

MANUALS UNDER RTI ACT, 2005
OFFICE OF S.D.O, SADAR-SURI

1. Particulars of the organization

1	Name of the organisation	Office of the Sub-Divisional Officer, Suri (Sadar) Sub-Division , District- Birbhum, West Bengal.
2	Our Objective	To maintain law and orders. To implement and monitor the Govt. activities and Govt. Schemes. To provide service to the public in general.
3	Brief History & Background	There are three Sub-Division in the Birbhum District, Suri (Sadar) is one of them. This Sub-Division consists of seven no. of Blocks namely Suri-I, Suri-II, Sainthia, Dubrajpur, Md.Bazar, Khayrasole & Rajnagar under the jurisdiction of Suri (Sadar) Sub-Division. The famous temple of Lord Bakreswar (Shiva), Hot Spring, Mamabhagne Pahar, Data Babar Mazar, mines of Chaina clay, Tilpara Barrage, Nandikeswari Temple etc. are situated in this Sub-Division.
4	Organizational Structure	Sub-Divisional Officer. Sub-Divisional Disaster Management Officer. Samiti Accounts & Audit Officer. Upper Division Assistant. Lower Division Assistant. Group-D.
5	Activities of the department	<p><u>The Office attached to the following activities:-</u></p> <p>Maintenance of Law & Order of Sadar Sub-Division, conducting SDEM court & other court as per Bengal Premises Tenancy Act 1956, disposal of Mass petition on different issues, to make reply of Parliament/Assembly question, maintenance of the Maintenance & Welfare of Parents and Senior Citizens Act, 2007, execution of termination of Barga & Bhag Chas, deployment of Magistrate as per requirement of police station, carry out Inquest and dying declaration.</p> <p>Conduct election of Gram Panchayat / Panchayat Samiti / Zilla Parishad / Municipality / Bidhan Sabha / Lok Sabha as a PRO / ERO / AERO, continuous updating / Summery Revision of Electioral Roll, eradication of bonded labour, conduct census including economic census & cattle census, house hold survey, inspection of Panchayat Samiti u/s 205, conduct hearing of land losers cases.</p>

	<p>Supervision of Block, Panchayat Samiti & Gram Panchayat and their activities, developmental work in Sub-Division, MGNREGA, education matter including college administration, Public Distribution System, Regulated Market Committee, minority development, Mid Day Meal, ICDS, Wakf Board, Muslim Girls's Hostel, LPG matter, relief matter, disaster management , social welfare work</p> <p>Issuance of residential certificate, income certificate, SC/ST/OBC certificate, lubricating license, Puja/Festivals/Yatra/Mela etc permission, money lending license, renewal of money lending license, baby food license, cinema/video license, permission for use of microphones etc.</p> <p><u>Acts / Rules & regulation deals with.</u></p> <p>(1) IPC 1860 (2) Cr. P.C 1973 (3) Civil Procedure code 1908 (4) West Bengal Land Reforms Act 1955 (5) W.B. Panchayat Act 1973 (6) Essential Commodity Act 1955 (7) Bengal Premises Tenancy Act, 1956 (8) Peoples Representation Act 1951 (9) Manual for Relief to Distress (10) Different Act relating to Social Welfare Department (11) India Succession Act 1925 (12) Water (Prevention & Control of Pollution) Act 1974 (13) Bengal Money Lending Act 1940 (14) Cinema, video license Act (15) Slaughter House Act 1915 (16) MGNREGA-2005 (17) PDS Act & Rules (18) Right to Information Act, 2005 (19) Maintenance & Welfare of Parents & Senior Citizen Act, 2007 (20) West Bengal Panchayat (Zill Parishad & Panchayat Samiti) Accounts & Finance Rules 2003, (21) West Bengal (Gram Panchayat Accounts, Audit & Budget) Rules 2007, (22) West Bengal Panchayat (Panchayat Samiti Administration) Rules 2008, (23) West Bengal Panchayat (Panchayat Samiti & Zilla Parishad) Budget Rules 2008, etc. (24) Compendium on reservation W.B.SC/ST/(Identification) Act-1994 & 1995, (25) Identification rules Govt. of West Bengal vide notification no. 532 TW/EC/MR-177/96 dated 14.10.1996, (26) Guideline for issuance of SC/ST certificate (Memorandum no. 1465- BCW/MR/67/10 dated 30.04.2010 and for OBC vide no. 1446- BCW/MR/67/10 dated 30.04.2012.etc.</p>
--	--

