

MANUALS UNDER R.T.I. ACT,2005

Particulars of the organization

1	Our Objective	Development of Minorities
2	Brief History & Background	The Deptt. Started for the welfare & Dev. of Multi Sector in the Minority Concern areas.
3	Organizational Structure	District Magistrate ↓ Additional District Magistrate (Dev.) ↓ DQMA ↓ AI(Schools) (1), MDO (1), UDA (1), LDC(2)
4	Activities of the Department	Construction of difference projects with the und of MSDP & fund under State Plan. Madrasah Education, Work under WBMDFC, boundary wall of Graveyards, Honorarium to Imams and Moazzins work under Prime Minister 15 point Programme, Mis

Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
DOMA	DDO & Monitoring the work	All the work under District Minority Cell and the work given by the District Administration

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

1	Administration	District Level Committee for Minority Affairs
2	Technical	N/A

Norms set by the Department for discharging of its functions

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

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

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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

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.

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Directory of Officials & Employees

Sl. No	Name of Post	Officer Name	Office Address	Contact No
1	DOMA	District Minority Cell	Suri, Birbhum	03462-259375
2	AIs (Schools)	Do	Do	Do
3	MDO	Do	Do	Do
4	UDA	Do	Do	Do
5	LDA	Do	Do	Do

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	Manirul Islam	DOMA	Retd. Govt.

			Employee(Contratual)
2	Adyanath Sarkar	AIS(Schools)	Retd. Govt. Employee(Contratual)
3	Manik Lal Sarkar	Assistant	Retd. Govt. Employee(Contratual)
4	Tusar Kanti Dutta	Assistant	Retd. Govt. Employee(Contratual)
5	Jagan Nath Pal	Assistant	Retd. Govt. Employee(Contratual)
6	Ameer Khan	Computer Personnel	Contratual

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

NA

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

NA

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	AA-ADM(Dev.)		Suri, Birbhum	03462-259375
2	SPIO-DOMA		Suri, Birbhum	03462-259375

Such other information as may be prescribed

NIL