

Format of Annual Administrative Report of Sub-Divisional Officer (Sadar) for the year 2007-08

1. Name of the Section: Sub-Divisional Officer (Sadar), Confidential Section, Suri, Birbhum.
2. Name of In charge with period:

ADM	Officer	Clerk
Sri K.M.Sarkar,WBCS(Exe) Since 01-04-07 to 31-01-08. Sri G.C. Ghosh,WBCS(Exe) Since 01-02-08 to date.	Sri A.Banerjee, WBCS(Exe) Since 01-04-07 to 05-06-07. Sri D.Mondal,WBCS(Exe) Since 05-06-07 to date.	Sri Purna Ch Bagdi,UDC. Since 01-04-07 to 31-03-08.

3. Staff Pattern.

Category	Sanctioned Strength	Actual Strength	Vacancy
S.A.& A.O.	1	1	Nil
SDRO(Sadar)	1	1	Nil
Group-“C”	7	5	2
Group-“D”	4	2	2

4. *Nature of work in brief.*

All works relating to SDO(Sadar), Suri viz (1) SDEM Court & other court related work including tenancy Act etc. (2) Law & order of Sadar Sub-divn (3)Block related all affairs (4)Development matters (5) Education matters including college administration (6)Election matters including RER/continuous updating of E.Roll/Delimitation matters (7) NREGS (8)SRD (9) Literacy (10) Panchayat & Panchayat General Election work (11)Mid-day meal (12) Health (13) Public Grievance & Assistance (14) Right to information Act related work (15)Mass petition disposal on different issues (16) Finance Commission (17) Sanitation (18)Municipal affairs (19) Relief Matters (20) Social Welfare related matters (21) Refugee Relief matters (22) ICDS (23)Wakf Board (24) Muslim Girls' Hostel (25) Issuance of various certificates being competent authority (26) Lubricating License (27) LPG matter (28) Consumer affair (29) Permission of Puja/Festivals/Yatra etc (30) Baby food license (31)PDS matter (32) AY & AAY Schemes (33) Regulated Market committee (34) Human Rights Commission (35)Judicial Department matter (36) BCW matter (37) Pollution control (38)National Productivity Council (39) BRGF (40) Eradication of Bonded labour (41)Census including Economic census (42) Minority Development (43) Cattle Census (44)House hold survey (45) Employment Exchange (46)Reply of Parliament / Assembly questions (47) Bank loan / recovery thereof (48) Raiati Settlement / Borgadar etc (49) CHCM(50) Different National / State level scholarship matter (51) Cinema / Video licence & checking (52) Money lending license (53) Geological Survey related matters (54) Benfed Matter (55)ELA Audit (56) Stage carriage & transport (57) High court Matters (58)Legal heirs matters Inspection u/s 205 of Panchayat Act. (59) Inquest & dying declaration (60) Adoption (61) Atrocity cases (62) ACR /Leave of BDOs (63) Deployment of Magistrate and (64) Such other works as may be entrusted by Higher authorities

5. Acts / Rules & regulation it deals with.

- (1) IPC (2) Cr.P.C. (3) C.P.C. (4) L.R. Act (5)W.B.Panchayat Act (6)E.C. Act (7) Tenancy Act (8) Peoples Representation Act & Rules (9) SC/ST/OBC Manual (10) Manual for Relief to Distress (11) Different Act relating to Different Pension under Social Welfare Department (12)Hindu / Muslim /India Succession Act.(13)Audit Manual (14) Pollution & Sound control Act (15) Hindu Adoption act (16) Money Lending Act (17) Cinema, video license Act (18)Slaughter House Act (19) NREGA-2005 (20) PDS Act & rules etc.

6. Names of registers maintained.

- (a) Attendance register. (b) Leave register. (c) Receive register. (d) Issue register. (e) File index register. (f) Meting register. (g) Allotment registers. (h) Stationary register. (i) Inspection register.

