

## MANUAL UNDER R.T.I. ACT, 2005

### J.M. Section.

#### 1. Particulars of the organization



1	Our Objective	All statutory functions under different Acts & Rules for maintenance of Law & Order. .
2	Brief History & Background	The Judicial Munshikhana is a very old section of this collectorate under the direct supervision and control of District Magistrate, Birbhum through the A.D.M. (G), Birbhum & Sectional Officer-In- Charge.
3	Organizational Structure	District Magistrate, Birbhum ↑ Additional District Magistrate, Birbhum ↑ Officer-In-Charge, JM Section ↑ Dealing Assistant, JM Section
4	Activities of the Department	Dealings of different files related to 1. Criminal cases at District & Sub-divisional level courts. 2. Administration of Ld. P.P. & Panel Lawyers. 3. Sanction of Prosecution U/S 39 of the Arms Act & Section 7 of Explosive Substance Act. 4. Issue and Renewal of Arms Licences and related works. 5. N.O.C. related to Explosive Act. 6. Issue and Renewal of Cinema & Video Licences. 7. Examination of monthly return of Entertainment Tax. 8. Permission of holding Fair, Yatras etc. 9. Permission for use of Microphone. 10. Administration of District Correctional Home. 11. Investigation & Prevention of Crime against Women. 12. Misc. Petition related to Law & Order. 13. Law & Order. 14. Power of Executive Magistrate. 15. Cable T.V. Network Act. 16. Permission for Delayed Registration of Birth & Death. 17. Works relating to Registration of Newspaper etc. 18. Works relating to Registration of Sarais. 19. Cases under E.C. Act. 20. Selection, Appointment & all other things related to the Non-official Marriage Officer. 21. Deployment of Executive Magistrate in Inquest and other Law & Order issues. 22. N.O.C. for HSD and Petrol Retail Outlet. 23. Fire Licences. 24. Licences of Big Dealer of Kerosene Oil. 25. National Human Rights commission's matter for custodial death.

#### 2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
1. Officer-In-Charge, JM Section		To act as monitoring and supervisory officer for effective functioning of all related works of this section except Death & Birth Registration matter for which a separate Officer-in-Charge is functioning.

2. Dealing Assistant		To deal with respective files.
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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, JM Section
2	Technical	N.A.

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

As per provision of Acts & Rules, Manual notification of Government under the supervision and control of D.M. through A.D.M. (G).

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

1. The West Bengal Cinemas (Regulation of public Exhibition) Act, 1954. 2. The West Bengal Cinema (Regulation) of public Exhibition Rules, 1956. 3. The Copy Right Act 1957. 4. The Arms Act 1959 and Arms Rules, 1962. 5. The Explosives Act, 1884 and Explosives Rules, 2008. 6. The Explosive Substances Act, 1908. 7. The W.B. Entertainment cum Amusement Tax Act, 1982. 8. The Bengal Amusement Tax Act, 1922. 9. The Indian Evidence Act. 10. Cr. P.C. 11. I.P.C. 12. The W.B. Religious Buildings and Places Act. 13. Police Regulation of Bengal. 14. Sarai Act, 1867 and Sarai Rules, 1868. 15. Ammonium Nitrate Rules, 2012. 16. Death & Birth Registration Act, 1969

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	Sudip Chakrabarti	JM Section, Birbhum Collectorate, Suri, Birbhum	03462-255724
2.	HC(SL), JM Section	Swapan Kr. Pal	JM Section, Birbhum Collectorate, Suri, Birbhum	03462-255724
3.	UDC, JM Section	Chandan Sengupta	JM Section, Birbhum Collectorate, Suri, Birbhum	03462-255724
4.	UDC, JM Section	Moloyesh Chatterjee	JM Section, Birbhum Collectorate, Suri, Birbhum	03462-255724
5.	UDC, JM Section	Kishore Kr. Majumdar	JM Section, Birbhum Collectorate, Suri, Birbhum	03462-255724
6.	UDC, JM Section	Prativa Mondal	JM Section, Birbhum Collectorate, Suri, Birbhum	03462-255724
7.	UDC, JM Section	Parimal Das	JM Section, Birbhum Collectorate, Suri, Birbhum	03462-255724
8.	LDC, JM Section	Kartick Ch. Das	JM Section, Birbhum Collectorate, Suri, Birbhum	03462-255724
9.	Group-D Staff, JM Section	Jahura Bibi	JM Section, Birbhum Collectorate, Suri, Birbhum	03462-255724

### 10. The monthly Remuneration received by its Officers and Employees

Sl. No	Name of Employee	Designation	Pay band No. with Pay Band Scale of Pay ( ROPA -09)
1.	Sudip Chakrabarti	Deputy Magistrate & Deputy Collector, Birbhum	PB- 4A (15,600-42,000), GP- 5400
2.	Swapan Kr. Pal	HC(SL)	Fixed amount @ Rs. 10,000/- per month
3.	Chandan Sengupta	UDC	PB- 3 (7100-37600), GP- 3600
4.	Moloyesh Chatterjee	UDC	PB- 3 (7100-37600), GP- 3600
5.	Kishore Kr. Majumdar	UDC	PB- 3 (7100-37600), GP- 3600
6.	Prativa Mondal	UDC	PB- 3 (7100-37600), GP- 3600

7.	Parimal Das	UDC	PB- 3 (7100-37600), GP- 3600
8.	Kartich Ch. Das	LDC	PB- 2 (5400-25200), GP- 2600
9.	Jahura Bibi	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.
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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.
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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- Shri Devi Prasad Karanam, IAS, Addl. District Magistrate (General), Birbhum SPIO- Sri Sudip Chakrabarti, W.B.C.S. (Exe), Dy. Magistrate & Dy. Collector and Officer-in-Charge, JM Section.	Birbhum	Office of the District Magistrate & Collector, Birbhum, Prashasan Bhawan, Suri, Birbhum	03462- 255222, 03462- 255724

14. Such other information as may be prescribed

N.A.
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