

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, BIRBHUM
DISASTER MANAGEMENT SECTION**

Memo No./DMD

Dated:/08

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

Sub: Follow up action towards information under RTI Act'2005.

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

Sl. No.	Salient Point	Required Information
1	Particulars of its organization, function and duties:-	DMD, Section is part & parcel of the District Relief Administration and to combat the disaster relates to natural calamity like Flood, Drought, Cyclone, Hailstorm etc. occurred in the district & in connection with the relief to implement its order time to time so issued by the Government.
2	Power and duties of its Officers and employees:-	To supervision of the work in connection with the distribution of Normal G.R., Spl. G.R. causing enquiries of H.B. Grant, to initiate the proposals of Ex-Gratia Grant, E.R. Grant, preparation of list of H.B. Grant (N.C.), Accidental fire, arrangement of carrying relief materials as well as maintainance of relief go-down & distribution amongst the distressed deserving candidates through P.R. Bodies, to maintain report and returns in every months including C.R.F. fund, particularly June to October – Daily rain fall report is to prepared along with discharge of water reports received from various dams, barrages & rivers is to communicate to the Govt. is mandatory.
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:-	Shown as in column 2.
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 there of:-	There is no provision for implementation such policy.

8	Statement of the boards, councils, committees...or the minutes of the meeting are accessible for the public:-	Statutory Committee at Zilla Parishad, Panchyat Samittee & Gram Panchayat Level properly function & minutes of the meeting are accessible.																		
9	Directory of its Officers and employees:-	District Relief Officer, Birbhum, C-in-C & Consists of 7 other employees including Gr-'D'.																		
10	Monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulation:-	<table> <tr> <td>1. Sri Sukhendu Sinha, D.R.O., Birbhum.</td> <td>Rs. 10,350/-</td> </tr> <tr> <td>2. Sri Chandra Sakher Sadhu,</td> <td>Rs. 7,450/-</td> </tr> <tr> <td>3. Sri Monodeep Dutta</td> <td>Rs. 7,252/-</td> </tr> <tr> <td>4. Sri Pulak Majumder</td> <td>Rs. 6,700/-</td> </tr> <tr> <td>5. Sri Dilip Kumar Mondal</td> <td>Rs. 6,525/-</td> </tr> <tr> <td>6. Sri Manoj Pramanik</td> <td>Rs. 6,525/-</td> </tr> <tr> <td>7. Sri. Timir Ranjan Ghosh Chaudhary</td> <td>Rs. 4,825/-</td> </tr> <tr> <td>8. Sri Rohit Karmakar</td> <td>Rs. 4,600/-</td> </tr> <tr> <td>9. Sri Kanai Lal Tudu</td> <td>Rs. 4,330/-</td> </tr> </table>	1. Sri Sukhendu Sinha, D.R.O., Birbhum.	Rs. 10,350/-	2. Sri Chandra Sakher Sadhu,	Rs. 7,450/-	3. Sri Monodeep Dutta	Rs. 7,252/-	4. Sri Pulak Majumder	Rs. 6,700/-	5. Sri Dilip Kumar Mondal	Rs. 6,525/-	6. Sri Manoj Pramanik	Rs. 6,525/-	7. Sri. Timir Ranjan Ghosh Chaudhary	Rs. 4,825/-	8. Sri Rohit Karmakar	Rs. 4,600/-	9. Sri Kanai Lal Tudu	Rs. 4,330/-
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11	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 the Civil Deference Deptt. Towards expenditure of the Civil Defence.																		
12	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-	According to G.O. the amount sub-allotted to the B.D.O.s and execution is made under the guide line of the G.O. & the list of the beneficiaries are maintained.																		
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:-	Not known.																		
17	Such other information as may be prescribed and thereafter update these publications every year:-	Time to time as and when required.																		

**District Relief Officer
Birbhum**