

MANUALS UNDER RTI ACT - 2005

1. Particulars of the organization

1	Our Objective	This department is a part and parcel of the Collectorate so far the need of acquisition of land for public purpose related to different projects of development is concerned. At the same time assessment of fair rent of premises/ buildings occupied by different department of the Govt is also done by this department.
2	Brief History & Background	The Land Acquisition Department is the nodal department for administration and monitoring of Land Acquisition activities in Birbhum District. This department works in close co-ordination with the Requiring Bodies (RB) who require the land for various industries and developmental activities at the District Level. Starting from preparation of Preliminary Investigation Report to Publication of Notification, Publication of Declaration, Payment of Award Compensation money & ultimately possession hand over are some of the major services delivered by the office of the Special LAO. The plot details and land owners details of each plot from the Land Schedule available with the Block Land & Land Reforms Offices is used. The land valuation is also done manually by the LA Office using the data collected from the District Registration/ Addl District Registrar / Sub Registrar offices of the locality where the land is to be acquired. On the basis of these data land compensation amount is calculated for each land owners.
3	Organizational Structure	District Magistrate & Collector is at the top of land acquisition set up in a district. He is assisted by the Additional District Magistrate (LA). The Special Land Acquisition Officer acts as officer in charge of land acquisition department. He is assisted by Additional Land Acquisition Officers & Assistant Land Acquisition Officers. The land acquisition section consists of Surveyors, Amins, Dealing Assistants & Calculators . <p style="text-align: center;">District Magistrate & Collector ↓ Additional District Magistrate (Dev) ↓ Special Land Acquisition Officer</p>
4	Activities of the Department	The Land Acquisition Department deals mainly with the matters of acquisition of land on the basis of proposals from different Requiring Bodies. Apart from dealing with above, this department also performs works as detailed bellow:

		<p>A) Assessment of fair rent of premises/ buildings occupied by different department of the Govt.</p> <p>B) Assessment of valuation of land as per order of Hon'ble Court.</p> <p>C) Defending cases related to Land Acquisition pending before the L.A.T Court and the Hon'ble High Court.</p> <p>D) Issue of information on requisition from the Record Room Section of Collectorate.</p> <p>F) Dealing with Land Looser Cases which are sent from the Land Looser Section of Collectorate</p> <p>G) Supplying informations under RTI Act - 2005</p>
--	--	---

2. Powers & Duties of Officers & Employees

Designation of Post	Power	Duties & Responsibilities
Special LAO	Monitoring & supervision	Effective functioning of all related works of Establishment section
Staff of Land Acquisition Section	File work & field work where necessary	To deal with respective 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 administration is the District Magistrate & Collector whose approval is required in all important matters. He is assisted by the Additional District Magistrate (Dev) who is in charge of the Land Acquisition Section. The Land Acquisition Cases are dealt with by the three Squads which consist of Surveyors, Amins & Dealing Assistants. The LA Cases are routed through the Assistant Land Acquisition Officers & Additional land Acquisition Officers. The files are placed to the Special Land Acquisition Officer (who acts as officer in charge of Land Acquisition Section) who in turn sends it to the District Magistrate & Collector through the Additional District Magistrate (Dev) for approval.
2	Technical	Not Applicable

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

Particulars
For the discharge of its functions, this department follows the Land Acquisition Act 1894, West Bengal Land (Requisition & Acquisition) Act 1948, West Bengal Land Acquisition Manual 1991, and other related circulars / orders of the Land & Land Reforms Department. The Land Acquisition department function according to the

guidelines, 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 under it.

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 acts & rules related to land acquisition are followed. The legislations, executive instructions and orders applicable to all regular Government establishments are similarly and equally applicable to the land acquisition department for discharge of its executive functions and duties. The records mainly include files relating to LA cases, court cases, assessment of fair rent & land valuation, RTI matter, files on administrative matters including accounts etc.

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

Particulars
The documents held by the Land Acquisition department or under its control include files relating to Land Acquisition matters, administrative, financial and account matters, pay and allowances and other service matters concerning all officers and staff.

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
The land acquisition cases are initiated after receiving proposal complete in all respect from requiring bodies & government departments. Meetings are also held with the requiring bodies from time to time as part of land acquisition process. At present there is no special arrangement for consultation with the public.

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
Some meetings take place with officers of requiring bodies from time to time for specific purposes like implementation of projects or review of pending LA cases. The meetings are not open to the public, but minutes of such meetings may be made accessible for the public as per provision of RTI Act, 2005.

9. Directory of its officers and employees

SI No	Name of Post	Office Name	Office Address	Contact No
1.	Spl.L.A.O.	Special Land Acquisition Office	P.O.Suri,	03462-255424

			Dt.Birbhum	03462-255424
2.	Addl.L.A.O.	Special Land Acquisition Office	P.O.Suri, Dt.Birbhum	
3.	Asstt.L.A.O.	Special Land Acquisition Office	P.O.Suri, Dt.Birbhum	
4.	H.S(SL)	Special Land Acquisition Office	P.O.Suri, Dt.Birbhum	
5.	L.D.C	Special Land Acquisition Office	P.O.Suri, Dt.Birbhum	
6.	Calculator	Special Land Acquisition Office	P.O.Suri, Dt.Birbhum	
7.	Surveyor	Special Land Acquisition Office	P.O.Suri, Dt.Birbhum	
8.	Amin	Special Land Acquisition Office	P.O.Suri, Dt.Birbhum	
9.	Group-D	Special Land Acquisition Office	P.O.Suri, Dt.Birbhum	

