

Order No. 213  
Dated, Malda, the 08.12.2023

In suppression a modification entire an orders assigning office staff member in various responsibilities, responsibility assigned is mentioned is section against the names of staff members.

| SECTION                        | INCHARGE WITH DESIGNATION & CONTACT NO.   | JOB ASSIGNED  | ASSOCIATE STAFF WITH DESIGNATION & CONTACT NO.       |
|--------------------------------|---|---|--|
| [1]                            | [2]   | [3]   | [4]  |
| Accounts, Establishment & P.F. | Mrinmoy Basak, Head Clerk cum Accountant – in-charge and Estate Manager, 9434510545 | Accounting , Payments, Employees Pension, Provident Fund, Budget, Leave and any other establishment & Accounts related matter | Alok Loho, Cashier (Retired) <b>Honorary Service</b> |
|                                |   |   | Manoj Kumar Mandal , Assistant Teacher               |
|                                |   |   | Animesh Kundu, Clerk                                 |
|                                |   |   | Ratan Kumar Saha, Clerk                              |
|                                |   |   | Chhoton Chowhan, Peon                                |
|                                |   |   | Nantu Saha, Peon                                     |
|                                |   |   | Md. Obaidullah, Mazdoor                              |
|                                |   |   | Chirantan Thakur, Pump Operator                      |
|                                |   |   | Deblina Das Saha, Assistant Teacher                  |
|                                |   |   | Moslema Khatun, Assistant Teacher                    |
| Audit & Finance                | Rupali Dubey, Accounts and Finance Coordinator, 9851927145                          | Annual Accounts, Balance Sheet & Audit & Finance  | Deblina Das Saha, Assistant Teacher                  |
| Assesment                      | Amitava Seth, Assistant Inspector, 9733046640                                       | Assesment & Mutation  | Sujukta Roy, Clerk-                                  |
|                                |   |   | Jaya Chakroborty, Jamadar                            |
|                                |   |   | Baby Dome, Mazdoor                                   |
|                                |   |   | Md. Mansur Sk, Mazdoor                               |
|                                |   |   | Arjun Paswan, Mazdoor                                |
|                                |   |   | Raju Harijan (Dom), Mazdoor                          |
|                                |   |   | Suwendu Dutta, Mazdoor                               |
|                                |   |   | Biman Mandal, Mazdoor                                |
| Chittaranjan Jha, Mazdoor      |   |   |  |
| Birth & Death                  | Shankha Shubhra Saha, Assistant Teacher, 9563076770                                 | All type of Birth & Death Certificate related matter.   | Sankar Das, Mazdoor                                  |
|                                |   |   | Avijit Das, Mazdoor                                  |
|                                |   |   | Hassen Ali, Mazdoor                                  |
|                                |   |   | Bikram Joardar, Mazdoor                              |
| Cash                           | Debasis Misra, Upper Division Clerk, 9434819664                                     | Cash Payment Received   | Gargi Barman (Roy), Assistant Teacher                |
|                                |   |   | Partha Pratim Goswami, Assistant Cashier             |
|                                |   |   | Mausumi Kundu, Mazdoor                               |
| Conservancy and Sanitation     | Subir Roy, Sanitary Inspector, 9933066022   | Supervision of Conservancy & Sanitary works   | Tapas Karmakar, Clerk                                |
|                                |   |   | Ainul Sk., Mazdoor                                   |
|                                |   |   | Faruk Abdullah Khan, Sanitary Assistant              |
|                                |   |   | Biman Kanti Mandal, Sanitary Assistant               |
|                                |   |   | Vijoy Harijan, Mazdoor                               |