7. Issue & receipts during 01-04-07 to 31-3-08.

Receipt	6700
Issue.	9025

8. Financial Allotment Received & Expenditure incurred.

Scheme	Opening Balance as on 01.4.07	Receipt during 01.4.07 to 31.3.08	Total of Col – 2+3	Expenditure during 01.4.07 to 31.3.08	Closing balance as on 31.3.08 Col-4 – Col-5
Col-1	Col-2	Col-3	Col-4	Col-5	Col-6
SGRY	26,789=00	Nil	26,789=00	11088=00	15701=00
SRD	14000=00	30000=00	44000=00	25390=00	18610=00
NREGS	20000=00	90000=00	110000=00	55000=00	55000=00
Pulse-Polio	2000=00	Nil	2000=00	Nil	2000=00
Mid-day meal	30000=00	Nil	30000=00	Nil	30000=00
Literacy	13631=00	162000=00	175631=00	54278=00	121353=00

9. Performance report on different schemes under the section.**A. Statement on issuance of SC/ST/OBC certificates during the period under report.**

Applications B/F for disposal as on :01-04-07			Applications received during 2007-08.			Total applications for disposal during 2007-08.			Total certificates issued during 2007-08.			Applications carried over for disposal on 31-03-08.		
SC	ST	OBC	SC	ST	OBC	SC	ST	OBC	SC	ST	OBC	SC	ST	OBC
0	1	5	1670	397	872	1670	398	877	1670	398	877	Nil	Nil	Nil

B. Statement on performance of Rent control cases during the period under report.

Cases B/F for disposal as on :01-04-07	Total no of cases filed during 2007-08.	Total Cases for disposal during 2007-08.	Total Cases disposed of during 2007-08.	Cases carried over for disposal on 31-03-08.
14	15	29	10	19

C. Statement on performance of Money lending cases during the period under report.

Cases B/F for disposal as on :01-04-07	Total no of cases filed during 2007-08.	Total Cases for disposal during 2007-08.	Total Cases disposed of during 2007-08.	Cases carried over for disposal on 31-03-08.
Nil	1	1	Nil	1

D. Statement on performance on different items of Relief matters.
Starvation / Cash G.R.

Sl.No.	Names of the Blocks	Requirement	Amount allotted (Rs)
1	Suri-I	Need based	Rs.3060=00
2	Suri-II	Need based	Rs.6120=00
3	Dubrajpur	Need based	Rs.6580=00
4	Khoyrasole	Need based	Rs.8160=00
5	Rajnagar	Need based	Rs.3300=00
6	Sainthia	Need based	Rs.3540=00
7	Mohammad bazar	Need based	Rs.6600=00

House Building Grant (Natural Calamity)

Sl.No.	Names of the Blocks	Requirement	Amount allotted (Rs)
1	Suri-I	Demand placed to D.M.	No allotment received from Govt
2	Suri-II	Demand placed to D.M.	No allotment received from Govt
3	Dubrajpur	Rs.12,00,000=00.	Rs.12,00,000=00.
4	Khoyrasole	Rs.1,05,14,000=00.	Rs.1,05,14,000=00.
5	Rajnagar	Rs.9,94,000=00.	Rs.9,94,000=00.
6	Sainthia	Demand placed to D.M.	No allotment received from Govt
7	Mohammad bazar	Rs.Rs.15,00,000=00.	Rs.Rs.15,00,000=00.

