



কৃষকের বন্ধু

The West Bengal State Co-operative Marketing Federation Ltd.

Southend Conclave, 3rd Floor,
1582, Rajdanga Main Road, Kolkata 700107

Ref No: SCMF/ Pers/95

Date: 16/08/2021

OFFICE ORDER ON ROSTER DUTY

WHREAS the State Government issued certain restrictive measures *vide* No. 753/II-ISS/2M-22/2020 dated 28/06/2021, No. 753/III-ISS/2M-22/2020 dated 14/07/2021 and No. 753/IV-ISS/2M-22/2020 dated 29/07/2021 including closure/ modified attendance in office as a measure to contain the spread of COVID'19 pandemic, which were in effect upto the 15/08/2021.

AND

WHEREAS the Chief Secretary to the Government of West Bengal has *vide* Order No. 753/V-ISS/2M-22/2020 dated 13/08/2021 ordered that the "...restriction measures as notified under order No. 753/III-ISS/2M-22/2020 dated 14/07/2021 stand extended upto 31/08/2021..."

AND

WHEREAS it was ordered under order No. 753/III-ISS/2M-22/2020 dated 14/07/2021 that the Government offices other than those relating to the emergency and essential services "...will remain open as per normal working hours with 25% of strength."

NOW THEREFORE, it is ordered that

- 1) The Head Office of the West Bengal State Cooperative Marketing Federation Ltd. (BENFED) shall **remain open during the normal working hours with 25% strength** of the officers and staff present on all working days. Wearing of mask, maintenance of physical distancing and practice of general cleanliness must be followed.
- 2) The officers and staff of BENFED Head Office would attend office as per the duty roster appended below from the 16th August, 2021 to the 31st August, 2021.
- 3) The officers and staff of BENFED Head Office would Work from Home on all remaining working days (on which they would not attend office) as per direction of the Department Head concerned and would remain available for work on mobile phone, email and BENFED's online systems like Tally ERP and the other ERPs during the office hours.

Duty roster

Sl. No.	Employee Name	Designation	Days of attendance
1.	ABHIRUP BASAK	Marketing Executive	16/08/21, 18/08/21, 23/08/21, 25/08/21, 27/08/21
2.	AMIT PATTANAYAK	Accounts Assistant	16/08/21, 18/08/21, 25/08/21, 27/08/21, 31/08/21
3.	ANIRBAN CHAKRABORTY	Manager (Audit & Accounts)	16/08/21, 18/08/21, 23/08/21, 27/08/21,
4.	ASHIS MUKHOPADHYAY		



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5.	ATANU CHANDA	Assistant	16/08/21, 23/08/21, 27/08/21, 30/08/21
6.	BARUN DAS	CI & Assistant Manager (Marketing)	16/08/21, 18/08/21, 23/08/21, 25/08/21, 31/08/21
7.	BARUNDEB KUILA		
8.	BHOLANATH MONDAL	Manager (Marketing)	16/08/21, 19/08/21, 24/08/21, 26/08/21, 31/08/21
9.	BIJAN KR. PAL	Senior Assistant	16/08,18/08,23/08,25/08
10.	BISWAJIT GANGOPADHYAY	Deputy Manager	16/08/21, 23/08/21, 27/08/21,
11.	DEBABRATA BHATTACHARJEE	Group-D	16/08/21, 18/08/21, 24/08/21, 25/08/21
12.	DEBANGSHU BANERJEE	Chief Audit & Accounts Officer	19/08/21,26/08/21
13.	DEBARATI SEN (BASU)	Senior Assistant	17/08/21, 24/08/21, 26/08/21, 31/08/21
14.	DEBKUMAR ROY	Deputy Manager	17/08/21, 19/08/21, 23/08/21, 25/08/21, 27/08/21
15.	DEBOJYOTI PAL		
16.	DIPANKAR GUHAIT		
17.	ESHAN MONDAL	Deputy Manager (Accounts & Audit)	16/08/21,18/08/21, 23/08/21, 27/08/21
18.	GANGA PRASAD KHATI		
19.	GOUTAM SINGHA ROY	Group-D	
20.	JALADHAR DAS		
21.	KRISHNA GOPAL DUTTA	Deputy Manager (Accounts)	16/08/21, 23/08/21, 27/08/21,
22.	LAKSHMAN BANIK	General Manager (Admin.)	
23.	MANAB BANERJEE	Manager (Fertilizer & Inputs)	18/08/21, 25/08/21, 31/08/21
24.	MRINMOY BANERJEE		
25.	MRITYUNJOY PURAKAIT	Group-D	16/08/21,18/08/21, 25/08/21, 31/08/21
26.	NABA KR. MONDAL(II)	Group-D	16/08/21,18/08/21, 25/08/21, 31/08/21
27.	NARAYAN DAS		

