

**Sample Proforma to be filled in by the concerned Deptt.
for its wide circulation through Web site**

MANUALS UNDER RTI ACT, 2005

1. Particulars of the organization

1	Our Objective	Development of the Area and mankind
2	Brief History & Background	<p>Mururai - II Development Block is the 19 - th Block of District Birbhum , West Bengal with its Head Quarter situated at Vill. + P.O. :- Paikar , Police Station Mururai , Birbhum.</p> <p>This Block comprises of 9 Gram Panchayats holding 72 Mouzas with a Population of 2 , 22 , 076 as per the Population Census 2011 [2 , 22 , 076 , Census 2011]</p>
3	Organizational Structure	<p>Total Area of this Block : 184.42 Sq. K.M. No. of Mouzas : 72 [alongwith 5 Depopulated] No. of Villages : 105 [Populated] No. of Gram Panchayats : 9 [Nine] No. of Colleges : NIL No. of High School : 15 [Fifteen] No. of High Madrasah : 3 [Three] No. of Primary School : 87 [Eighty Seven] No. of MSK : 9 [Nine] No. of SSK : 50 [Fifty] No. of BPHC : 1 [One] No. of PHC : 4 [Four] No. of Sub-Centre : 29 [Twenty Nine] No. of ICDS Centre : 247 [Two Hundrad fortyseven]</p>
4	Activities of the Department	<p>Education, Health, Education with nutritional food, Development related Works, Social Assistance, Election, Disaster Management etc.</p>

2. Powers and Duties of Officers and Employees

Designation of post	Power	Duties and Responsibilities
Block Development Officer	Magistrate Power	All round Development of all scheme under Murarai-II Development Block & Murarai-II Panchayat Samity
Joint Block Development Officer	D.D.O of the Block & P.S establishment	DDO's function of Block & Panchayat samity establishment & Nodal Officer of MGNREGA, MSDP, RTI Act-2005, Sanitation, CHCMI, Saakshar Bharat
Head Clerk Cum Accountant	Clerk- in- charge	Bill pass of Block & Panchayat Samity, Service Book Maintenance etc.
Cashier Cum Storekeeper	cash transection	Cash transaction of Block, MDM, NREGA, Writing of cash Book etc.
Accounts Clerk	Bill prepared	Dealing of SC/ST/OBC certificate file
Clerk-Cum-Typist	Computrisation	Computerisation of Block and Panchayat Samity bill
Correspondence Clerk	Correspondence	Vacant
L.D.C.	Bill prepared	Bill prepare of Panchayat G.P staff and election work
Gram Sevika	S.G.H. Matter	Maintaining of Self Help Group file B.L.B.C Dog Bite etc.
Executive Assistant	Posted at Gram Panchayat	Maintaining all bill and other corespondance under Gram Panchayat level
Zeep Driver	Correspondence clerk-in-charge	Mantaining issue and recive register issuaance of certificate etc.
Orderly	Vacant	
Darwan-cum-Night Guard	Vacant	
Office Peon	Vacant	
Panchayat Development Officer	Panchayat Sectional Officer	Mantaining all bill, election of Panchayat, IAY, NFBS etc.
Panchayat Accounts & Audit Officer	Panchayat Audit	Gram Panchayat audit, Nodal Officer of SSK/MSK.
Panchayat Peon		Correspondence and despatch of official letter
Election Clerk	Election Matter	Maintaining all files relating to election
Sub-assistant Engineer(BP)	Supervising of scheme	Preparation of plan, estimate, supervising of scheme prepare of MB & Bill
Lower Division Clerk (BP)	Block Planing Matter	Maintaining schemetic file with report return, U.C. etc

