

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE, BIRBHUM  
SOCIAL WELFARE SECTION

Memo No.:- 294 / SW(B)

Dated, Suri, the , 31<sup>st</sup> July, 2008.

**To**  
**The Officer-in-Charge,**  
**Revenue General (R.T.I.),**  
**Birbhum Collectorate.**

**Sub.:- Follow up action towards information**  
**under**

**Right to Information Act, 2005.**

Sir,

In inviting a reference to your letter no. 1267/1(33)/RG/RTI dated, 30.06.08 on the subject mentioned above, the undersigned submit the following information in seriatim for your kind perusal.

<b><i>Sl.No.</i></b>	<b><i>Salient Point.</i></b>	<b><i>Required Information.</i></b>
<b>01.</b>	Particulars of its organization, Functions and duties:-	Social Welfare Section is part and parcel of the District Administration to implement its order time to time, so issued by the Govt..
<b>02.</b>	Powers and duties of its officers And employees:-	To look after the work in connection with Old/Widow/Disability Pension, Scholarship to the physically Handicapped students, Non Institutional Care/Distribution of Identity Cards to the persons with Disabilities. Women and Child Rights Act.
<b>03.</b>	Procedure followed in the decision making process including channels of supervision and accountability:-	To initiate Note Sheet towards implementation the G.O. and public petition for approval for Supervision followed by draft letters.
<b>04.</b>	Norms set by it for the discharge of its functions:-	Concerned authority makes norms for discharging its function.
<b>05.</b>	Rules, regulations, instructions, manuals and records held by it or under its control for used by its employees for discharging its function:-	To abide by the guideline so issued by the Govt. time to time discharging its function.
<b>06.</b>	Statement of categories of documents that are held by it or under its control:-	Old Age/Widow/Disability Pension, Scholarship of Physically Handicapped Students, Non-Institutional Care. Distribution of Identity Cards to persons with disabled people, protection and empowerment of child and women.
<b>07.</b>	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the	There is no provision for implementation such policy.

	formulation of its policy or implementation there of:-	
<b>08.</b>	Statement of the boards, councils, committees ... or the minutes of the meeting are accessible for the public:-	There is no provision for implementation such policy.
<b>09.</b>	Directory of its Officers and employees:-	District Social Welfare Officer and consists of five employees.
<b>10.</b>	Monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulation :-	1. Sri B.Roy, D.S.W.O. Rs. 10075/= 2. Sri Swapan Ganguly, C-in-C. Rs. 10050/= 3. Sri Sunil Chandra, U.D.C. Rs. 6350/= 4. Sri Nazrul Islam, Amin. Rs. 5. Sri Meher Ali. Gr."D" Rs. 6. Sri Sukumar Mahara, Gr."D" Rs.
<b>11.</b>	Budget allocated to each of its agency, indicating the particulars all plans, proposed expenditures and reports on disbursements made:-	Allotment received time to time from Social Welfare Deptt. Towards the expenditure of this Section.
<b>12.</b>	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-	No such provision in this perspective.
<b>13.</b>	Particulars of recipients of concessions, permits or authorizations granted by it:-	This column does not relate to this section.
<b>14.</b>	Details in respect of the information, available to or held by it, reduced in an electronic form:-	This column does not related to this section.
<b>15.</b>	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:-	This column does not relate with this section.
<b>16.</b>	Names, designation and other particulars of the public Information Officers:-	Sri Biswajyoti Roy, D.S.W.O., Birbhum Collectorate.
<b>17.</b>	Such other information as may be prescribed and thereafter update these publications every year:-	Time to Time as when required.

**Sd/= B.Roy.**  
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