House Building Grant (Fire)

Sl.No.	Names of the Blocks	Requirement	Amount allotted (Rs)
1	Suri-I	Rs.26,000=00.	Rs.26,000=00.
2	Suri-II	Demand placed to D.M.	No allotment received from Govt
3	Dubrajpur	Rs.1,23,000=00.	Rs.1,23,000=00.
4	Khoyrasole	Rs.32,000=00.	Rs.32,000=00.
5	Rajnagar	Demand placed to D.M.	No allotment received from Govt
6	Sainthia	Rs.67,000=00.	Rs.67,000=00.
7	Mohammad bazar	Demand placed to D.M.	No allotment received from Govt

Ex-Gratia Grant

Sl.No.	Names of the Blocks	Requirement	Amount allotted (Rs)
1	Suri-I	Rs.70,000=00	Rs.70,000=00
2	Suri-II	Rs. 70,000=00	Rs. 70,000=00
3	Dubrajpur	Rs. 3,50,000=00	Rs. 3,50,000=00
4	Khoyrasole	No proposal	
5	Rajnagar	Rs. 20,000=00	Rs. 20,000=00
6	Sainthia	Rs. 3,40,000=00	Rs. 3,40,000=00
7	Mohammad bazar	No proposal	

Economic Rehabilitation Grant

Sl.No	Name of Block	Requirement (Rs.)	Actually Allotted (Rs.)			
			General	SC	ST	Ex T.B.
1	Suri-I	19,000=00	5000=00	6000=00	2000=00	6000=00
2	Suri-II	21,000=00	8000=00	6000=00	2000=00	5000=00
3	Sainthia	17,000=00	5000=00	6000=00	1000=00	5000=00
4	Dubrajpur	15,000=00	4000=00	5000=00	1000=00	5000=00
5	Mohammad bazar	16,000=00	4000=00	6000=00	2000=00	4000=00
6	Rajnagar	26,000=00	8000=00	7000=00	3000=00	5000=00
7	Khoyrasole	10,000=00	5000=00	3000=00	1000=00	1000=00

Distribution of Normal G.R in wheat / Cash and Special G.R.in Wheat/Rice according to need

Sl.No	Name of Block	Requirement of Normal G.R. / month in unit	Actually Allotted			
			G.R.(N) Wheat (in qntls) April to June'07	G.R.(N) in Cash (in Rs) July'07 to Feb'08	Special G.R.(Wheat) (In M.T)	Special G.R.(Rice) (In M.T)
1	Suri-I	360	129.60	1,72,800/-	1	8.8
2	Suri-II	184	66.24	88,320/-	1	7.6
3	Sainthia	550	198.00	2,64,000/-	1.5	13.2
4	Dubrajpur	460	165.60	2,20,800/-	1	8.6
5	Mohammad Bazar	338	121.68	1,62,240/-	1.5	13.2
6	Rajnagar	196	70.56	94,080/-	1	6.5
7	Khoyrasole	378	136.08	1,81,440/-	1	8.6
8	Sainthia Municipality					0.5
9	Suri Municipality					0.5
10	Dubrajpur Municipality					1.5

No allotment of Normal G.R. for the month of March'08 received from Government till 31-3-08.

Allotment of Relief Contingency to different Blocks to meet their respective need at the time of Natural Calamity.

Sl.No	Name of Block	Allotment (Rs.)
1	Suri-I	25,000/-
2	Suri-II	2,000/-
3	Sainthia	12,320/-
4	Dubrajpur	4,200/-
5	Mohammad bazar	9,200/-
6	Rajnagar	12,100/-
7	Khoyrasole	13,900/-

E. Statement on performance on different items of ICDS matters.

Sl.No.	Name of the Block.	No of AWCs sanctioned.	No of AWCs operational	No of AWWs appointed.	No of AWHs appointed
1.	Mohammadbazar	279	279	268	268
2.	Sainthia	372	372	351	352
3.	Khoyrasole	135	135	133	133
4.	Dubrajpur	200	200	195	180
5.	Rajnagar	109	109	108	105
6.	Suri-I	160	160	160	159
7.	Suri-II	154	154	151	150

F. Statement on performance on different items of Social Welfare matters.

OLD AGE PENSION.

