

**Sri Kartik Chandra Das**

**Deputy Chief Personnel Officer/NG**

**He is looking after the following jobs:**

- **All Establishment matters of Non-Gazetted staff of these departments – Medical Deptt., General Administration (Law/Vigilance/MV Drivers)**
- **All matters regarding Pension/Settlement/NPS.**
- **Overall co-ordination of all Personnel Department related matter towards Grievance & disposal of representation from various sources – MP/MLA/VIP/CPGRAM/NIVARAN etc. including CA-III, MR, MOSR, EDPG, PMO, Misc., NHRC, CCPD, Nodal Officer for CPGRAMS.**
- **Parliament Questions matters**
- **All matters related to both recognized Union & Labour laws**
- **Dealing of references/memorandum of unrecognized Unions/Associations**
- **Organizing various observation days, Award functions, Institutes, Co-operatives, receipt & dispatch and Grievance cell. Identity card for existing and retired employees**
- **Facilitation Centre at HQ for redressal of grievances of HQ staff.**
- **Establishment work of Canteen staff, School staff & Welfare section**
- **Administrative control of two canteens of HQ (Tripti & Santusti).**
- **House Building advance (HBA) & audit para, etc.**
- **Establishment matters of non-gaz. Staff of Rajbhasha Department.**
- **Co-ordination with Accounts on pay bill related matters.**