2. Powers and Duties of Officers and Employees.

Designation of Post	Power	Duties and responsibilities
Sub-Divisional Officer	<p>Sub-Divisional Officer is the executive head of the Sub-Divisional Administration.</p> <p>Sub-Divisional Officer is invested with the power of an Executive Magistrate under section 20 sub-section (1) of Cr.P.C</p>	<p>Maintenance of law and order, Conducting elections and revision process of electoral roll under continuous updation, issuance of SC, ST & OBC certificates, residential</p>

	<p>and designated as a <i>Sub Divisional Magistrate (SDM)</i>.</p> <p>To maintain law and order he is empowered to deal with cases relating to ensuring security and good behaviour (section 107, 108, 109, 110 of Cr.P.C.), command and control of unlawful assembly (section 129, 130 of Cr.P.C), disputes relating to immovable property likely to cause breach of peace (section 145, 146, 147 of Cr.P.C.).</p> <p>To command and disperse an unlawful assembly likely to cause disturbance of public peace U/S 129 of Cr.P.C.</p> <p>To provide speedy remedy in case of urgency where danger to public peace or public health is involved on account of public nuisance or unlawful obstruction U/S 133 of Cr.P.C.</p> <p>To issue prohibitory orders in urgent cases of nuisance or apprehended danger U/S 144 of Cr.P.C.</p> <p>To initiate proceedings U/S 145 of Cr.P.C in case of disputes relating to immovable property likely to cause breach of peace.</p> <p>To inquest U/S 174 and 176 of Cr.P.C in case of unnatural death or death due to suspicious circumstances.</p>	<p>certificate, income certificate within his jurisdiction, monitoring the govt. schemes e.g. MGNREGA, NGNB, NRHM, MDM etc. under his jurisdiction, conducting Sub-Divisional Development and Monitoring Meeting with the line departments and the BDOs, conduct hearing and settle disputes between tenant and land lord as per Bengal Premises Tenancy Act, 1956 in the capacity of Rent Controller, conduct hearing and settle disputes as per Maintenance and Welfare of Parents and Senior Citizen Act 2007, in the capacity of Maintenance Tribunal, conduct hearing of the land losers and settle their claims in the capacity of Chairman of the Screening Committee, issue orders u/s 144 Cr. P.C as per requirement of police station, issue permission for Durga Puja & Kali Puja and use of microphones on various occasions, issue of lubricating license, dispose the public grievance, supervision of Block, Panchayat Samiti & Gram Panchayat.</p>
--	---	--

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

1	Administration	
2	Technical	

4. Norms set by the Department for discharging of its function.

	Particulars
--	-------------

The functions are being discharged according to Acts / Rules / guideline/ Memorandum / instruction/ Manuals of the respective departments.

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

Particulars
1) IPC 1860 (2) Cr. P.C 1973 (3) Civil Procedure code 1908 (4) West Bengal Land Reforms Act 1955 (5) W.B. Panchayat Act 1973 (6) Essential Commodity Act 1955 (7) Bengal Premises Tenancy Act, 1956 (8) Peoples Representation Act 1951 (9) Manual for Relief to Distress (10) Different Act relating to Social Welfare Department (11) India Succession Act 1925 (12) Water (Prevention & Control of Pollution) Act 1974 (13) Bengal Money Lending Act 1940 (14) Cinema, video license Act (15) Slaughter House Act 1915 (16) MGNREGA-2005 (17) PDS Act & Rules (18) Right to Information Act, 2005 (19) Maintenance & Welfare of Parents & Senior Citizen Act, 2007 (20) West Bengal Panchayat (Zill Parishad & Panchayat Samiti) Accounts & Finance Rules 2003, (21) West Bengal (Gram Panchayat Accounts, Audit & Budget) Rules 2007, (22) West Bengal Panchayat (Panchayat Samiti Administration) Rules 2008, (23) West Bengal Panchayat (Panchayat Samiti & Zilla Parishad) Budget Rules 2008, etc. (24) Compendium on reservation W.B.SC/ST/(Identification) Act-1994 & 1995, (25) Identification rules Govt. of West Bengal vide notification no. 532 TW/EC/MR-177/96 dated 14.10.1996, (26) Guideline for issuance of SC/ST certificate (Memorandum no. 1465-BCW/MR/67/10 dated 30.04.2010 and for OBC vide no. 1446-BCW/MR/67/10 dated 30.04.2012.etc.

