

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, BIRBHUM
J.G.SECTION

Memo No.....J.G.

Dated, Suri, the.....July'2008

To
The Officer-in-Charge
Revenue General (RTI)
Birbhum Collectorate

Subject:-*Follow up action towards information under RTI Act'2005.*

In inviting a reference to your letter No.1267/1(33)/RG/RTI dated 30-06-08 on the subject mentioned above, the undersigned submits the following information in seriatim for your kind perusal.

Sl.No.	Salient Point	Required Information
1.	Particulars of its organization, functions and duties:-	J.G. Section is part and parcel of the District Administration to implement its order time to time so issued by the Govt.
2	Powers and duties of its Officers and employees:-	To look after the work in connection with Freedom Fighters, Civil Defence, N.V.F., Education and Health etc.
3	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.
4	Norms set by it for the discharge of its functions:-	Concerned Authority makes norms for discharging its function.
5	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 guide line so issued by the Govt. time to time for discharging its function.
6	Statement of categories of documents that are held by it or under its control:-	Freedom Fighters, Civil Defence, N.V.F., Education, S.S.C and P.S.C. Examination, Kendrya Vidyalaya, J.N.V. Health and allied matter
7	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:-	There is no provision for implementation such policy.
8	Statement of the boards, councils, committees.....or the minutes of the meetings are accessible for the public:-	There is no provision for implementation such policy.
9	Directory of its Officers and employees:-	O/C J.G, O/C Health, C-in-C and consists of 6 other employees.
10	Monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulation:-	1. Sri A.Roy, O/C J.G.- Rs.8275/ 2. Sri B.Biswas, O/C Health Rs.12275/ 3. Sri A.K.Choudhury, Rs10050/ 4. Sri S.Chatterjee, Rs7050/ 5. Sri G.Dey, Rs6525/ 6. Sri B. Sadhu, Rs5925/

12	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-	No such provision in this perspective.
13	Particulars of recipients of concessions, permits or authorizations granted by it:-	This column does not related to this Section
14	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
15	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 related to this Section
16	Names, designations and other particulars of the public Information Officers:-	Sri Avijit Roy , Senior Deputy Collector, Birbhum Collectorate.
17	Such other information as may be prescribed and thereafter update these publications every year:-	Time to time as when required.

Officer-in-Charge
J.G.Section

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Dated, Suri, the.....July'2008

**To
The District Magistrate
General (R.G) Section
Birbhum.**

*Subject:-Report as per instruction of the State Chief Information
Commissioner, West Bengal*

Reference-Your No1540 (19)/RG/RTI Dated30.7.08

With reference to the memo and subject cited above, I am to enclose herewith the C.D containing report in lieu of manual report for favour of needful action.

*Officer-in-Charge
J.G*