

MANUALS UNDER R.T.I. ACT,2005

1. Particulars of the organization

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| 1 | Our Objective | District Development through MPLADS/ BEUP/PUP/RSVY/Science & Technology Backward village Intervention/ National Fibre Mission/District Innovative Fund/e-Governance etc.fund |
| 2 | Brief History & Background | This office functioning as the Sanctioning Authority as well as monitoring of different schemes under the supervision of District Magistrate, Birbhum through ADM.(Dev), Birbhum |
| 3 | Organizational Structure | District Magistrate, Birbhum A.D.M.(Dev) Birbhum District Planning Officer, Birbhum |
| 4 | Activities of the Department | |

2. Powers and Duties of Officers and Employees

| Designation of Post | Power | Duties and Responsibilities |
|------------------------------------|-------|--|
| District Planning Officer, Birbhum | | 1) To assist the Chairman, DPC and D.M. Birbhum for the works of District Planning Committee(DPC) and to prepare year wise Annual Plan |
| | | 2) To assist the A.D.M.(Dev) Chairman DLMC for the works of District Level Monitoring Committee (DLMC).. |
| | | 3) To arrange for sanction of MPLADS/BEUP funds |
| | | 4) To prepare the Annual Plan of PUP in consultation with 10 Panchayat Samiies concerned with PUP and allotment of funds received. |
| | | 5) Salary & establishment for the staffs under District Plan and Block Plan etc. |
| | | 6) To work as E.R.O. & R.O. 284 Dubrajpur(SC) AC |
| | | 7) To look after the work of Pollution matters |
| | | 8) To assist the D.M. and A.E.O. BZP for construction of Leather Project at Bolpur and Tasar Project at Tantipara under ASIDE |

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| | | 9) To assist the D.M. Birbhum for appointment, confirmation of service, gradation and promotion of Group-A, Group B, Group-C employees under Dist. Plan |
| | | 10) To assist the D.M & A.D.M. for preparation of DPR, sanction of fund and monitoring of works under Tourism. |
| | | 11) To arrange for utilisation of funds under ADMI and National Fibre Mission. |
| | | 12) To conduct enquiry for the different works under taken by this department as per direction of the DM and ADMs |
| | | 13) To prepare the different spatial /non spatial maps using NRDMS for using as a decision making tools for planning process. |
| | | 14) To sanction and to monitor the funds allocated under Science & Technology Department. |
| | | 15) Works of Bakreswar Town & Country Planning |
| | | 16) Any other works as entrusted by the District Magistrate, Birbhum & A.D.Ms time to time |

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

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| 1 | Administration | District Magistrate, Birbhum A.D.M.(Dev) Birbhum District Planning Officer, Birbhum |
| 2 | Technical | 1) Sub-Assistant Engineer at District Level as well as Block Level under District Plan. 2) Assistant for NRDMS |

4 Norms set by the Department for discharging of its functions

As per Acts, Rules and Notification , Order , Circulars/ Guidelines of the Government of India as well as Government of West Bengal Department of Planning and Panchayat & Rural Development Department, Science & Technology Department, Statistics & Programme Implementation, Paschimanchal Unnayan Affairs, Department of Tourism, Commissioner, Burdwan Division and Election Commission of India under supervision of the District Magistrate through A.D.M.(Dev)

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

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| 1 | W.B.S.R. Part I and II, West Bengal Finance Rules, 1979 West Bengal Treasury Rules, 2005 Election Manuals and Compendium Inter se Seniority Rules, 1981., West Bengal Services (Appointment, Promotion & Confirmation Rules, 1974 |
| 2 | All Election related orders, Circulars |
| 3 | Guidelines of MPLADS, BEUP , PUP, RSVY, department administrators guidelines Circulars, Orders from Govt. of India and State department administrators. |
| 4. | R.T.I. Rules, 2005 |

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

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| All documents related to the Duties & Responsibilities of this office |
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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.

