

Greater Calcutta Gas Supply Corporation Ltd.
(A Govt. of West Bengal Enterprise)
Regd. Office. 14, Canal West Road, Kol-700 009
Office Order

No. 5290/Admn/35/GC/2025

Date: 01.09.2025

Sl.No (A)	Name of the officer(B)	Charge assigned (C)	Report to (D)
1.	Sri Subhasish Majumdar, Asst. Manager (Establishment) He will be the leave substitute of Sri Santanu Majumdar, Assistant Manager (Finance)	From 01-09-2025 Sri Subhasish Majumdar will be re-designated as Assistant Manager (Finance & Accounts). He will discharge the following jobs: (1) Net Banking of GCGSL for all online payment from Current Accounts of SBI Park Street Branch and Indian Bank, Gouri Bere Branch or any other Bank where GCGSCL may open Current Account in future; (2) EPFO related matters of employees of GCGSCL & five other PSU's employees including signing through DSC, EVC and physical signature as an authorised signatory of GCGSCL; (3) On line authorization of the GST challan and payment and return; (4) Internal Auditing; (5) Authentication of Cash Book; (6) All the jobs relating receipt of Fund from Govt. of West Bengal; (7) Any other job from time to time. He will hand over the Establishment Department charge to Sri Surajit Das, A.M.(EDP) immediately and also take relevant charge from Sri Anuj Sarkar.	General Manager /Managing Director via CAO/FM GCGSL.
2.	Sri Surajit Das, A.M.(Mech.)	From 01-09-2025 Sri Surajit Das, will discharge all the duties and responsibilities of Establishment Department and take relevant charge from Sri Subhasish Majumdar, Asst. Manager (Establishment) now Assistant Manager (Finance & Accounts).	General Manager /Managing Director via CAO/FM GCGSL

This order will be effective from 01-09-2025.

Sd/-

Managing Director
GCGSC Ltd.

No. 5290/Admn/35/GC/2025

Date: 01.09.2025

Copy forwarded for kind information to

- (1) The Finance Manager, GCGSC Ltd.
- (2) Sri Surajit Das, Asstt. Manager (Mechanical), GCGSC Ltd.
- (3) Sri Santanu Majumdar, Asstt. Manager (Finance), GCGSC Ltd.
- (4) Sri Subhasish Majumdar, Asstt. Manager (Establishment), GCGSC Ltd.


02/09/2025
Managing Director
GCGSC Ltd.