

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	<p>The following are goals and the objectives of the Town of Suri . They are intended to be a guide to B.O.C and staff for the next few years. This is by no means a complete road map of what we have to do, but will help to focus our efforts. We believe it is an important step in making the future of Suri bright and successful. It is the intention of B.O.C to work towards and achive financial self sufficiency. When achived, the Town will be able to operate completely on revenues that it generates without reliance on senior government funding.</p> <p>i) B.O.C will strive to make Suri the best place to live . ii)The Town of Suri is committed to the development of workplace excellence. iii)The Town will strive towards complete customer satisfaction. While this is an extremely difficult goal for any organization to reach , it will be a guiding principle for our Town.</p>
2	Brief History & Backgroun	<p>Suri Municipality is the oldest Municipality in the district of Birbhum. Suri is the District Head Quarter of Birbhum. The Municipality was established in 27July'1876. The area of this town is 9.47 sq.k.m and consisting of 18 Wards. The town is located near the Pasnagarh-Moregram Express Highway. Suri railway Station is situated on ther Anda-Sainthia connecting line.</p> <p>The town has no major industry. Bakreswar Thermal Power Plant is situated 10 km away from the town.</p>
3	Organizational Structure	Chairman Suri Municipality
4	Activeties of the Department	Water supply , basic health service, Sanitation , Illumination of Street, Lincensing for Trade , Sanction of building plan, Issuance of Birth & Death Certificates etc.

2. Powers and Duties of Officers and Employees.

Designation	Power	Duties and Responsibilities
Chairman ,Suri Municipality		

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

1	Administration	Chairman Suri Municipality
2	Technical	

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

Particulars
Municipal Affairs Deptt, Write's Building.

5. Rules ,Regilation, Instruction,Manuals and Records held by it or under its control or used by its employees for discharge its function.

Particulars
Municipal Affairs Department Writers' Building Kolkata-1

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

Particulars
All doucement related to the duties and responsibilities of this office.

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.

Particulars

8. Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons contituted 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.

Particulars
Suri Municipal Body consist of 18 Councillors

9. Directory of Officers & Employees.

Sl No.	Name of Post	Office Name	Office Address
1	Executive Officer	Suri Municipality	Suri Municipality
2	Health Officer	Suri Municipality	Suri Municipality
3	Head Clerk	Suri Municipality	Suri Municipality
4	Tax Daroga	Suri Municipality	Suri Municipality
5	S.A.E	Suri Municipality	Suri Municipality
6	S.A.E	Suri Municipality	Suri Municipality
7	S.A.E	Suri Municipality	Suri Municipality
8	S.I	Suri Municipality	Suri Municipality
9	L.I	Suri Municipality	Suri Municipality
10	UDC	Suri Municipality	Suri Municipality

10. The monthly Remuneration received of its Officers and Employees

Sl No.	Name of the Employees	Designation	Pay band No. with pay band Scale of Pay (As per ROPA'09)	
1	Sri Ranjit Kumar Banik	Executive Officer	Basic Pay 11985/-	
2	Dr. Dilip Bandopadhyay	Health Officer	PB-4,	9000-40,500/-
3	Sri Ram Chandra Sinha	Head Clerk	PB-3,	7100-37600/-
4	Sri Anukul Chandra Mondal	Tax Daroga	PB-3,	7100-37600/-
5	Sri Ranjit Kumar Bhattacharjee	Superintendent Water Works	PB-4,	9000-40500/-
6	Sri Amal Kumar Ghosh	S.A.E	PB-4,	9000-40500/-
7	Sri Sunil Kumar Paul	S.A.E	PB-4,	9000-40500/-
8	Sri Subrata Chakraborty	S.I	PB-3,	7100-37600/-
9	Sri Sachidranath Chatterjee	L.I	PB-3,	7100-37600/-
10	Sri Jitu Mal	UDC	PB-3,	7100-37600/-

