



Government of West Bengal  
Office of the Child Development Project Officer  
Dinhata-II ICDS Project  
Sahebganj, Coochbehar

Memo No. 262/ICDS/DTA-II

Dated: 25.06.2024

**ORDER**

In partial modification to this office order no. 196/ICDS/DTA-II dated: 10.04.2023 and **with effect from 01.07.2024** employees and staffs of this office establishment are hereby assigned the following assignments as mentioned against their names, in addition to their normal duties, for smooth functioning of this office and to ensure unhindered public service delivery.

Sl No.	Name	Assignments
1.	Udit Acharjee, LDC	WBHS related matters
		<b>IFMS bills:</b> Additional honorarium of AWWs and AWHs, Fuel Condiments bill of AWWs
		<b>PFMS bills:</b> Honorarium of AWWs and AWHs, Egg-veg bill of AWWs, Incentive bill of AWWs and AWHs
		Transfer of AWWs and AWHs in and out of project
		Maintenance of Bill register, Allotment registers and Cashbook
		Any other duties as assigned by the authority
2.	Dhritiman Das, DEO	<b>IFMS bills:</b> Pay bill, Any other bills except those already mentioned above
		<b>PFMS bills:</b> Data charges bill of AWWs, Any other bills except those already mentioned above
		Maintenance of Bill register, Allotment registers and Cashbook
		Monthly reports and any other reports as directed
		Matters related to Die-in-harness cases of AWWs and AWHs
		Matters related to Terminal Benefit of AWWs and AWHs
		Assisting Smt. Mamata Roy, Supervisor in SAG-KP related matters
		Any other duties as assigned by the authority

3.	<b>Anjan Mondal, UDC</b>	GPF, CAS Benefit, Arrear, Tax, Service Book and service related matters of employees and pensioners
		Stock Registers maintenance and discharge of duties in connection with foodstuff & other materials distribution (as per requisition submitted by supervisors or as directed)
		Any other duties as assigned by the authority
4.	<b>Madhumita Saha, Supervisor</b>	POSHAN related matters
		Any other duties as assigned by the authority
5.	<b>Sneha Zimba, Supervisor</b>	CPC related matters
		Any other duties as assigned by the authority
6.	<b>Rina Saha, Supervisor</b>	AWC level and Supervisor level requirement monitoring and submission
		Any other duties as assigned by the authority
7.	<b>Shila Basak Sadhya, Supervisor</b>	AWW and AWH insurance related matters
		Any other duties as assigned by the authority
8.	<b>Panna Dey, Supervisor and Laden Bhutia, Supervisor</b>	Organising & coordinating celebration of various events/functions.
		Any other duties as assigned by the authority
9.	<b>Mamata Roy, Supervisor</b>	Supervision of SAG-KP related matters
		Any other duties as assigned by the authority

  
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