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	Contact No
1	Sri Ranjan Chakraborty.	Spl.L.A.O.	P.B.No.4(A), Rs.15600-42000/-	03462-255424
2	Vacant	Addl.L.A.O.	P.B.No.4, (Rs.9000-40500)	03462-255424
3	Vacant	Asstt.L.A.O.	P.B.No.4, (Rs.9000-40500)	03462-255424
4	Sri Mihir kumar Saha	H.S(SL)	P.B.No.3, (Rs.7100-37600)	03462-255424
5	Sri Debasish Banerjee	HC(SL)	P.B.No.3, (Rs.7100-37600)	03462-255424
6	Smt. Kumkum Ghosh	U.D.C.	P.B.No.3, (Rs.7100-37600)	03462-255424
7	Sri Swapan kr. Bhattacheryya	U.D.C	P.B.No.3, (Rs.7100-37600)	03462-255424
8	Sri Sankar Chattopadhyay	U.D.C	P.B.No.3, (Rs.7100-37600)	03462-255424
9	Sri Swapan Garain	U.D.C	P.B.No.3, (Rs.7100-37600)	03462-255424
10	Sri Tapan Kr. Mondal	U.D.C.	P.B.No.3, (Rs.7100-37600)	03462-255424
11	Sri Abdul Hamid	U.D.C.	P.B.No.3, (Rs.7100-37600)	03462-255424
12	Sri Satyanarayan Das	U.D.C.	P.B.No.3, (Rs.7100-37600)	03462-255424
13	Sri Swapan Kr. Saha	U.D.C	P.B.No.3, (Rs.7100-37600)	03462-255424
14	Sri Nitish kr. Mukherjee	U.D.C	P.B.No.3, (Rs.7100-37600)	03462-255424
15	Sri Mukti Pada Das	U.D.C	P.B.No.3, (Rs.7100-37600)	03462-255424
16	Sri Ganesh Das	U.D.C	P.B.No.3, (Rs.7100-37600)	03462-255424
17	Sri Md. Jahir Hossain Sah	U.D.C	P.B.No.3, (Rs.7100-37600)	03462-255424
18	Smt. Dipu Singha	U.D.C	P.B.No.3, (Rs.7100-37600)	03462-255424
19	Sri Debadideb Mukherjee	L.D.C	P.B.No.2, (Rs.5400-25200)	03462-255424
20	Sri Mintu Sengupta	L.D.C	P.B.No.2, (Rs.5400-25200)	03462-255424
21	Sri Sambhunath Banerjee	L.D.C	P.B.No.2, (Rs.5400-25200)	03462-255424
22	Sri Sujit Kumar Das	Calculator	P.B.No.4, (Rs.9000-40500)	03462-255424
23	Sri Prodyut Kumar Sinha	Calculator	P.B.No.4, (Rs.9000-40500)	03462-255424
24	Sri Tapas Kumar Bhandari	Calculator	P.B.No.4, (Rs.9000-40500)	03462-255424
25	Sri Dilip Mitra Hazra	Calculator	P.B.No.3, (Rs.7100-37600)	03462-255424
26	Sri Kalyan Kr. Ghosh	Calculator	P.B.No.3, (Rs.7100-37600)	03462-255424
27	Sri Raghunath Ray	Surveyor	P.B.No.4, (Rs.9000-40500)	03462-255424
28	Sri Tarun Kr. Pramanik	Surveyor	P.B.No.3, (Rs.7100-37600)	03462-255424
29	Sri Radhakanta Let	Surveyor	P.B.No.3, (Rs.7100-37600)	03462-255424
30	Sri Rohan Kanti Roy	Surveyor	P.B.No.3, (Rs.7100-37600)	03462-255424
31	Smt. Sarbani Chakraborty(Sil)	Surveyor	P.B.No.3, (Rs.7100-37600)	03462-255424
32	Sri Samir Kumar Chowdhury	Grade-I Amin	P.B.No.3, (Rs.7100-37600)	03462-255424
33	Sri Balaram Mondal	Grade-I Amin	P.B.No.3, (Rs.7100-37600)	03462-255424
34	Sri Jiban Kumar Paul	Grade-I,Amin	P.B.No.3, (Rs.7100-37600)	03462-255424

35	Sri Nanda Dulal Mondal	Grade-I Amin	P.B.No.3, (Rs.7100-37600)	03462-255424
36	Sri Mohan Lal Mondal	Grade-I Amin	P.B.No.3, (Rs.7100-37600)	03462-255424
37	Sri Dinanath Garain	Grade-I,Amin	P.B.No.3, (Rs.7100-37600)	03462-255424
38	Sri Rupendra nath Ghosh	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
39	Smt. Sandhya Mondal	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
40	Smt. Santi Das	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
41	Sk.Ali Ahammad	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
42	Sri Ananga Mohan Mondal	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
43	Sri Sk. Babul Hossain	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
44	Sri Santosh Mal	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
45	Sri Baidya Nath Das	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
46	Sri Meher Ali	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
47	Sri Partha Sarathi Sinha	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
48	Sri Pradip Kumar Dan	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
49	Smt. Pratima Mondal	Group -D	P.B.No.2, (Rs.5400-25200)	03462-255424
50	Sri Debabrata Das	Group -D	P.B.No.1, (Rs.4900-16200)	03462-255424

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 could made available to citizens during office 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 Appellate Authority, SPIO & ASPIO	Jurisdiction	Office Address	Contact No
1	Appellate Authority – Smt Krishna Mardi, WBCS(Exe) Additional District Magistrate (Dev), Birbhum	Birbhum District	Birbhum Collectorate (Prasashan Bhavan), Suri, Birbhum	03462- 255422
2	SPIO – Ranjan Chakraborty, WBCS(Exe) Special Land Acquisition Officer, Birbhum	Birbhum District	Birbhum Collectorate (Prasashan Bhavan), Suri, Birbhum	03462- 255424

14. Such other information as may be prescribed : - Nil