CHANDERNAGORE MUNICIPAL CORPORATION

CMC

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Memo No.:-1A/Order/2026/34

Date: 06-11-2026

ORDER

Subject: Nomination of Nodal Officers and assignment of specific duties and responsibilities for ensuring essential civic services during celebration of Jagadhatri Puja-2026 to different Departments of the Corporation in connection with the ensuing Jagadhatri Puja-2026.

In view of the ensuing **Jagadhatri Puja-2026**, for ensuring smooth civic administration, public convenience, sanitation, safety and uninterrupted essential services within the jurisdiction of Chandernagore Municipal Corporation, following departments are hereby assigned specific duties and responsibilities through their respective nominated **Nodal Officers.**

The concerned departmental Heads shall nominate responsible officers/staff as **Nodal Officers** and ensure proper coordination, supervision and execution of the works assigned to them during the entire Puja period, including immersion days.

The department-wise duties and responsibilities are detailed below:

1. WATER SUPPLY DEPARTMENT

- Nodal Officer: **A.E. (Mech.), CMC.**

The Nodal Officer of the Water Supply Department shall be responsible for:

a) Ensuring adequate and uninterrupted water supply at water kiosks within Chandernagore Municipal Corporation.
b) Making necessary arrangements for temporary water supply connections, wherever required.
c) Deployment of water tankers at important locations to meet any emergency requirement.
d) Ensuring immediate repair of leakage and attending to complaints regarding disruption of water supply.
e) Keeping adequate manpower and technical personnel ready to meet any emergency situation during the Puja period.

2. CONSERVANCY DEPARTMENT

- Nodal Officer: **Sanitary Inspector (S.I.), CMC.**

The Nodal Officer of the Conservancy Department shall be responsible for:

(a) Ensuring regular sweeping and cleaning of all roads, streets, lanes and by-lanes, particularly in and around Puja pandals.
(b) Deployment of adequate conservancy workers in important Puja areas and crowded locations.
(c) Regular collection, transportation and disposal of garbage and solid waste.
(d) Placement of adequate dustbins at strategic locations for collection of waste.
(e) Making special cleaning arrangements during the Puja days and immediately after immersion.
(f) Ensuring removal of accumulated waste, flowers, decorations and other refuse from immersion-related areas.
(g) Maintaining proper cleanliness and hygienic conditions throughout the Corporation area.

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3. STREET LIGHT DEPARTMENT

- Nodal Officer: **SAE (Electrical), CMC.**

The Nodal Officer of the Street Light Department shall be responsible for:

a) Ensuring proper functioning of all existing street lights in and around Puja pandals, approach roads and important public places.
b) Immediate repair and replacement of defective street lights, lamps, cables and related electrical fittings.
c) Making temporary illumination arrangements at dark and vulnerable locations, wherever necessary.
d) Ensuring adequate lighting arrangements on roads and pathways used by visitors and during immersion processions.
e) Maintaining emergency repair teams with necessary equipment and materials throughout the Puja period.
f) Attending to complaints regarding street lighting on a priority basis.
g) Electric arrangement at Temporary toilets.

4. P.W.D. DEPARTMENT

- Nodal Officer: **A.E.(Civil), CMC.**

The Nodal Officer of the P.W.D. Department shall be responsible for:

a) Inspection and repair of damaged roads, potholes and road surfaces in and around Puja pandals.
b) Ensuring proper maintenance of roads, footpaths and other public infrastructure for the convenience of visitors.
c) Removal of construction materials, debris and other obstructions from public roads and pathways.
d) Inspection and maintenance of Corporation-owned buildings, structures, drains, manholes and other infrastructure under the jurisdiction of the department.
e) Making necessary temporary repairs and restoration of damaged road surfaces, wherever required.
f) Ensuring proper barricading and safety arrangements at locations where repair or maintenance work is undertaken.
g) Taking immediate action in case of any damage to roads or public infrastructure during the Puja and immersion period.
h) Keeping liaison with PWD Department regarding construction of **Seva Shivir / Seva Kendra.**

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5. MARKET DEPARTMENT

- Nodal Officer: **Sri Manab Chowdhary, Market In-charge.**

The Nodal Officer of the Market Department shall be responsible for:

a) Ensuring proper cleanliness and sanitation in all Corporation-managed markets.
b) Coordinating with market committees, traders and shopkeepers to maintain cleanliness and discipline in market premises.
c) Ensuring regular removal of garbage, waste materials and other refuse from market areas.
d) Ensuring that market approaches, passages and common areas remain free from unauthorized encroachment and obstruction.
e) Maintaining proper drainage and preventing waterlogging in market premises.
f) Ensuring that fire exits, emergency passages and access roads remain unobstructed.