Chairman  
English Bazar Municipality  
MALDA

|                             |   |  |                                  |
|-----------------------------|---|--|----------------------------------|
| Store (Electric)            | Koushik Roy, Assistant Teacher, 9851578542                  | Incharge of electric goods store.  | Sanjoy Barman, Mazdoor           |
| General                     | Naru Gopal Seth, Upper Division Clerk (retired), 9232626519 | Official letter receipt and dispatch, Meeting Resolution, Town Hall.                 | Sukumar Roy, Peon.               |
|                             |   |  | Kalachand Sardar, Peon           |
|                             |   |  | Jamiul Sk, Guard                 |
|                             |   |  | Md Meraz Hossain, Mazdoor        |
| HFA                         | Kamalesh Ganai, CLTC, 9679497811                            | Housing for all.   | Souvik Majumder, Mazdoor         |
| IT Cell                     | Sourav Das, IT Coordinator, 9800089887                      | CMRO, eMutation, eBuilding Plan, eTrade License and other IT sector related works    | Sutirtha Saha, Assistant Teacher |
| Law                         | Sekhar Bhattacharjee, Clerk, 9475814042                     | Legal Matters  | Monoj Kumar Das, Clerk           |
|                             |   |  | Beby Bewa, Mazdoor               |
| Water Tax                   | Sekhar Bhattacharjee, Clerk, 9475814042                     | Water tax collection.  | Sabnam Khatun, Mazdoor           |
| MAA Canteen                 | Md. Rafiqul Islam, Clerk, 9851908159                        | Operation of MAA canteen   | -                                |
| Market                      | Vivekananda Sarkar, Clerk (Retired), 9832535458             | Collection of rents from commercial markets, Parking fees, Mutation of Market shops. | Chintamoni Bannerjee, Mazdoor    |
|                             |   |  | Prasanta Bagchi, Mazdoor         |
|                             |   |  | Pintu Mondal, Mazdoor            |
|                             |   |  | Goutam Singha, Mazdoor           |
| Mid Day Meal                | Prasanta Ghosh, Clerk, 9434303379                           | Mid Day Meal   | Mariapi Besra, Clerk             |
| Pensions and Social Welfare | Md Anwar Shamim, Clerk, 9734168330                          | Pensions, Lakshmir Bhandar   | Jagannath Tudu, Mazdoor          |
|                             |   |  | Dipak Roy, Mazdoor               |
| UPHCS                       | Sudeshna Das, Doctor, 9733031812                            | Urban Primary Health Care Services   | -                                |
|                             | Md Anwar Shamim, Clerk, 9734168330                          |  |                                  |
| NULM                        | Sahin Saliur Zaman, Manager, NULM, 9434872975               | NULM   | Jharna Paul, Jamadar             |
|                             |   |  | Soma Basak Pramanik, Mazdoor     |
|                             |   |  | Pratima Das, APO                 |
|                             |   |  | Snigdha Singha, CO               |
|                             |   |  | Sumita Saha, CO                  |
| Engineering Cell            | Sibaji Sarkar, SAE, 9434186130 / 7908676098                 | Ward No-1 to 8 and 23 to 29  | Ranjit Roy, Pump Attendant       |
|                             | Utpal Das, SAE, 9434120207 / 8617006439                     | Ward No-9 to 22  | Rabu Sk, Road Mate               |
| Relief                      | Atanu Das, Mazdoor, 9382563919                              | Incharge of relief Store   | -                                |
| Street Light                | Goutam Roy, Pump Operator, 9733360370                       | Maintain of Street Lights  | Upen Roy, W.W. Mazdoor           |
|                             |   |  | Pradip Roy, W.W. Mazdoor         |
|                             |   |  | Sukumar Roy, Compost Assistant   |
|                             |   |  | Dilip Sardar, Peon               |
|                             |   |  | Biswajit Ghosh, Guard            |
|                             |   |  | Subhas Sardar, Mazdoor           |
|                             |   |  | Oyed Sk, Mazdoor                 |
|                             |   |  | Sekhar Kumar Ghosh, Mazdoor      |
| Property Tax                | Sankha Subhra Saha, Assistant Teacher, 9563076770           | Property Tax   | Sikha Ghosh, Jamazar             |
|                             |   |  | Mita Roy, Mazdoor                |
|                             |   |  | Duly Mardi, Assistant Teacher    |
|                             |   |  | Hasanujjaman, Mazdoor            |



