respect of distribution of duties of the Home Department among the officers down to Joint Secretary, it is hereby ordered that the duties shall be distributed among the officers as stated against their names and the Branches as follows:-

Sl.No.	Name of the Officer	Works assigned
1.	Smt. Bandana Bandyopadhyay, IAS Secretary & Financial Advisor.	1. Preparation of Budget & Budget speech. 2. Audit & allied matters. 3. Schemes under State Plan & Non-Plan and Grant-in-Aid etc. 4. Reconciliation of Accounts with Pr.AG, W.B. 5. Fund Monitoring.
2.	Sri P. Nirajnayan, IPS. Secretary, Coordination.	1. Internal Security Branch. 2. Human Rights Branch. 3. Police Modernisation Branch. 4. Law Cell. 5. WPB & KP Cell of Police Establishment Branch. 6. Matters relating to e-Governance and Computerization in the Department. 7. Health Scheme of Directorates & Offices under the Home Department. 8. Border Management & Coastal Security Branch.
3.	Smt. Sarmistha Ghosh, IAS(Retd.) OSD & Secretary.	1. Vigilance matters (including Appeal matters) of Home Deptt. 2. General Establishment Branch. 3. Foreigners Branch. 4. Coordination Branch
4.	Sri D. Bhattacharya, IAS Additional Secretary. He will report to Secretary, Coordination, in matters related to Internal Security Branch only. Leave Substitute: Sri M.K.Kundu, Special Secretary.	1. Internal Security Branch: a) Management & Licensing of Private Security Agencies. b) Affairs managed by Secret Cell. i) UAP Act, 1967. ii) LWE matters related to Law & Order. iii) Premature release of life convicts. iv) Declaration of protected and Prohibited places. v) Transfer of cases to CBI & CID. vi) Narcotics Control, Human trafficking, FICN. vii) Deployment of Central & State Forces. viii) All Secret Reports from various Agencies. ix) Verification of Antecedents. c) Arms Licence. 2) Police Service Cell: a) Service related matters of Police officers of and above the rank of DSP(in WBP) and AC(in KP) b) Police Medals.

5.	<p>Sri M.K.Kundu, WBCS(Exe.) Special Secretary.</p> <p>He will report to Secretary, Coordination. He will also supervise the jobs allotted to Sri C.C.Guha, Joint Secretary.</p> <p>Leave Substitute: Sri D.Bhattacharya, Additional Secretary.</p>	<p>1. Police Establishment Branch covering both WBP and KP: a) Service matters of Police Officers up to the level of Inspector (excluding matters of ACRs of Inspectors). b) Police Training matters. c) Police Hospital & Police Housing Corporations. d) Appointments on compassionate ground. e) New Police Station, Police Districts/ Commissionerates covering land matters thereto.</p> <p>2. Human Rights Branch: a) NHRC/WBHRRC. b) National Women's Commission, WB Women's Commission, Backwards Class Commission. c) Minority Commission.</p>
6.	<p>Sri Gouranga Gopal Sarkar, IAS Joint Secretary.</p> <p>He will report to Smt. Sarmistha Ghosh, OSD & Secretary.</p> <p>Leave Substitute: Sri D.Guhathakurta, Joint Secretary.</p>	<p>1. Foreigners Branch: a) Citizenship matters. b) Matters relating to F.R.O.S & F.R.R.O – registration of foreigners. c) Repatriation/ Deportation of illegal entrants. d) Indo-Bangladesh Passport. e) SAARC-VISA matters. f) O.C.I. P.I.O, Nativity Certificate. g) Visa extension of Foreigners. h) Implementation of F.C.R.A, 2010. i) Attestation, Authentication of documents, Apostille for internal validity. j) Miscellaneous agency functions on behalf of Ministry of External Affairs, Ministry of Home Affairs, Ministry of Overseas Indian Affairs.</p> <p>2. Vigilance matters(including Appeal matters).</p>

