

'ANUBHAV' SHOWING OUTSTANDING WORK DONE DURING SERVICE

FORM FOR SUBMITTING DETAILS OF OUTSTANDING WORK DONE TO BE
UPLOAD ON LABOUR BUREAU'S WEBSITE

(MAY BE SUBMITTED BY A RETIRING EMPLOYEES SIX MONTHS BEFORE
SUPERANNUATION OR AFTER THE COMPETENT AUTHORITY HAS APPROVED
OR HIS RETIREMENT HAS BECOME EFFECTIVE, AS THE CASE MAY BE).



NAME OF
EMPLOYEE

1. Name: **MRINMOY KR. GHOSH**
2. Designation and name of Department : **INVESTIGATOR GR-II,
ASSISTANT DIRECTOR,
LABOUR BUREAU, KOLKATA.**
3. PAN No. **ADHPLG9247R**
4. Date of retirement: **31-05-2015**
5. Activity to be highlighted (Activity may relate to previous assignments as well. Inputs up to 5000 words including outcome, suggestions and names of team members. In case additional information is required to be attached, the same may be uploaded as a PDF document): **ANNEXED IN A SEPARATE SHEET.**
6. Documents, if any, to be attached : **— NIL —**
7. Activity / activities in (5) above is / are in the category :
 - (a) Good Governance
 - (b) Government process re-engineering
 - (c) Simplification of procedures
 - (d) Administration
 - (e) Accounts
 - (f) IT
 - (g) Research
 - (h) Others.
8. Whether willing to volunteer for social work post-retirement : **YES IN
KOLKATA**
9. Whether you agree to make your write-up public? **YES**

10. Whether you want to receive feed back through e-mail. In case of 'Yes', e-mail ID may be provided. *msrimoy 1955@gmail.com*

11. I declare that –

- a) The information is true & correct to the best of my knowledge.
- b) The information is not sensitive or compromising on national security.
- c) Govt. will not be responsible for misuse (if any) of this information.

12. Remarks, if any :

Msrimoy KR Ghosh

(Signature)

(MSRIMOY KR. GHOSH)
INW Cr. II

Mobile number:

9432327173

Remarks of the Head of Office:

Swagata
(SWAGATA MITRA)

(Signature and stamp of Head of Office)

HEAD OF OFFICE

**Labour Bureau, Regional Office
KOLKATA**

Administrative Head/designated Authority

Copy to The E.D.P.Manager, Labour Bureau, Chandigarh for uploading the same in Labour Bureau's Website.

ANNEXURE

“ANUBHAV”

SHOWING OUTSTANDING WORK DONE DURING SERVICE TENURE
FROM :- 18.01.1980 TO 31.05.2015

INTRODUCTION:-

I, MRINMOY KUMAR GHOSH, joined as computer in Labour Bureau, Regional Office, Kolkata way back in 18.01.1980 (A.N.), under the then Director, Shri A. S. Bharadwaj Sir, where Shimla was my Head Quarter, which till exists. After completing 35 years and 4 months of my Service, I am going to retire on 31.05.2015 (A.N.).

I have been instructed to highlight my activities during my Service tenure which is as under:-

PERFOMANCE – I

As computer, I performed usually posting work, correspondence work as and when assigned by my Seniors. I have also done typing of various drafts including Audit Report. I have also performed the duty of a Cashier for about 3 years (from 1982 to 1985) including Administrative work(like; Maintenance of Service Books of staff of Regional Office, Labour Bureau, Kolkata) under the able supervision of Assistant Directors/Head of Offices.

PERFOMANCE – II

I was promoted to the post of Investigator Grade-II in the year November 2000, the work performed by me was usual posting work, correspondence work, touring of some Centres in the Easter Region, which is our jurisdiction, for Price Auditing and Canvassing of Repeat House Rent Survey schedules including usual Administrative work. I have also attended the Audit Party during this period. I have also dealt with the work of Honorarium Bills and Payments in respect of Price Supervisors/Collectors of Eastern Region Centres. I have also maintained Purchase Committee files. In addition to my normal duties, I have Canvassed the Quick Employment Survey work in Ranchi, Singhbhum, Kolkata, Howrah and beyond our jurisdiction centre like, Kanchipuram in Chennai. I have also performed the duty of payment related works under Employment/Unemployment Survey work in respect of Eastern Region Centres.

CONCLUSION :-

All the above mentioned work performed under the able guidance of Assistant Directors/Head of Offices and completed within the stipulated time.

Mrinmoy K. Ghosh

(Signature)

(MRINMOY KUMAR GHOSH)