

MANUALS UNDER R.T.I. ACT,2005

1. Particulars of the organization

1	Our Objective	Discharge of Duties regarding different types of Municipal Affair matters
2	Brief History & Background	This Section functions under supervision of District Magistrate, Birbhum through ADM (Dev.), Birbhum & Section Officer-In-Charge.
3	Organizational Structure	District Magistrate, Birbhum ↑ Additional District Magistrate, Birbhum ↑ Officer-In-Charge, MA Section ↑ Dealing Assistant, MA Section
4	Activities of the Department	Passing of bills, obtaining utilization certificate and other A/cs matter of plan and non-plan scheme of municipalities of Birbhum District Issue, Receipt and Reference, Bank linked scheme, Receipt of Stationery articles, Maintaining Stock Register etc. DUDA affairs including issue of Cheques, Maintain of cash book, pass book and other related matters on various schemes of DUDA, reports & returns of different schemes of Municipalities.

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
1. Officer-In Charge, MA 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, MA Section
2	Technical	Nil

4 Norms set by the Department for discharging of its functions

After receiving bills, papers etc. 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 MA 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.

Nil	Municipal Act,

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	M.A Section . Birbhum Collectorate, Suri, Birbhum	
2	UDC	Prodyut Kr. GuhaThakurata	M.A Section . Birbhum Collectorate, Suri, Birbhum	
3	LDC	Sk.Nazrul Islam	M.A 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.	Prodyut Kr. GuhaThakurata	UDC	PB- 3 (7100-37600), GP- 3600
3.	Sk.Nazrul Islam	LDC	PB- 2 (5400-25200), GP- 2600

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

Nil

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 are 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-	Birbhum Collectorate	Office of the District Magistrate & Collector, Birbhum, Suri, Birbhum	03462-255222
2	ADM, Concerned SPIO- Sr. Deputy Collector, Birbhum			
3	ASPIO- Dy. Magistrate & Dy. Collector, Concerned Section			

14. Such other information as may be prescribed

Nil