

## MANUAL UNDER R.T.I. ACT, 2005

### Record Room Section.

#### 1. Particulars of the organization

1	Our Objective	All statutory functions under different Acts & Rules for public service.
2	Brief History & Background	The Record Room is a very old section of this collectorate under the direct supervision and control of District Magistrate, Birbhum through the A.D.M. (G), Birbhum & Sectional Officer-In- Charge.
3	Organizational Structure	District Magistrate, Birbhum ↑ Additional District Magistrate, Birbhum ↑ Officer-In-Charge, Record Room Section ↑ Dealing Assistant, Record Room Section
4	Activities of the Department	Dealings of different files related to 1. Certified copy of criminal cases u/s 144,133,145 & 107 Cr.P.C., Rent Control Cases and other cases under the control of District Magistrate, Birbhum, Death & Birth certificate and certificate copy of electoral roll etc.. 2. distribution of RS Mouza map. 3. certified copy of CS parcha(ROR) & information regarding CS parcha.

#### 2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
1. Officer-In-Charge, Record Room Section		To act as monitoring and supervisory officer for effective functioning of all related works of this section.
2. Dealing Assistant		To deal with respective files.

#### 3. Procedures followed in the Decision Making Process including channels of supervision and accountability

1	Administration	District Magistrate, Birbhum ↑ Additional District Magistrate, Birbhum ↑ Officer-In-Charge, Record Room Section
2	Technical	N.A.

#### 4. Norms set by the Department for discharging of its functions

As per provision of Acts & Rules, Manual, notification of Government under the supervision and control of D.M. through A.D.M. (G).

#### 5. Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions.

Record Room Manual.

6. Statement of categories of documents held by it or under its control.

All Documents related to the Duties & Responsibilities of this Section.

7. Particulars of any arrangement that exists for consideration with or presentation by the members of public in relation to the formulation of its policy on implement thereof

N.A.

8. 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 meeting to other Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

N.A.

9. Directory of Officials & Employees.

Sl. No.	Name of Post	Officer Name	Office Address	Contact No
1.	Deputy Magistrate & Deputy Collector, Birbhum	Achintya Kr. Das	Record Room Section, Birbhum Collectorate, Suri, Birbhum	03462 - 255518
2.	HC(SL), Record Room Section	Smt. Nilima Ghosh	Record Room Section, Birbhum Collectorate, Suri, Birbhum	Do
3.	UDC, Record Room Section	Mayarani Bakshi	Record Room Section, Birbhum Collectorate, Suri, Birbhum	Do
4.	UDC, Record Room Section	Kajemul Hoque	JM Section, Birbhum Collectorate, Suri, Birbhum	Do
5.	Group-D Staff, Record Room Section	Dulal Ch. Ghosh	Record Room Section, Birbhum Collectorate, Suri, Birbhum	Do
6.	Group-D Staff, Record Room Section	Sk. Islam	Record Room Section, Birbhum Collectorate, Suri, Birbhum	Do
7.	Group-D Staff, Record Room Section	Smt. Dipali Roy	Record Room Section, Birbhum Collectorate, Suri, Birbhum	Do

10. The monthly Remuneration received by its Officers and Employees

Sl. No	Name of Employee	Designation	Pay band No. with Pay Band Scale of Pay ( ROPA -09)
1.	Achintya Kr. Das	Deputy Magistrate & Deputy Collector, Birbhum	PB- 4A (15,600-42,000), GP- 5400
2.	Smt. Nilima Ghosh	HC(SL)	PB- 3 (7100-37600), GP- 3900
3.	Mayarani Bakshi	UDC	PB- 3 (7100-37600), GP- 3600

4.	Kajemul Hoque	UDC	PB- 3 (7100-37600), GP- 3600
5.	Dulal Ch. Ghosh	Group-D Staff	PB- 1 (54900-25200), GP- 1900
6.	Sk. Islam	Group-D Staff	PB- 2 (54900-25200), GP- 1900
7.	Smt. Dipali Roy	Group-D Staff	PB- 2 (54900-25200), GP- 1900

11. Details in respect of information available to or held by it reduced in an electronic form.

N.A.
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12. The Particulars of facilities available to citizens for obtaining information including working hours of a library or reading room if maintained for public use

Any available information could be made available to public during office working hours using office space as there is no library or reading room under this section.
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13. The name of the Appellate Authority, SPIO & ASPIO under R.T.I. Act, 2005.

Sl. No.	Name & Designation of Appellate Authority SPIO & ASPIO	Jurisdiction	Office Address	Contact No
1.	Appellate Authority- Shri Devi Prasad Karanam, I.A.S., Addl. District Magistrate (General), Birbhum SPIO- Sri Achintya Kr. Das, W.B.C.S. (Exe), Dy. Magistrate & Dy. Collector and Officer-in-Charge, Record Room Section.	Birbhum	Office of the District Magistrate & Collector, Birbhum, Prashasan Bhawan, Suri, Birbhum	03462- 255222,

14. Such other information as may be prescribed

N.A.
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Officer-in-Charge,  
Record Room Section.