

MANUALS UNDER RTI ACT 2005

1. Particulars of the organization

1	Our Objective	This section deals with all the general establishment matters of officers & staff of the collectorate. The sectional objectives include timely preparation of annual increment order, career advancement order & promotion orders, timely processing of pension papers, timely preparation of acquittance roll, appointment & transfer of staff etc.
2	Brief History & Background	The establishment Section Started to function as the core section of Collectorate, dealing with all the service related matters concerning all the employees, starting from appointment/posting & transfer matter to maintenance of service book of the employees. This section functions under supervision of the District Magistrate through the Additional District Magistrate (Gen)
3	Organizational Structure	<p>District Magistrate & Collector is the head of the office & he is the overall in charge. The Additional District Magistrate (Gen) is the ADM in charge of the establishment section. The Senior Deputy Collector acts as the officer in charge of establishment section. The establishment section consists of HC(SL), UDCs, LDCs & Gr-D staff.</p> <div style="text-align: center;"> <p>District Magistrate & Collector</p> <p>↓</p> <p>Additional District Magistrate (Gen)</p> <p>↓</p> <p>Senior Deputy Collector, Birbhum</p> <p>↓</p> <p>Staff of Establishment Section</p> </div>
4	Activities of the Department	<ul style="list-style-type: none"> • Appointment/Posting/Transfer in respect of sanctioned strength of UDCs and LDCs under the Collectorate. • Promotion cases • Updating of Gradation list • Issuing of Retirement Notices • Processing of Pension Cases & retirement benefits. • Service Book matters of Officers and Staff • Fixation of Pay of the staff and officers • G.I.S.S. 1983 and 1987 related matters • G.P.F. matters of officers and staff • Budget and Net Grant • H.B. Advance / Motor Cycle Advance / Scooter Advance / Computer Advance etc.

		<ul style="list-style-type: none"> • Leave encashment and Gratuity Cases of Officers and Staff • Service matters of I.A.S. and W.B.C.S. Officers • Court cases in S.A.T. and Kolkata High Court in respect of Service matters • Pay Bill matters of all the Staff of the Collectorate
--	--	---

2. Powers & Duties of Officers & Employees

Designation of Post	Power	Duties & Responsibilities
Senior Deputy Collector (Officer-in-Charge, Establishment Section)	Monitoring & supervision	Effective functioning of all related works of Establishment section
Staff of Establishment Section	File work	To deal with respective files & custodian of files

3. Procedures followed in the decision making process including channels of supervision and accountability

1	Administrative	The ultimate decision making authority in any matter relating to establishment is the District Magistrate & Collector whose approval is required in all important matters. The files are processed by the concerned Dealing Assistant & placed to the Senior Deputy Collector (who acts as officer in charge of Establishment Section) who in turn sends it to the District Magistrate & Collector through the Additional District Magistrate (Gen) for approval.
2	Technical	Not Applicable

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

Particulars
For the discharge of its functions, the establishment section follows the norms and procedures of the State Government as are contained in the Service Rules, Financial Rules, Codes and Manuals of the Government applicable to all offices, Departments and Directorates under it. This section function according to the guidelines, circulars, notifications issued by the Government from time to time.

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

Particulars
As regards rules, regulations, instructions, manuals and records, the existing legislations,

executive instructions and orders applicable to all regular Government establishments are similarly and equally applicable to the establishment section for discharge of its functions and duties. The records mainly include files relating to establishment matters and books, Govt Orders on establishment matters.

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

Particulars
The documents held by the Establishment Section include files relating to general establishment matters, pay and allowances and other service matters concerning all officers and staff of collectorate.

7. Particulars of any arrangement that exists for consideration with or presentation by the members of public in relation to formulation of its policy or implementation thereof

Particulars
Not applicable.

8. A 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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Particulars
Not applicable. At present there is no special arrangement for consultation with the public.

9. Directory of its officers and employees

Sl No	Name of Post	Office Name	Office Address	Contact No
01	Ranjan Chakraborty WBCS(Exe), Senior Deputy Collector	Office of the District Magistrate & Collector (Establishment Section)	Prasashan Bhavan (Birbhum Collectorate), Suri, Birbhum	03462-255554
02	Sri Nikhil Mukherjee, HC(SL)			03462-255554
03	Sri Arabinda Saha, UDC			03462-255554
04	Sri Manasa Prasad das, UDC			03462-255554
05	Sri Asis Kr Chitrakar, UDC			03462-255554
06	Sri Arup Kr Paitandi, UDC			03462-255554
07	Md Rahul Amin, UDC			03462-255554
08	Jansur Ali, UDC			03462-255554
09	Sri Surendranath Das,			03462-255554

	UDC			
10	Sri Dayamoy Mondal, UDC			03462-255554
11	Akbar Hossain, LDC			03462-255554
12	Abhijit Sengupta, UDC			03462-255554
13	Subhra Prakash Roy, LDC			03462-255554
14	Gopi Mohan Sen, Gr-D			03462-255554

10. Monthly remuneration received by its Officers & Employees

Sl No	Name of the Employee	Designation	Pay Band No with Pay Scale of Pay as per ROPA 09
01	Ranjan Chakraborty WBCS(Exe),	Senior Deputy Collector	P.B. 4A (Rs.15600-42000/)
02	Sri Nikhil Mukherjee	HC(SL)	P.B.3
03	Sri Arabinda Saha	UDC	P.B.3
04	Sri Manasa Prasad Das	UDC	P.B.3
05	Sri Asis Kr Chitrakar	UDC	P.B.3
06	Sri Arup Kr Paitandi	UDC	P.B.3
07	Md Rahul Amin	UDC	P.B.3
08	Jansur Ali	UDC	P.B.3
09	Sri Surendranath Das	UDC	P.B.3
10	Sri Dayamoy Mondal	UDC	P.B.3
11	Akbar Hossain	LDC	P.B.2
12	Abhijit Sengupta	LDC	P.B.2
13	Subhra Prakash Roy	LDC	P.B.2
14	Gopi Mohan Sen	Gr-D	P.B.1

11. Details in respect of the information, available to or held by it, reduced in an electronic form

Particulars
Not applicable

12. The particulars of facilities available to citizens for obtaining information, including the working hours of a library and reading room, if maintained for public

Particulars
Information is available to anyone concerned during office hours.

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

Sl No	Name & Designation Appellate Authority, SPIO & ASPIO	Jurisdiction	Office Address	Contact No
1	Appellate Authority – Sri Debiprasad Karanam, IAS, Additional District Magistrate (Gen), Birbhum	Birbhum District	Birbhum Collectorate (Prasashan Bhavan), Suri, Birbhum	03462-255272
2	SPIO – Ranjan Chakraborty, WBCS(Exe) Officer-in-Charge – Establishment Section & Senior Deputy Collector, Birbhum Collectorate	Birbhum District	Birbhum Collectorate (Prasashan Bhavan), Suri, Birbhum	03462-255554

14. Such other information as may be prescribed

Particulars
Not applicable