

MANUALS UNDER R.T.I. ACT,2005

1. Particulars of the organization .

1	Our Objective	Rural Development through Panchayat Raj.
2	Brief History & Background	This office started functioning as District Level Co-ordination, monitoring and Supervisory office of the P&RD Deptt., Govt. of West Bengal and functions under Supervision of District Magistrate, Birbhum through ADM&AEO(ZP), Birbhum.
3	Organizational Structure	District Magistrate, Birbhum ↓ ADM & AEO(ZP), Birbhum ↓ DP&RDO, Birbhum.
4	Activities of the Department	

2. Powers and Duties of Officers and Employees .

Designation of Post	Power	Duties and Responsibilities
DP&RDO, Birbhum		1) To Act as District Level Monitoring and Supervisory Office for effective functioning of Panchayat Raj Institution as per Act/Rules, Orders/Guidelines of the P&RD Deptt., West Bengal.
		2) Convener of the District Level Selection Committee for Recruitment of PRI Employee.
		3) To Assist the Executive Officer for Appointment, Training, Confirmation of service, Gradation and Promotion of PRI Employees.
		4) To Assist the District Magistrate for Appointment, Confirmation of service, Gradation and Promotion of Group-C & D Employees of RD, RWP & Panchayat set-up under P & RD Dept.
		5) Allotment of fund for NSAP, PROFLAL, AABY. and monitoring of the programmes.
		6) Monitoring of ISGP Panchayats.
		7) To Assist the DPEO & D.M. for conduction Panchayat election & formation of Panchayat Bodies thereafter.
		8) Salary & Establishment of DP&RDO office employees.
		9) Allotment of Salary/honorarium/TA, DA for Elected representative of PRI, Employees of PRI, RD, RWP & Panchayat set-up at Sub-Divisional/Block Level.
		10) Any other as entrusted by the District Magistrate, Birbhum & Executive Officer, Birbhum Zilla Parishad.

3. Procedures followed in the Decision Making Process including channels of supervision and accountability.

1	Administration	DM,Birbhum & EO,BZP ↑ ADM & AEO(ZP) ↑ DP&RDO,Birbhum
2	Technical	NIL

4. Norms set by the Department for discharging of its functions.

As per Notification/Order/Guidelines of Panchayat & Rural Development Department, Government of West Bengal, under Supervision of the DM&EO through ADM & AEO(ZP).	

5. Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions.

1	Panchayat Election Rules, 2006
	Panchayat Election Constitution Rules, 1975
2	Panchayat Samiti Accounts Rules, 2003
	Panchayat Samiti Administration Rules, 2008
3	Gram Panchayat Accounts Rules, 2007
	Gram Panchayat Administration Rules, 2004
4	Panchayat Samity Employees Recruitment Rules, 2007
	Gram Panchayat Employee Recruitment Rules, 2007
5	West Bengal Services(Appointment, Promotion & Conformation Rules, 1974.
6	West Bengal Determination of Seniority Rules, 1981
7	W.B.S.R. Part- I & II
8	West Bengal Finance Rules, 1979
9	West Bengal Treasury Rules, 2005
10	R.T.I Rules, 2006
11	Compendium P & RD Dept.

6. Statement of categories of documents held by it or under its control.

All Document related to the Duties & Responsibilities of this office
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7. Particulars of any arrangement that exists for consideration with or presentation by the members of public in relation to the formulation of its policy on implement thereof.

N.A.

8. Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the

purpose of its advice and as to whether meeting to other Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

N.A.

9. Directory of Officials & Employees.

Sl. No.	Name of Post	Office Name	Office Address	Contact No.
1	DP&RDO,Birbhum	Anupama Purkayastha	Suri,Birbhum	03462-255347
2	DY.DP&RDO	Rathin Chandra Dey	Suri,Birbhum	03462-255347
3	P.D.O.(HQ)	Goutam Kr. Dutta	Suri,Birbhum	03462-255347
4	PA&AO(HQ)	Dilip Kr. Saha	Suri,Birbhum	03462-255347
5	CCT(Gr.I)(RWP)	Salil Kr. Bandhopadhyay	Suri,Birbhum	03462-255347
6	Grade-I Typist	Mono Mohan Das	Suri,Birbhum	03462-255347
7	Panchayat Driver	Adhir Kr. Mahara	Suri,Birbhum	03462-255347
8	Panchayat Clerk	Sandip Kr. Pal	Suri,Birbhum	03462-255347
9	L.D.C.(RWP)	Ramkrishna Mondal	Suri,Birbhum	03462-255347
10	Panchayat Peon	Dilip Kr. Ghosh	Suri,Birbhum	03462-255347

10.The monthly Remuneration received of its Officers and Employees.

Sl.No.	Name of Employee	Designation	Pay band No. with Pay bank Scale of Pay (as per ROPA,09)
1	Anupama Purkayastha	DP&RDO,Birbhum	PB-4A(15600-42000)
2	Rathin Chandra Dey	DY.DP&RDO	PB-4(9000-40500)
3	Goutam Kr. Dutta	P.D.O.(HQ)	PB-3(7100-37600)
4	Dilip Kr. Saha	PA&AO(HQ)	PB-3(7100-37600)
5	Salil Kr. Bandhopadhyay	CCT(Gr.I)(RWP)	PB-3(7100-37600)
6	Mono Mohan Das	Grade-I Typist	PB-3(7100-37600)
7	Adhir Kr. Mahara	Panchayat Driver	PB-2(5400-25200)
8	Sandip Kr. Pal	Panchayat Clerk	PB-2(5400-25200)
9	Ramkrishna Mondal	L.D.C.(RWP)	PB-2(5400-25200)
10	Dilip Kr. Ghosh	Panchayat Peon	PB-2(5400-25200)

10. Details in respect of information available to or held by it reduced in an electronic form. –

NIL

11. The Particulars of facilities available to citizens for obtaining information including working hours of a library or reading room if maintained for public use.

Any available information could be made available to public during office working hours

12. The name of the Appellate Authority, SPIO & ASPIO under RTI Act,2005.

Sl.No.	Name & Designation of Appellate Authority, SPIO & ASPIO	Jurisdiction	Office Address	Contact No.
1	1 st Appellate Authority – Anupama Purkayastha DP&RDO,Birbhum	DP&RDO Office	Suri,Birbhum	03462-255347
2	S.P.I.O- Rathin Ch. Dey Dy DP&RDO,Birbhum	DP&RDO Office	Suri,Birbhum	03462-255347
3	A.S.P.I.O – Goutam Kr. Dutta P.D.O.(HQ), Birbhum	DP&RDO Office	Suri,Birbhum	03462-255347

13. Such other information as may be prescribed.

NIL

**District Panchayat
and Rural Development Officer
Birbhum**