2. Powers and Duties of Officers and Employees

Designation of post	Power	Duties and Responsibilities
Block Welfare Officer	Social Welfare Matter	Maintaining Pension file of S.W, election work etc.
Block Disaster Management Officer	Disaster Management rrelated	Maintaining all Disaster Management file, C.M.D.M, Election, Gitanjali etc.
Block Informatics Officer	Computerised reporting matter	Maintaining all Computerised report return, corresponding etc.
Data Entry Operator	Computerised Data entry Matter	Maintaining all computerised Data Entry as per order of BDO
Upper Division Clerk (PS)	Panchayat Samity related work	Maintaining all Gram Panchayat level bill, meeting of Panchayat Samity resolution adept, NFBS, GPF, GSLI etc.
Cashier Cum Storekeeper (PS)	cash transaction	Maintaining Panchayat Samity cheque, cash book, IFMS etc.
Dy. Secretary Panchayat Samity	Panchayat Samity related work	Maintaining NSAP, IAY, NFBS etc
Accounts Clerk (PS)	Computerised IFMS work	Maintainign Computerised IFMS af all P.S bills etc.
Panchayat Samity Peon	Panchayat Samity related work	Maintianing Imam Pension file and other official work
Upper Division Clerk (Relief)	Vacant	
Lower Division Clerk (Relief)	Vacant	
Peon (Relief)	Relief Matter	Despatch of official letter
Sub-assistant Engineer (RWS)	Supervising of scheme	Preparation of plan, estimate, supervising of scheme prepare of MB & Bill
Typist-cum-Clerk (Grade-1)(RWP)	Vacant	
Accounts Clerk (RWP)	Report Return	Maintaining of Report, Return of schemetic fund
O.C.M.(RLI)	Operating River Lift Irrigation	Operating River Lift Irrigation machinery, collecting of Tax etc.
Assistant Operator (RLI)	Operator of RLI	Operating River Lift Irrigation machinery etc.
Chowkidar (RLI)	Machineman	Maintaining of RLI Machinery
Operator (DTC)	Machineman	Maintaining of DTC Machinery
Inspector, BCW	SC/ST/OBC Certificate	Maintaining SC/ST/OBC Certificate file

3. Procedures followed in the the Decision Making Process Including Channels of supervision and accountability

1	Administration	Seniority, Experience of field work etc.
2	Technical	Experience of field supervision by entry into the M.B

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

Particulars
Dose not arise

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

Particulars
Dose not arise

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

Particulars
Not applicable

7. Particulars of nay arrangement that esists for consideration with or presentation by the members of public in relation to the formulation of its policy on implement thereof

Particulars
Not applicable

8.Statement of Boards, Councils, Committees and other bodies consisting of two of more persons constituted as its part or for the purpose of its advice and as to the whether meeting ot other Board,Councils, Committees and other bodies are open to the public of the minutes of such meeting are accessible for public

Particulars
No

9. Directory of officers & Employees

Sl No.	Name Of Post	office Name	Office Address	Contact No.
1	Block Development Officer	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	8017819792
2	Joint Block Development Officer	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	8670614235
3	Assistant Programme Officer	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9775778446
4	Head Clerk	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9734825776
5	Cashier (Block)	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9732162269
6	Accounts Clerk	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9732156154
7	Typist Clerk	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9434487330
8	Jeep Driver	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9734825776
9	LDC(RD)	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9800126700
10	Executive Assistant	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	
11	LGS	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9735685365
12	LGS	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9153544101
13	N.G.	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	
14	Panchayat Development Officer	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9732171577
15	PA&AO	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9733063027
16	Panchayat Peon	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9732220956
17	Election Clerk	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9732000743
18	SAE(BP)	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9153192669
19	SAE (RWS)	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9474655636
20	Fishery Extension Officer	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	8926393389
21	Fishery Field Assistant	Murarai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9775630932

9. Directory of officers & Employees

Sl No.	Name Of Post	office Name	Office Address	Contact No.
22	Fishery Attendent	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	
23	LDC(BP)	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9932890607
24	B.W.O.	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9732174045
25	B.D.M.O.	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9641621263
26	M.W.I	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9476310767
27	Relief Peon	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	
28	SAE(RWP)	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	8640011892 03465256459
29	A/C(RWP)	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9474318790
30	Operator	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	
31	Operator	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	
32	OCM(RLI)	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9531783535 03465240225
33	Asstt.Op.	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	
34	Asstt.Op.	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	
35	Chowki	Mururai - II Development Block	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	
36	Block Informatics Officer	Mururai - II Panchayat Samity	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	7384226470
37	Dy. Secretary Panchayat Samity	Mururai - II Panchayat Samity	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9732108330
38	Upper Division Assistant (PS)	Mururai - II Panchayat Samity	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9046785416
39	Cashier cum Store Keeper (PS)	Mururai - II Panchayat Samity	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9475767568
40	Accounts Clerk (PS)	Mururai - II Panchayat Samity	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	8926532078
41	Data Entry Operator (PS)	Mururai - II Panchayat Samity	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9732333282
42	Panchayat Samity Peon	Mururai - II Panchayat Samity	Vill + Post : Paikar, Dist. Birbhum, PIN: 731221	9734607023