11	Chandi Charan Pal	Typist cum Clerk	PB-2,	5400 - 25,200/-
12	Phullara Pr. Bhandari	A/c's Clerk	PB-2,	5400 - 25,200/-
13	Suranjan Ghosh	A/c's Clerk	PB-2,	5400 - 25,200/-
14	Mahima Ranjan Das	A/c's Clerk	PB-2,	5400 - 25,200/-
15	Sitaram Mondal	A/c's Clerk	PB-2,	5400 - 25,200/-
16	Rakshakar Das	Receiving & Despatch Clerk	PB-2,	5400 - 25,200/-
17	Sk Safique	A/c's Clerk	PB-2,	5400 - 25,200/-
18	Goutam Mondal	Peon	PB-2,	5400 - 25,200/-
19	Dwarik Nath Das	Clerk	PB-2,	5400 - 25,200/-
20	Siddhartha Das	Clerk	PB-2,	5400 - 25,200/-
21	Prasanta Das	Clerk	PB-2,	5400 - 25,200/-
22	Bama Sankar Mukherjee	Clerk	PB-2,	5400 - 25,200/-
23	Goutam Bose	Clerk	PB-2,	5400 - 25,200/-
24	Tarun Kumar Bal	Clerk	PB-2,	5400 - 25,200/-
25	Bamdeb Ghosh	Clerk	PB-2,	5400 - 25,200/-
26	Rajat Subhra Chatterjee	Assessment Clerk	PB-2,	5400 - 25,200/-
27	Devojoyoti Sarkar	Clerk	PB-1	4900 - 16,200/-
28	Pradip Kumar Chandra	Peon	PB-1	4900 - 16,200/-
29	Asit Kumar Singha	Collecting Sarkar	PB-2,	5400 - 25,200/-
30	Ajay Kumar Mondal	Collecting Sarkar	PB-2,	5400 - 25,200/-
31	Santi Kumar Das	Collecting Sarkar	PB-2,	5400 - 25,200/-
32	Benimadhb Hazra	Law Clerk	PB-2,	5400 - 25,200/-
33	Nilmadhab Bhattacharyya	Collecting Sarkar	PB-2,	5400 - 25,200/-
34	Goutam Ghosh	Collecting Sarkar	PB-2,	5400 - 25,200/-
35	Uttam Kahar	Collecting Sarkar	PB-2,	5400 - 25,200/-
36	Biswanath Pal	Collecting Sarkar	PB-2,	5400 - 25,200/-
37	Probal Chowdhury	Assessment Inspector	PB-2,	5400 - 25,200/-
38	Sk Samad	Collecting Sarkar	PB-2,	5400 - 25,200/-
39	Sk Piyara	Peon	PB-1	4900 - 16,200/-
40	Pradip Kumar Bhandari	Health Asstt.	PB-2,	5400 - 25,200/-
41	Tushar Kanti Ghosh	S.I Asstt. & Clerk	PB-2,	5400 - 25,200/-
42	Asim Mukherjee	Work Supervisor	PB-2,	5400 - 25,200/-
43	Ashoke Das	Peon	PB-1	4900 - 16,200/-
44	Mongal Majhi	Peon	PB-1	4900 - 16,200/-
45	Asis Dey	Birth & Regn.Clerk	PB-2,	5400 - 25,200/-
46	Sitanshu Bhattacharjee	Vaccinator	PB-2,	5400 - 25,200/-
47	Lakshman Ch. Singha	Building Clerk	PB-2,	5400 - 25,200/-
48	Samsul Huda	Roller Driver	PB-2,	5400 - 25,200/-
49	Biswajit Roy	Cons. Mazdoor	PB-1	4900 - 16,200/-
50	Sanjoy Hazra	Night Guard	PB-1	4900 - 16,200/-
51	Lutfar Rahaman	Works Asstt.	PB-2,	5400 - 25,200/-
52	Dilip Das	Store Attendant	PB-1	4900 - 16,200/-
53	Prasad Ch. Bansakar	Light Man	PB-1	4900 - 16,200/-
54	Rabi Prasad Das	Light Man	PB-1	4900 - 16,200/-
55	Gangadhar Mondal	Trade Tax Collector	PB-2,	5400 - 25,200/-
56	Badal Biswas	Trade Tax Collector	PB-2,	5400 - 25,200/-
57	Sakti Kora	Peon	PB-2,	5400 - 25,200/-
58	Somenath Das	W.W.Asstt. Clerk	PB-2,	5400 - 25,200/-
59	Haradhan Roy	Pump Driver	PB-2,	5400 - 25,200/-
60	Santa Mahara	Pipeline Mistry	PB-2,	5400 - 25,200/-
61	Dipak Bal	Meter Reader	PB-2,	5400 - 25,200/-
62	Nakul Kahar	Asstt.Pipeline Mistry	PB-2,	5400 - 25,200/-
63	Kazi Golam Ambia	Oilman	PB-1	4900 - 16,200/-
64	Nimai Dalui	Asst. pump Driver	PB-2,	5400 - 25,200/-
65	Bapi Kahar	Oilman	PB-1	4900 - 16,200/-
66	Ashoke Gupta	Oilman	PB-1	4900 - 16,200/-
67	Sandhya Birbansi	Oilman	PB-1	4900 - 16,200/-
68	Md Sazzad	Peon	PB-1	4900 - 16,200/-
69	Sukumar Birbansi	Toll Collector	PB-2,	5400 - 25,200/-
70	Sk Akbar	Toll Collector	PB-2,	5400 - 25,200/-
71	Ananda Kahar	Toll Collector	PB-2,	5400 - 25,200/-