6. FERRY SERVICES DEPARTMENT

- Nodal Officer: Mr. **Asgar Box, In- Charge Ferry Services.**

The Nodal Officer of the Ferry Services Department shall be responsible for:

a) Ensuring safe, smooth and uninterrupted ferry services during the Puja period, subject to weather and river conditions.
b) Ensuring that all ferry ghats, jetties and landing stages under the Corporation are properly maintained and kept clean.
c) Ensuring availability of adequate lighting arrangements at ferry ghats and adjoining areas.
d) Ensuring availability and proper use of life-saving equipment, life jackets, and other necessary safety arrangements.
e) Ensuring that ferry operators, boat staff and other concerned personnel comply with prescribed passenger safety norms and authorized carrying capacity.
f) Maintaining proper crowd management arrangements at ferry ghats in coordination with the Police Administration and other concerned authorities.
g) Ensuring that boarding and disembarking areas remain free from obstruction and are safe for passengers.
h) Keeping necessary staff and emergency arrangements ready to deal with any untoward incident during the Puja and immersion period.
i) Maintaining close coordination with the concerned authorities regarding suspension or regulation of ferry services in case of adverse weather, unsafe river conditions or any other emergency.

7. TENDER & PURCHASE CELL

- Nodal Officer: **System Analyst- 2, CMC.**

The Nodal Officer of the Tender & Purchase Department shall be responsible for:

a) Ensuring timely procurement of essential materials and items required for the smooth celebration of **Jagadhatri Puja – 2026.**

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b) Processing emergency purchase requirements of different departments as per the prevailing financial rules and procedures.
c) Ensuring timely completion of tender-related formalities wherever necessary.
d) Taking necessary steps for urgent procurement during the Puja and immersion period, wherever required, in accordance with applicable rules.

8. HEALTH DEPARTMENT

- Nodal Officer: **Health Officer, CMC.**

The Nodal Officer of the Health Department shall be responsible for:

a) Ensuring availability of adequate medical facilities and first-aid arrangements during the Puja and immersion period.
b) Ensuring deployment of medical staff and health workers at important locations, wherever necessary.

9. Management of Seva Kendra and Seva Shivir.

There will be one **Seva Shivir** at Taldanga More under **Ward no-03, Borough- 1 and 4 nos. Seva Kendra** at Ranighat under **Borough-2,** Moran Road (in front of Bimal Ghsoh Builder's Shop) under **Borough-4,** Chandannagar Railway Station under **Borough-5,** and Tarun Sangha, Nabagram under **Borough-5.**

*Concerned **Borough SAEs** shall be in- charge of respective **Seva Shivir & Seva Kendra.***

GENERAL INSTRUCTIONS TO ALL NODAL OFFICERS

All Nodal Officers shall:

a) Remain responsible for the overall supervision and monitoring of their respective departmental activities during the Puja period.
b) Conduct regular field visits and inspections to ensure proper implementation of the assigned duties.
c) Maintain close coordination with other departments, Puja Committees, Police Administration and other concerned authorities.
d) Ensure availability of adequate manpower, vehicles, machinery, tools and other necessary resources.
e) Remain available and accessible throughout the Puja period, including the immersion days.
f) Attend to all complaints and emergency situations immediately and take necessary remedial measures.
g) Maintain a daily record of inspections, complaints received and action taken.
h) Submit a consolidated compliance report to the undersigned after completion of the Puja and immersion activities.
i) Keep respective Departments operational, so that no work is hampered due to **Kali Puja Holidays.**

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Copy forwarded for information and necessary action to:

1. The Administrator, CMC.
2. The Secretary, CMC.
3. The Health Officer, CMC.
4. The A.E., (Mech.) CMC.
5. The S.I., CMC.
6. The SAE (Electrical).
7. The A.E., (Civil), CMC.
8. The SAE., Borough no.- 1, 2, 3, 4, 5,
9. The System Analyst- 2, CMC.
10. Sri Manab Chowdhary, Market In-charge.
11. Mr. Asgar Box, In- Charge Ferry Services.
12. Commissioner Cell.
13. Water Works Dept.
14. Conservancy Dept.
15. Street Light Dept.
16. P.W.D. (Tender/ Outdoor/ Indoor).
17. Market Dept.
18. R. File.

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