Chairman  
English Bazar Municipality  
MALDA

|                      |  |   |  |
|----------------------|--|---|--|
| Trade License        | Debasis Misra, Upper Division Clerk, 9434819664  | Trade licence   | Subrata Mohanta<br>Ajoy Rishi, Mazdoor   |
| Vehicles             | Biswajit Mondal, Vehicle in charge, 9733030167   | Vehicles management   | Biswanath Chakraborty, Collecting Sarkar<br>Mukul Das, Jamadar<br>Sudip Barua, Mazdoor.  |
| Drinking Water       | Jibanjit Biswas, SAE, 9593559002   | Drinking water supply   | Md Sanaul Haque, Clerk<br>Alok Kumar Sharma, Clerk<br>Asit Kumar Nath, Pipe line Mistry<br>Parimal Kumar Das, Mazdoor<br>Subhadip Roy, P.O.<br>Tara Roy, Mazdoor |
| NUHM                 | Sahin Saliur Zaman, Nodal Officer, NUHM, 9434872975<br>Joydip Dey, Public Health Manager, 8436729599 | Health Services under ULB level   | -<br>-   |
| Matrisadan           | Subrata Roy, Mazdoor, 9851384543   | Health Services under ULB level   | Gaya Ghosh, Clerk<br>Indranil Roy Choudhury, Mazdoor   |
| UIDSSMT              | Arimdam Haldar, A.E. Contractual, 8759010423   | Water Project   | -  |
| IHSDP                | Soumendra Nath Das, Contractual SAE, 9434206589  | Infrastructure of dwelling unit & Civil work                                    | -  |
| Confidential         | Dilip Kumar Sarkar, Clerical Staff (Casual), 9232752527  | All typer of Certificate issue and other works as per instruction of authority. | Suman Karmakar, Mazdoor  |
| CA to Chairman       | Shyamal Kumar Ghosh, Head Clerk (Retired) Honorary Service 9434065761                                | Confidential works  | Rajkumar Roy, Mazdoor,<br>Surojit Das Gupta, Mazdoor   |
| SWM                  | Chinmoy Roy, L.I. (Retired), 9434206733  | Look after the SWM project  | Tapas Karmakar, Clerk  |
| PWD                  | Tulsi Das, Retired T.C   | Building Plan Receive & Issue   | -  |
| RTI, TRAFFIC, CENSUS | Chandan Dutta, Typist Clerk, 9932270686  | RTI, Census & Traffic   | -  |

All concerned are being informed accordingly.

  
Chairman,

Englishbazar Municipality, Malda.

OFFICE OF THE BOARD OF COUNCILLORS  
ENGLISHBAZAR MUNICIPALITY, MALDA.

Memo. No. 2818/P.O.4/23/24 (35) Date, 08/12/2023  
Copy forwarded for information and necessary action to:-

1. The Vice-Chairman, Englishbazar Municipality, Malda.
2. The Executive Officer, Englishbazar Municipality, Malda.
3. The Finance Officer, Englishbazar Municipality, Malda.
4. The Head Clerk & Accountant in-charge, Englishbazar Municipality, Malda.
5. The C.A. to Chairman, Englishbazar Municipality, Malda.
6. All Sectional Heads, Englishbazar Municipality, Malda.

  
Chairman  
English Bazar Municipality  
MALDA

Order No: .....289

Dated, Malda the .....05.02'....., 2026

In order to expedite the works of Water Tax Collection Section in a rational mode Sri Sutirtha Saha, Assistant Teacher will act as Water Tax Collector in-charge of this office in addition to his normal works in place of Sri Shekhar Bhattacharjee, Accountant & Water Tax Collector in-charge.

This order will take immediate effect and will supersede all the earlier orders in this regard.

  
Chairman  
Englishbazar Municipality, Malda

**OFFICE OF THE MUNICIPAL COUNCILLORS**  
**Englishbazar Municipality, Malda**

Memo No: .....5612 | 1.81 | 25.26 (5)....., Date: 05.02.2026

**Copy forwarded for information and necessary action to:**

1. The Executive Officer, Englishbazar Municipality
2. The Finance Officer, Englishbazar Municipality
3. Sri Shekhar Bhattacharjee, Accountant, Englishbazar Municipality
- ✓ 4. Sri Sutirtha Saha, Assistant Teacher, Englishbazar Municipality
5. The Dealing Clerk, Establishment Section, Englishbazar Municipality
6. Guard file, Englishbazar Municipality

  
Chairman  
Englishbazar Municipality, Malda