Ph. 033-24414366 to 68, Fax-033-24414372, email-info@benfed.org

Website: www.benfed.org



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28.	PANKAJ KR. DAS	Deputy Manager (Accounts)	16/08/21,18/08/21, 23/08/21, 27/08/21,
29.	PANKAJ SAHA		
30.	PARTHA BHATTACHARJEE	Senior Assistant	16/08,18/08,25/08
31.	PRAKASH CHATTERJEE	Group-D	18/08/21, 25/08/21, 27/08/21,
32.	PRASANTA KR. DAS	Assistant	16/08,23/08,31/08,
33.	PROSUN KANTI SENGUPTA		
34.	RAJIB MUKHERJEE		
35.	RAMESH SINGH	Group-D	16/08/21, 23/08/21, 27/08/21
36.	RANITA SEN		
37.	SAIKAT DAS		
38.	SAMIK MUKHERJEE	Marketing Executive	19/08/21, 27/08/21, 31/08/21
39.	SAMIR KANTI SAHA	Assistant Manager	17/08/21, 19/08/21, 23/08/21, 26/08/21, 31/08/21
40.	SANJOY DAS	Group-D	16/08,23/08,
41.	SANJOY MULA		16/08, 18/08,25/08,27/08,
42.	SANTANU CHATTERJEE	Tally Consultant	19/08/21, 27/08/21, 31/08/21
43.	SASANKA DAS		
44.	SATADAL BHATTACHARYYA		
45.	SATYAJIT HAZRA		
46.	SHRI GANESH CHANDRA MUKHOPADHAYAY		
47.	SIBNATH CHAKRABORTY	Assistant	16/08/21,19/08/21, 27/08/21, 31/08/21
48.	SITANGSHU MANDAL	Group-D	16/08/21,19/08/21, 27/08/21, 31/08/21
49.	SUBHRAJ CHAKRABORTY		
50.	SUBHRAJIT CHATTERJEE		




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51.	SUDIP KUMAR MITRA		17/08,19/08,23/08,27/08
52.	SUMAN DAS		16/08/21, 23/08/21, 27/08/21,31/08/21
53.	SUMAN DAS GUPTA	Dy. Manager (Sect.)	16/08,18/08,23/08,25/08,27/08
54.	SUMAN ROY		16/08/21,18/08/21, 23/08/21, 27/08/21,
55.	SUMANTA GHOSH		
56.	SUMON DAS		
57.	SUSHANTA MITRA		
58.	SUSNAATA PAL		
59.	TAPAN KUMAR PAL	Group-D	16/08/21, 17/08/21, 24/08/21, 26/08/21
60.	TAPASI DASGUPTA	Senior Assistant	16/08/21, 19/08/21, 24/08/21,
61.	UJJWAL SAHA		

N.B.-For Engineering Cell, the concerned Project Engineers (Junior/Senior)as and when required by the Chief Engineer(Project) will attend Office accordingly.

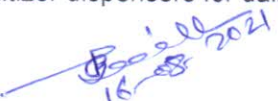

General Manager (Administration)

Memo No: SCMF/ Pers/95/1(7)

Date: 16/08/2021

Copy forwarded for information and necessary action to:

- 1) The General Manager (Business), BENFED
- 2) The Chief Engineer (Project), BENFED
- 3) The Chief Audit & Accounts Officer, BENFED
- 4) The Manager (Marketing), BENFED
- 5) The Manager (Fertilizer), BENFED
- 6) The Manager (Audit & Accounts), BENFED
- 7) The Deputy Manager (Secretariat), BENFED with request to arrange for periodical sanitization of the office premises and arrange for access to adequate liquid soap and sanitizer dispensers for daily use.
- 8) PA to the Managing Director, BENFED


General Manager (Administration)