

MANUALS UNDER R.T.I. ACT,2005



1. Particulars of the organization

1	Our Objective	Discharge of Duties regarding different Public Related Works like Health matter, Educational matter, All type of Exam related work (like Madhyamik, HS, PSC, SSC, Police Constable, Army Recruitment etc), Freedom Fighter & Political Sufferer matter, Domicile Certificate & Civil Defence related matters, Observation of National/State Day etc.
2	Brief History & Background	This Section functions under supervision of District Magistrate, Birbhum through ADM(G), Birbhum; ADM(D), Birbhum & Section Officer-In- Charge.
3	Organizational Structure	District Magistrate, Birbhum ↑ Additional District Magistrate, Birbhum ↑ Officer-In-Charge, JG Section ↑ Dealing Assistant, JG Section
4	Activities of the Department	Dealings of different files related to Health, Different files related to Education, welfare to Ex- Service Personnel, Freedom Fighter, Political Sufferer, Army, Domicile Certificate, Police Recruitment, Army Rally, Civil Defence, NCC, NVF, Republic Day, Independence Day, Flag Day, Observation of National/State Day etc.

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
1. Officer-In-Charge, JG Section		To act as monitoring and supervisory officer for effective functioning of all related works of this section.
2. Dealing Assistant		To deals with respective files.

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

1	Administration	District Magistrate, Birbhum  Additional District Magistrate, Birbhum  Officer-In-Charge, JG Section
2	Technical	N.A.

4 Norms set by the Department for discharging of its functions

After receiving petitions and other public related matters necessary entry is made to the proper register and to submit the same to the A.D.M in-Charge of this District through Officer-in-Charge JG Section for approval and discharge of services are made there after following Govt. Rules & Regulations.

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

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

All Documents related to the Duties & Responsibilities of this Section.

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	Officer Name	Office Address	Contact No
1.	Deputy Magistrate & Deputy Collector, Birbhum	Paramita Mandal	JG Section, Birbhum Collectorate, Suri, Birbhum	-
2.	HC(SL), JG Section	Gadadhar Roy	JG Section, Birbhum Collectorate, Suri, Birbhum	-
3.	UDC, JG Section	Chhanda Ganguly	JG Section, Birbhum Collectorate, Suri, Birbhum	-
4.	UDC, JG Section	Minakshi Ghoshal	JG Section, Birbhum Collectorate, Suri, Birbhum	-
5.	UDC, JG Section	Chandrima Chatterjee	JG Section, Birbhum Collectorate, Suri, Birbhum	-
6.	LDC, JG Section	Somsubhra Chatterjee	JG Section, Birbhum Collectorate, Suri, Birbhum	-
7.	Group-D Staff, JG Section	Utpal Roy	JG Section, Birbhum Collectorate, Suri, Birbhum	-
8.	Group-D Staff, JG Section	Dayamay Haldar	JG Section, Birbhum Collectorate, Suri, Birbhum	-

10. The monthly Remuneration received of its Officers and Employees

Sl. No	Name of Employee	Designation	Pay band No. with Pay Band Scale of Pay (ROPA -09)
1.	Paramita Mandal	Deputy Magistrate & Deputy Collector, Birbhum	PB- 4 (15600-42000), GP- 4800
2.	Gadadhar Roy	HC(SL)	PB- 3 (7100-37600), GP- 3900
3.	Chhanda Ganguly	UDC	PB- 3 (7100-37600), GP- 3600
4.	Minakshi Ghoshal	UDC	PB- 3 (7100-37600), GP- 3600
5.	Chandrima Chatterjee	UDC	PB- 3 (7100-37600), GP- 3600
6.	Somsubhra Chatterjee	LDC	PB- 2 (5400-25200), GP- 2600
7.	Utpal Roy	Group-D Staff	PB- 1 (4900-18200), GP- 2100
8.	Dayamay Haldar	Group-D Staff	PB- 1 (4900-18200), GP- 2100

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

N.A.

12 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 using office space as there is no library or reading room under this section.

13. 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.	Appellate Authority- ADM, Concerned, Birbhum SPIO- Sr. Dy. Collector, Birbhum ASPIO- Dy. Magistrate & Dy. Collector of Concerned Section.	Birbhum Collectorate	Office of the District Magistrate & Collector, Birbhum, Suri, Birbhum	03462- 255222

14 Such other information as may be prescribed

N.A.