Sl.No.	Name of Block	Quota	Present status of living pensioner	Vacancy
1.	Suri-I	145	139	6
2.	Suri-II	71	57	14
3.	Sainthia	154	139	15
4.	Mohammadbazar	106	73	33
5.	Rajnagar	97	94	3
6.	Dubrajpur	139	139	0
7.	Khoyrasole	106	88	18

WIDOW PENSION.

Sl.No.	Name of Block	Quota	Present status of living pensioner	Vacancy
1.	Suri-I	60	55	5
2.	Suri-II	25	22	3
3.	Sainthia	47	47	0
4.	Mohammadbazar	39	26	13
5.	Rajnagar	24	24	0
6.	Dubrajpur	54	54	0
7.	Khoyrasole	34	31	3

DISABILITY PENSION.

Sl.No.	Name of Block	Quota	Present status of living pensioner	Vacancy
1.	Suri-I	70	70	0
2.	Suri-II	28	23	5
3.	Sainthia	69	67	2
4.	Mohammadbazar	39	28	11
5.	Rajnagar	24	22	2
6.	Dubrajpur	54	54	0
7.	Khoyrasole	29	18	11

G. Statement on performance on different items of Election matters.

CONTINEOUS UP DATION OF ELECTORAL ROLL

Sl.No.	Applied in Form	288-Suri A.C.				289-Md.Bazar A.C.			
		Lodged	Accepted	Rejected	Under process	Lodged	Accepted	Rejected	Under process.
1.	6	358	279	7	72	15	11	1	3
2.	7	66	57	0	9	4	4	0	0
3.	8	150	109	13	28	21	15	1	5
4.	8A	44	33	2	9	3	3	0	0

H. Statement on performance on different items of Court Case matters.

Sl.No	Item of cases	No of cases filed during the period under report.	No of cases disposed off during the period under report.	Cases under process
1.	Bhag Chash Case	29	9	20
2.	Misc case u/s 97 Cr.P.C.	05	04	01
3.	Misc case u/s 133 Cr.P.C.	01	00	01

I. Statement on performance on different items of Audit of P.Samiti & Gram Panchayats matters during period under report.

Internal Audit by S.A.& A.O,Sadar.

Sl.No.	Name of Block	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th 3 rd Quarter
1.	Suri-I	Completed	Completed	Completed	Started.
2.	Suri-II	Completed	Completed	Completed	Started.
3.	Sainthia	Completed	Completed	Completed	Started.
4.	Mohammadbazar	Completed	Completed	Completed	Started.
5.	Rajnagar	Completed	Completed	Completed	Started.
6.	Dubrajpur	Completed	Completed	Completed	Started.
7.	Khoyrasole	Completed	Completed	Completed	Started.

Position of Statutory Audit by ELA

Sl.No.	Name of P.Samiti	No of GP	Year of audit completed	No of G.P. received IR	No of P.S. received IR	Reply of IR received from GP	Reply of IR received from PS	Audit reply sent to ELA
1.	Suri-I	7	2006-07	7	1	7	0	7
2.	Suri-II	6	2006-07	6	1	0	0	0
3.	Md.Bazar	12	2006-07	12	1	0	0	0
4.	K'sole	10	2006-07	10	1	0	0	0
5.	Dubrajpur	10	2006-07	10	1	0	0	0
6.	Rajnagar	5	2006-07	5	1	0	0	0
7.	Sainthia	12	2006-07	12	1	0	0	0

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J. Statement on performance on PG&A Cell of this Sub-Division during period under report.

Opening balance as on 01-4-07	Total applications received during 2007-08.	Gross total	Total applications disposed off during 2007-08.	Closing balance on 31-03-08.
Nil	14	14	14	Nil.

K. Statement on performance on appointment of 2nd ANM during period under report.

Sl.No.	Name of the Block	Vacancy available	Appointed given
1.	Khoyrasole	24	14
2.	Suri-I	16	07

Sub-Divisional Officer (Sadar)
Suri, Birbhum