72	Sanat Kahar	Toll Collector	PB-2,	5400 - 25,200/-
73	Chhabi Sonar	Night Guard	PB-1	4900 - 16,200/-
74	Raj Kumar De Das	Conservancy Supervisor	PB-2,	5400 - 25,200/-
75	Nurul Islam	Conservancy Supervisor	PB-2,	5400 - 25,200/-
76	Biswanath Hazra	Conservancy Supervisor	PB-2,	5400 - 25,200/-
77	Hiralal Ghosh	Supervisor of Sweeper	PB-2,	5400 - 25,200/-
78	Md Abul Hasnat	Jamadar	PB-1	4900 - 16,200/-
79	Gopal Kahar	Supervisor of Sweeper	PB-2,	5400 - 25,200/-
80	Amal Chowdhury	Tractor Driver	PB-2,	5400 - 25,200/-
81	Bibhas Lala	Tractor Driver	PB-2,	5400 - 25,200/-
82	Madhai Das	Tractor Driver	PB-2,	5400 - 25,200/-
83	Mirza Mainuddin	Ward Supervisor	PB-2,	5400 - 25,200/-
84	Kanailal Bishnu	Ward Supervisor	PB-2,	5400 - 25,200/-
85	Taher Hossain	Ward Supervisor	PB-2,	5400 - 25,200/-
86	Suresh Mal	Cons. Supervisor	PB-2,	5400 - 25,200/-
87	Dinbandhu Chakraborty	Teacher	PB-2,	5400 - 25,200/-
88	Sibsankar Ghosh	Teacher	PB-2,	5400 - 25,200/-
89	Sk Manik	Teacher	PB-2,	5400 - 25,200/-
90	Sukumar Das	Conservancy Mazdoor	PB-1	4900 - 16,200/-
91	Babu Kahar	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
92	Kumkum Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
93	Joydeb Das	Conservancy Mazdoor	PB-1	4900 - 16,200/-
94	Geeta Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
95	Probodh Malakar	Conservancy Mazdoor	PB-1	4900 - 16,200/-
96	Sudhir Hari	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
97	Sraswati Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
98	Pratima Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
99	Chhoto Tulusi Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
100	Sandhya Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
101	Chhoto Asha Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
102	Chhabi Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
103	Seema Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
104	Pramila Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
105	Manik Hari	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
106	Lila Hazra	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
107	Kalo Hari ( 2nd)	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
108	Chandan Kahar	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
109	Anitya Kora	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
110	Ananda Das	Conservancy Mazdoor	PB-1	4900 - 16,200/-
111	Jasoda Hazra	Conservancy Mazdoor	PB-1	4900 - 16,200/-
112	Swapna De Das	Conservancy Mazdoor	PB-1	4900 - 16,200/-
113	Manik Chanra Mondal	Conservancy Mazdoor	PB-1	4900 - 16,200/-
114	Arun Dome	Conservancy Mazdoor	PB-1	4900 - 16,200/-
115	Manik Hari ( 2nd )	Conservancy Mazdoor	PB-1	4900 - 16,200/-
116	Probhat Chakraborty	Conservancy Mazdoor	PB-1	4900 - 16,200/-
117	Aruna Harini	Conservancy Mazdoor	PB-1	4900 - 16,200/-
118	Nirmal Kumar Dhibar	Conservancy Mazdoor	PB-1	4900 - 16,200/-
119	Rabin Kumar Dutta	Conservancy Mazdoor	PB-1	4900 - 16,200/-
120	Parimal Kora	Conservancy Mazdoor	PB-1	4900 - 16,200/-
121	Saheb Kahar	Conservancy Mazdoor	PB-1	4900 - 16,200/-
122	Anjana Lala	Conservancy Mazdoor	PB-1	4900 - 16,200/-
123	Naya Hari	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
124	Ajit Hari	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
125	Padma Dome	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
126	Ranjit Mahara	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
127	Santosh Hari	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
128	sarmila Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
129	Basan Hazra	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
130	Geeta Hazra	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
131	Somenath Bhattacharjee	Conservancy Mazdoor	PB-1	4900 - 16,200/-
132	Anjana Kora	Conservancy Mazdoor	PB-2,	5400 - 25,200/-