10 The Monthly Remuneration received of its Officers and employees

SI No.	Name of the Employee	Designation	Pay band No. with pay bank Scale of pay (As per Ropa 2009)	
			Pay Band No.	Basic Pay
1	Samrat Mondal	Block Development Officer	4A	21630
2	Subrata Mukhopadhyay	Joint Block Development Officer	4	20010
3	Subhankar Banik	A.P.O.	3	12270
4	Apurba Kr. Roy	H.C.	3	20440
5	Sitaram Ram	Cashier (Block)	2	14710
6	Pradip Kr. Das	A/C	2	16070
7	Pinaki Chatterjee	T/C	2	12180
8	Apruba Kr. Bandyopadhyay	Jeep Driver	3	17750
9	Pannalal Singha	LDC(RD)	2	8840
10	Abanindra Nath Mal	E.A.	3	16990
11	Sraboni Bose	LGS	2	10580
12	Chandi Mondal	LGS	2	10580
13	Krittibas Mallaraj	N.G.	1	9360
14	Binoy Kisku	PDO	3	16400
15	Sk. Ali Hossain	PA&AO	3	19480
16	Ahoke Kr. Mondal	P.Peon	1	8820
17	Mithun Kanti Bhaumik	Elec.Clerk	2	9970
18	Bidhan Chandra Mitra	SAE(BP)	4	22890
19	Sudipta Ghosh	LDC(BP)	2	10270

10 The Monthly Remuneration received of its Officers and employees

SI No.	Name of the Employee	Designation	Pay band No. with pay bank Scale of pay (As per Ropa 2009)	
			Pay Band No.	Basic Pay
20	Saraj Kumar Sarkar	B.W.O.	3	20040
21	Sumanta Jash	B.D.M.O.	3	13410
22	Sanatan Mondal	Relief Peon	2	11600
23	Uday Narayan Sinha	SAE(RWP)	4	26910
24	Sujay Pramanik	A/C(RWP)	3	14820
25	Tushar Kanti Bhattacharjee	Operator	2	14850
26	Chinmoy Pal	Operator	2	10580
27	Tarun Malakar	OCM(RLI)	2	10580
28	Rejaur Rahaman	Asstt.Op.	2	16280
29	Sushil Kr. Roy	Asstt.Op.	2	14850
30	Anoar Shaikh	Chowki	1	7840
31	Santanu Chakrabarty	Block Informatics Officer	3	13820
32	Bhajahari Das	Dy. Secretary Panchayat Samity	3	19400
33	Samirul Islam	Upper Division Assistant (PS)	3	19400
34	Chinmoy Roy	Cashier cum Store Keeper (PS)	3	12280
35	Ramprasad Sarkar	Accounts Clerk (PS)	2	11930
36	Gopal Kisku	Data Entry Operator (PS)	2	10270
37	Kasem Mollah	Panchayat Samity Peon	1	9680

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

Particulars
Yes

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.

Particulars
No

13. The name of the Appellate Authority, SPIO & ASPIO under RTI Act-2005

SI No	Name and Designation of Appellate Authority, SPIO & ASPIO	Jurisdiction	Office Address	Contact No.
1	Samrat Mondal, BDO Appellate Authority	Murarai-II dev. Block	Murarai-II Dev. Block Vill+P.O Paikar	8017819792
2	Subrata Mukhopadhyay, Jt. BDO SPIO	Murarai-II dev. Block	Murarai-II Dev. Block Vill+P.O Paikar	8670614265
3	Binoy Kisku, PDO ASPIO	Murarai-II dev. Block	Murarai-II Dev. Block Vill+P.O Paikar	9732171577
4	Santanu Charabarty, BIO ASPIO	Murarai-II Panchayat Samity	Murarai-II Dev. Block Vill+P.O Paikar	7384226470

14. Such othe information as may be prescribed

Particulars
No