

Government of West Bengal
Office of the District Magistrate, Birbhum
Mass Literacy Programme Cell,
Suri, Birbhum.

Memo No...../ MLP

Dated Suri, the2008.

To,
The Officer-in-Charge,
R.G. Section,
Birbhum Collectorate.

The particulars of this section as per section 4 of Right to Information Act, 2005 is furnished below in proforma.

| Sl. No. | Salient points | Descriptions |
|----------------|---|---|
| 1. | The particulars of its organization, functions and duties | Mass Literacy Programme Cell (MLP Cell). This organization is working for eradicating Illiteracy in the rural and urban area of this district as per guideline of NLM & WBSLMA. |
| 2. | The powers and duties of its officers and employees. | Officer – WBCS (Exe). He is the Secretary of the Birbhum Zilla Saksharata Samity. He is assisted by only one employee LDC of the Collectorate and one contractual employee for computer and 3/4 staff on contingent. |
| 3. | The procedure followed in the decision making process, including channel of supervision and accountability. | This section is mainly project based. Now two(2) projects – CEP & PRI are operating in this district through Birbhum Zilla Saksharata Samity, Sub-Divisional Saksharata Samity and Block Saksharata Samity. |
| 4. | The norms set by it for the discharge of its functions. | |
| 5. | The rules, regulations, instructions, manuals and records, held by to or under its control or used by its employees for discharging its functions. | No specific rule except the guideline of National Literacy Mission of Government of India. |
| 6. | A statement of the categories of documents that are held by it or under its control. | |
| 7. | The 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. | Birbhum Zilla Saksharata Samity. |

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| 8. | A 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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of the meetings are accessible for the public. | Birbhum Zilla Saksharata Samity. |
| 9. | A directory of its officers and employees. | Asok Kumar Roy, WBCS (Exe) Ramesh Roy, LDC Collectorate |
| 10. | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. | Asok Kumar Roy – Rs. 10000/- - 15500/- Ramesh Kumar Roy – Rs. 3350/- - 6325/- |
| 11. | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made. | Project – CEP- Rs. 3,04,96,500/- PRI- Rs. 56,54,029/- |
| 12. | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. | Sub-allotted to 19 Blocks & 6 Municipalities which are the implementing agencies. |
| 13. | Particulars of recipients of concessions, permits or authorizations granted by it. | |
| 14. | Details in respect of the information, available to or held by it, reduced in an electronic form. | Computer. E-mail facility. Literacy_bir. @ rediffmail.com |
| 15. | The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. | |
| 16. | The names, designations and other particulars of the Public Information Officers. | |
| 17. | Such other information as may be prescribed, and thereafter update these publications every year. | |

Officer-in-Charge,
Mass Literacy Programme Cell,
Suri, Birbhum.