

MANUALS UNDER R.T.I. ACT,2005

Particulars of the organization

1	Our Objective	Development & Welfare of Minorities
2	Brief History & Background	The Department was set up for the welfare & development of Minorities in the minority concentrated areas
3	Organizational Structure	District Magistrate ↓ Additional District Magistrate (Dev.) ↓ DOMA ↓ AI of School(Madrasah), SI of School(Madrasah), Inspector of Waqf, MDO, UDA, LDC
4	Activities of the Department	Implementation of different projects under MsDP, IMDP & State Plan; Madrasah Education, various schemes under WBMD&FC, Boundary wall around Graveyards etc., Honorarium to Imams and Moazzins from the revenue of Waqf, Misc.

Powers and Duties of Officers and Employees:

Designation	Power	Duties and Responsibilities
District Officer of Minority Affairs	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:

No norms as such. Work is carried out as per instruction of the MA&ME Deptt. & District authority.

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

As per rules, regulations & instructions of the MA&ME Department.

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

NA		
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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

We are open to public suggestions/complaints

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

Directory of Officials & Employees:

Sl. No.	Name of Post	Name of the Officer	Office Address	Contact No
1	District Officer, Minority Affairs	Sri Sayantan Bose	Office of the District Magistrate, MA&ME Section, Suri, Birbhum	03462-259375
2	Inspector of Waqf	Jb. Shish Mohammad	Do	Do
3	A.I. of School (Madrasah)	Jb. Sufiar Rahaman	Do	Do
4	S.I. of School (Madrasah)	Sri Sitaram Besra	Do	Do
5	Minority Development Officer	Sri Gosai Das Biswas	Do	Do
6	UDC cum Accountant	Sri Pankaj Kumar Bhandari	Do	Do
7	Education Supervisor	Md. Imran Ali	Do	Do
8	IT Personnel	Ameer Khan	Do	Do
9	LDC cum Cashier	Sri Samar Kr. Sinha	Do	Do

10.The monthly Remuneration received of its Officers and Employees:

Sl. No.	Name of the Officer/employee	Designation	Pay band No. with Pay Band Scale of Pay (ROPA -09)
1	Sri Sayantan Bose	District Officer, Minority Affairs	Pay Band-4A (PB-4A) Scale of Pay Rs.15600-44000/-
2	Jb. Shish Mohammad	Inspector of Waqf	Pay Band-3 (PB-3) Scale of Pay Rs.7300-37600/-
3	Jb. Sufiar Rahaman	A.I. of School (Madrasah)	Retired Govt. Employee (Contractual)
4	Sri Sitaram Besra	S.I. of School (Madrasah)	Pay Band-4 (PB-4) Scale of Pay Rs.9000-40500/-
5	Sri Gosai Das Biswas	Minority Development Officer	Retired Govt. Employee (Contractual)
6	Sri Pankaj Kumar Bhandari	UDC cum Accountant	Retired Govt. Employee (Contractual)
7	Jb. Md. Imran Ali	Education Supervisor	Contractual Employee
8	Jb. Ameer Khan	IT Personnel	Contractual Employee
9	Sri Samar Kr. Sinha	LDC cum Cashier	Retired Govt. Employee (Contractual)

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

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13. The name of the Appellate Authority, SPIO & SAPIO under RTI Act,2005:

Sl. No.	Name & Designation of Appellate Authority, SPIO & SAPIO	Jurisdiction	Office Address	Contact No
1	Appellate Authority- Addl. District Magistrate (Dev.)	Birbhum	Office of the District Magistrate, Administrative Building, Suri, Birbhum	03462-259375
2	SPIO- District Officer, Minority Affairs	do	Office of the District Magistrate, MA&ME Section, Suri, Birbhum	do
3	SAPIO- Inspector of Waqf	do	do	do

Such other information as may be prescribed

NIL		
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