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| N.A |
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9. Directory of Officials & Employees

| Sl. No | Name of Post | Officer Name | Office Address | Contact No |
|--------|---------------------------------|-------------------------------------|------------------------|--------------|
| 1 | Dist. Planning Officer, Birbhum | Sri Biswajit Modak, W.B.C.S. (Exe.) | Prasashan Bhawan, Suri | 03462 255536 |
| 2. | Economic cum Credit Planner | Sri Asoke Kr Ghosh | | 03462 255536 |
| 3. | S.A.E (DP) | Sri Biswajit Bhattacharjee | | 03462 255536 |
| 4. | H.C.(SL) | Sri Gouranga Guha | | 03462 255536 |

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|-----|-----------------|--------------------------|--|--------------|
| 5. | UDC | Sri Pulak Majumder | | 03462 255536 |
| 6. | UDC | Sri Amrita Ch.Das | | 03462 255536 |
| 7. | UDC | Sri Rabi Sankar Majumder | | 03462 255536 |
| 8. | UDC | Sri Chiranjib Bajerjee | | 03462 255536 |
| 9. | UDC | Sri Prakas Kr. Dutta | | 03462 255536 |
| 10. | UDC | Sri Pradip Chatterjee | | 03462 255536 |
| 11. | UDC | Sri Uttam Mukherjee | | 03462 255536 |
| 12. | Grade- I typist | Sri Pranabendu Mukherjee | | 03462 255536 |
| 13. | LDC | Sri Ashis Kr. Das | | 03462 255536 |
| 14. | Assistant,NRDMS | Sri Joydeep Joardar | | 03462 255536 |
| 15. | Re-employed | Sri Edel Hossain | | 03462 255536 |
| 16. | Re-employed | Sri Paresh Nath Mondal | | 03462 255536 |
| 17. | Re-employed | Sri Nandalal Bera | | 03462 255536 |
| 18. | Peon | Sri Ambika Ch.Dey | | 03462 255536 |
| 19. | Peon | Sri Shyamal Roy | | 03462 255536 |

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 | Sri Biswajit Modak, W.B.C.S. (Exe.) | Dist. Planning Officer, Birbhum | No 4 | Rs.9000-40500 |
| 2. | Sri Asoke Kr Ghosh | Economic cum Credit Planner | No 4 | Scale 9000- |
| 3. | Sri Biswajit Bhattacharjee | S.A.E (DP) | No 4 | Scale 9000- |
| 4. | Sri Gouranga Guha | H.C.(SL) | No.3 | 7100-37600 |
| 5. | Sri Pulak Majumder | UDC | No.3 | 7100-37600 |
| 6. | Sri Amrita Ch.Das | UDC | No.3 | 7100-37600 |
| 7 | Sri Rabi Sankar Majumder | UDC | No.3 | 7100-37600 |
| 8. | Sri Chiranjib Bajerjee | UDC | No.3 | 7100-37600 |
| 9. | Sri Prakas Kr. Dutta | UDC | No.3 | 7100-37600 |
| 10 | Sri Pradip Chatterjee | UDC | No.3 | 7100-37600 |
| 11 | Sri Uttam Mukherjee | UDC | No.3 | 7100-37600 |
| 12 | Sri Pranabendu Mukherjee | Grade I typist | No.3 | 7100-37600 |
| 13 | Sri Ashis Kr. Das | LDC | No.2 | 5400-25200 |
| 14 | Sri Joydeep Joardar | Assistant,NRDMS | Rs.10,500/- Consolidated | |
| 15 | Sri Edel Hossain | Re-employed | Rs.10,000/- | Consolidated |
| 16 | Sri Paresh Nath Mondal | Re-employed | Rs.10,000/- | Consolidated |
| 17 | Sri Nandalal Bera | Re-employed | Rs.10,000/- | Consolidated |
| 18 | Sri Ambika Ch.Dey | Peon | No.2 | 5400-25200 |
| 19 | Sri Shyamal Roy | Peon | No.2 | 5400-25200 |

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

Any available information could be available to public during office working hours and also available in the District Web Site in respect of activities under the direct supervision of District Planning Section. Also the monthly status of MPLADS/ BEUP would be available in the white board placed in front of the Section.

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.

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

The monthly status of MPLADS/ BEUP would be available in the white board placed in front of the Section

| Sl. No | Name & Designation of Appellate Authority SPIO & ASPIO | Jurisdiction | Office Address | Contact No |
|--------|--|---------------|----------------|--------------|
| 01 | District Planning Officer, Birbhum | D.Pl.O Office | Suri, Birbhum | 03462 255536 |

14 Such other information as may be prescribed

Nil