

MANUALS UNDER R.T.I. ACT,2005

District SHG & SE Section, Birbhum



1. Particulars of the organization

1	Our Objective	<p>i.Implementation of the Scheme ‘Swami Vivekananda Swanirbhar Karmasanasthan Prakalpa’ to generate Self Employment in the Urban and Rural areas of the Birbhum district through promotion of tiny scale units.</p> <p>ii.Implementation of ‘West Bengal Swanirbhar Sahayak Prakalpa’,scheme regarding interest subsidy.</p> <p>iii. Skilled upgradation training for SHG.</p>
2	Brief History & Background	<p>This Section functions under supervision of District Magistrate, Birbhum through ADM (Dev.), Birbhum & Section Officer-In-Charge.</p>
3	Organizational Structure	<p>District Magistrate, Birbhum.</p> <p style="text-align: center;">↓</p> <p>Additional District Magistrate (Dev.), Birbhum.</p> <p style="text-align: center;">↓</p> <p>Officer-In-Charge, District SHG & SE Section.</p> <p style="text-align: center;">↓</p> <p>Dealing Assistant, District SHG & SE Section.</p>
4	Activities of the Department	<p>i.Monitoring on Implementation of the Scheme ‘‘Swami Vivekananda Swanirbhar Karmasanasthan Prakalpa’ to generate Self Employment in the Urban and Rural areas of the Birbhum district through promotion of tiny scale units.</p> <p>ii.Monitoring on Implementation of ‘West Bengal Swanirbhar Sahayak Prakalpa’,scheme regarding interest subsidy.</p> <p>iii. Skilled upgradation training for SHG.</p>

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
1. Officer-In Charge, SHG&SE Section		To act as monitoring and supervisory officer for effective functioning of all related works of this section.
2. Dealing Assistant		To deals 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 (Dev.), Birbhum  Officer-In-Charge, District SHG & SE Section
2	Technical	Nil

4 Norms set by the Department for discharging of its functions

As per Acts, Rules and Notification, Order , Circulars/ Guidelines of the Government of West Bengal and Department of SHG & SE under supervision of the District Magistrate, Birbhum through A.D.M.(Dev),Birbhum and Officer-In Charge, District SHG & SE Section, Birbhum.

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

N.A	N.A
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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 there of.

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	Md. Ahsan	SHG & SE Section. Birbhum Collectorate, Suri, Birbhum	03462-259382
2	LDC, SHG & SE Section	Vacant		
3	Group-D Staff, SHG & SE Section	Vacant		

10. The monthly Remuneration received of its Officers and Employees

Sl. No	Name of Employee	Designation	Pay band No. with Pay Band Scale of Pay (ROPA -09)
1	Md. Ahsan	Deputy Magistrate & Deputy Collector, Birbhum	PB- 4 (15600-42000), GP-5400

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

Nil

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.

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
2	1st Appellate Authority District Magistrate, Birbhum	Birbhum District	Office of the District Magistrate & Collector, Birbhum, Suri, Birbhum	03462-255222
2	S.P.I.O Additional District Magistrate (Dev.), Birbhum	Birbhum District	Office of the District Magistrate & Collector, Birbhum, Suri, Birbhum	03462-255422
3	A.S.P.I.O – Officer-In-Charge, SHG & SE Section, Birbhum	Birbhum Collectorate	Office of the District Magistrate & Collector, Birbhum, Suri, Birbhum	03462-259382

14 Such other information as may be prescribed

Nil