133	Dhiren Das	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
134	Shyamapada Hazra	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
135	Mina Hazra	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
136	Ajit Hari( 2nd )	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
137	Kartick Kahar	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
138	Paltu Hari	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
139	Shyamal Hari	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
140	Nabani Kora ( 2nd )	Conservancy Mazdoor	PB-1	4900 - 16,200/-
141	Kanai Das	Conservancy Mazdoor	PB-1	4900 - 16,200/-
142	Mithu Bauri	Conservancy Mazdoor	PB-1	4900 - 16,200/-
143	Jiten Hari	Conservancy Mazdoor	PB-1	4900 - 16,200/-
144	Guddu Kahar	Conservancy Mazdoor	PB-1	4900 - 16,200/-
145	Smt.Chhabi Kora	Conservancy Mazdoor	PB-1	4900 - 16,200/-
146	Bablu Bauri	Conservancy Mazdoor	PB-1	4900 - 16,200/-
147	Manu Harini	Conservancy Mazdoor	PB-1	4900 - 16,200/-
148	Sk. Erfan	Conservancy Mazdoor	PB-1	4900 - 16,200/-
149	Subhasi Kora	Conservancy Mazdoor	PB-1	4900 - 16,200/-
150	Pradip Dey	Conservancy Mazdoor	PB-1	4900 - 16,200/-
151	Farid Mia	Conservancy Mazdoor	PB-1	4900 - 16,200/-
152	Aswini Kora	Conservancy Mazdoor	PB-1	4900 - 16,200/-
153	Dipak Mahara	Conservancy Mazdoor	PB-1	4900 - 16,200/-
154	Ganesh Das	Conservancy Mazdoor	PB-1	4900 - 16,200/-
155	Subodh Hari	Conservancy Mazdoor	PB-1	4900 - 16,200/-
156	Ranjit Kora	Conservancy Mazdoor	PB-1	4900 - 16,200/-
157	Jiten Mal	Conservancy Mazdoor	PB-1	4900 - 16,200/-
158	Sk Bakul	Conservancy Mazdoor	PB-1	4900 - 16,200/-
159	Golam Hossain	Conservancy Mazdoor	PB-1	4900 - 16,200/-
160	Monoj Kahar	Conservancy Mazdoor	PB-1	4900 - 16,200/-
161	Sk Samsul	Conservancy Mazdoor	PB-1	4900 - 16,200/-
162	Mukta Mahara	Conservancy Mazdoor	PB-1	4900 - 16,200/-
163	Adari Kahar	Conservancy Mazdoor	PB-1	4900 - 16,200/-
164	Baisakhi Kahar	Conservancy Mazdoor	PB-1	4900 - 16,200/-
165	Chhoto Kalo Hari	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
166	Choklal Dome	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
167	Rita Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
168	Bodi Kora	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
169	Sukumar Bagdi	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
170	Bhagirath Bagdi	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
171	Uttam Kahar	Conservancy Mazdoor	PB-1	4900 - 16,200/-