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

Particulars
a). Application along with required documents for enrollment , deletion, transposition & correction in electoral roll.
b). Applications along with required papers for issuance of residential certificate & income certificate.
c). The documents towards issuance of caste certificate i.e. case records issue register, counter foils of SC/ST/OBC certificates along with concerned Acts / Rules and Guidelines.
d). Required papers relating to issue of lubricating license.
e). Documents relating to termination of "Barga".

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.

Particulars

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 meeting are accessible for public.

Particulars
The minutes of the meeting are accessible for interested persons/concern persons.

9. Directory of officers & Employees.

Sl. No.	Name of Post	Office Name	Office Address	Contact No.
1	Sub-Divisional Officer.	Chandranath Roychowdhury	S.D.O, Office, Birbhum Collectorate.	03462255930
2	Sub-Divisional Disaster Management Officer.	Sudhin Prakash Chattopadhyay	S.D.O, Office, Birbhum Collectorate.	03462255930
3	Samiti Accounts & Audit Officer.	Subir Kumar Das	S.D.O, Office, Birbhum Collectorate.	03462255930
4	Upper Division Assistant.	a) Ananda Gopal Dalui b) Subrata Das c) Avijit Ghosh d) Asgar Ali e) Abul Kalam	S.D.O, Office, Birbhum Collectorate.	
5	Lower Division Assistant.	Nil	S.D.O, Office, Birbhum Collectorate.	
6	Group-D.	a) Arun Das Bairagya b) Sunayan Banerjee	S.D.O, Office, Birbhum Collectorate.	

10. The Monthly Remuneration received of its Officers and Employees.

Sl. No.	Name of the Employee	Designation	Pay band No. with pay band Scale of Pay (As per ROPA' 09)
	Chandranath Roychowdhury	Sub-Divisional Officer	PB-4A (15600 – 42000)
	Sudhin Prakash Chattopadhyay	Sub-Divisional Disaster Management Officer	PB-4 (9000 – 40500)
	Subir Kumar Das	Samiti Accounts & Audit Officer	PB-4 (9000 – 40500)
	Ananda Gopal Dalui	H.C (S.L)	PB-3 (7100 – 37600)
	Subrata Das	Upper Division Assistant.	PB-3 (7100 – 37600)

	Avijit Ghosh	Upper Division Assistant.	PB-3 (7100 – 37600)
	Asgar Ali	Upper Division Assistant.	PB-3 (7100 – 37600)
	Abul Kalam	Upper Division Assistant.	PB-3 (7100 – 37600)
	Arun Das Bairagya	Group-D	PB-2 (5400 – 25200)
	Sunayan Banerjee	Group-D	PB-1 (4900 – 16200)

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

Particulars
Residential certificate, income certificate, SC/ST/OBC certificate, part no. Serial no. & EPIC no. of voters of Assembly Constitutions under Suri (Sadar) Sub-Division.

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.

Particulars
The citizens are obtained information from electronic form or/and manual records during office hours.

13. The name of the Appellate Authority, SPIO & ASPIO under RTI Act-2005.

Sl. No.	Name & designation of Appellate Authority, SPIO & ASPIO	Jurisdiction	Office Address	Contact No.
	Appellate Authority :- Addl. District Magistrate (G), Birbhum. SPIO :- Sub-Divisional Officer, Suri (Sadar), Birbhum.	Suri (Sadar) Sub- Division.	S.D.O., Office, Birbhum Collectorate.	03462255930

14. Such other information as may be prescribed.

Particulars
