

MANUALS UNDER R.T.I. ACT,2005

1. Particulars of the organization

1	Our Objective	To implement the project of Literacy programme of the M.H.R.D. Deptt of School Education & Literacy Govt. of India.
2	Brief History & Background	Illiterate persons (Male & Female) of the District under the age group 15 and above are giving Education under this project scheme through AEC in GP level.
3	Organizational Structure	District, Block and G.P.s of this District are involved with the project programme under the guide line of M.H.R.D. & G.O.I. through WBSLMA and also setting up a District committee namely BZLSS.
4	Activities of the Department	Imparting survey in Block/GP levels to ascertain the number of all illiterates and then to tag them as illiterates into AECs to make them literate, supplying books/ TLM etc through the W.B.S.L.M.A. to the neo literates.

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
1. ADM & AEO (ZP)		Member Secretary of the Project Programme.
2. Officer-in-Charge Literacy		Section Officer.
3. Co-ordinators		Co-ordinators for computer matters
4. Staff		Staff for clerical works etc.

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

1	Administration	President, Sabhadhipati ZP / DM, Dist. Co-ordinator, Member Secretary, ADM & AEO ZP / SDOs of all sub-Division/B.D.O./ Line Deptt. Member of the Samity.
2	Technical	District and Block Co-ordinator engaged as per guide line for Technical works.

4 Norms set by the Department for discharging of its functions

Entire function is implemented at G.P. level to run the AECs under the direct supervision of the Block and monitoring/ supervising of the District and communicating the all guide lines to Blocks as and when received from the Govt. of India / WBSLMA.

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

Official works are implemented as per rule of the Govt. of W.B. and the project programme is implemented according to the guide line of G.O.I.

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

Statement on MPR is furnished as prescribed by the Literacy Mission and office documents are maintained as like other Govt. offices.

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.

Works are performed as per guide line of NLM and WBSLMA.

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.

Almost monitoring meeting is held in each month at state / District/ Block and G.P. levels by setting up Lokshiksha Samity at all level. Beyond this there is no more provision and minutes of such meeting are kept in Office records.

9. Directory of Officials & Employees

Sl. No	Name of Post	Officer Name	Office Address	Contact No
1.	ADM & AEO (ZP)	Zilla Lokshiksha Samity	Suri, Birbhum	03462-255904
2.	Officer-in-Charge Literacy	Zilla Lokshiksha Samity	Suri, Birbhum	03462-255904
3.	Co-ordinators	Zilla Lokshiksha Samity	Suri, Birbhum	03462-255904
4.	Staff	Zilla Lokshiksha Samity	Suri, Birbhum	03462-255904

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	Officer-in-Charge	Sl. No. 1 & 2 i.e., officer and staff are posted in this set up on deputation from other offices and they are paid monthly salary at their respective Deptt. in where they are attached to under pay band with pay scale of ROPA Sl. No. 3 to 5 are contractual staff and paid monthly remuneration in lump as fixed by the NLM out of grant received for it and the question of pay band etc under the ROPA does not arise for the concerned staff.
2	Naba Kumar Chakraborty	Head Cleark	
3	Smt. Chinmoyee Mukherjee	Dist. Co-ordinator	
2	Kazi Farhad	Dist. Co-ordinator	
3	Smt. Tulika Hati	Dist. Co-ordinator	

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

Information to the effect is available in www.saaksharbharatmission.org mission of Literacy Mission.

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

As per guide line of the Literacy Mission, Adult Education Centre (AEC) are lying set up in each gram panchayet Office and required information to the effect will be known from their end.

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
1.	D.M.	Birbhum District.	Birbhum Collectorate.	03462-255-222
2.	ADM & AEO (BZP)	Birbhum District.	Birbhum Zilla Parishad, Suri.	03462-258-642
3.	Officer-in-Charge	Birbhum District.	Birbhum Collectorate.	03462-255-904

14 Such other information as may be prescribed

No.