172	Sri Chhabi Kora	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
173	Baby Das	Conservancy Mazdoor	PB-1	4900 - 16,200/-
174	Dilip Kora	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
175	Nirmal Kora	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
176	Bipin Das	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
177	Naru Das	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
178	Ashoke Birbansi	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
179	Sasthi Pada Hazra	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
180	Ajit Kahar	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
181	Dipali Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
182	Mala Harini	Conservancy Mazdoor	PB-2,	5400 - 25,200/-
183	Tuku Bagdi	Conservancy Mazdoor	PB-1	4900 - 16,200/-
184	Putul Hazra	Conservancy Mazdoor	PB-1	4900 - 16,200/-
185	Radha Harini	Conservancy Mazdoor	PB-1	4900 - 16,200/-
186	Sital Das	Conservancy Mazdoor	PB-1	4900 - 16,200/-
187	Nimai Bauri	Conservancy Mazdoor	PB-1	4900 - 16,200/-
188	Rathu Mahara	Conservancy Mazdoor	PB-1	4900 - 16,200/-
189	Kishore Hari	Conservancy Mazdoor	PB-1	4900 - 16,200/-
190	Asgari Bibi	Conservancy Mazdoor	PB-1	4900 - 16,200/-
191	Dulal Das	Conservancy Mazdoor	PB-1	4900 - 16,200/-
192	Lichu Kahar	Conservancy Mazdoor	PB-1	4900 - 16,200/-
193	Raju Hari ( Hazra )	Conservancy Mazdoor	PB-1	4900 - 16,200/-

194	Sudhakar Birbanshi	Conservancy Mazdoor	PB-1	4900 - 16,200/-
195	Abhijit Roy	Conservancy Mazdoor	PB-1	4900 - 16,200/-
196	Kumudini Kora	Conservancy Mazdoor	PB-1	4900 - 16,200/-
197	Krishna Bauri	Conservancy Mazdoor	PB-1	4900 - 16,200/-
198	Sankar Dutta Chandra	Conservancy Mazdoor	PB-1	4900 - 16,200/-
199	Kallabati Kora	Conservancy Mazdoor	PB-1	4900 - 16,200/-
200	Tinku Biswas	AFC	Fix Monthly Salary	18000/-
201	Anupam Sarkar	UP	Fix Monthly Salary	18000/-

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

Particulars	
Information relating to Municipal Affairs could be made available to public during office working hours.	

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	

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

Sl No.	Name and Designation of Appellate Authority, SPIO & ASPIO	Jurisdiction	Office Address
1	Sri Ujjwal Mukherjee, Chairman	Chairman	Suri
2	Sri Ranjit Kumar Banik , Executive Officer, SPIO	Executive Officer	Suri

14. Such other information as may be prescribed.

Particulars	













