

MANUALS UNDER R.T.I. ACT,2005

Mid-Day Meal Section

1. Particulars of the organization

1	Our Objective	Implementation of Cooked Mid-Day Meal Programme Smoothly
2	Brief History & Background	This section functions under supervision of District Magistrate, Birbhum through A.D.M.(G), Birbhum & Officer-in-Charge, Mid-Day-Meal Section.
3	Organizational Structure	District Magistrate, Birbhum ↑ Additional District Magistrate (General) Birbhum ↑ Officer-in-Charge, Mid-Day Meal Birbhum
4	Activities of the Department	a) Receiving allotment of fund and Food grains from state level. b) Monthly distribution of fund and Food grains among the B.D.Os as per requirement. c) Submission of online report and returns on Monthly and Quarterly basis. d) Maintenance of Accounts and submission of Utilization Certificate. e) Issue and Receipt of report and returns. f) Preparation and sending of Annual Budget Estimate. g) Arrangement for Training on various matters related to Cooked Mid-Day Meal Programme. h) Holding meetings, Seminars etc. on Cooked Mid-Day Meal Programme. i) Monitoring and Supervision of Mid-Day Meal Scheme. j) Online Data entry in www. trgmdm.nic.in h) Others miscellaneous matters.

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
Officer-in-Charge, Mid-Day Meal Birbhum		To act as monitoring and supervisory officer for effective functioning of all related works of this section.
Dealing Assistant		To deals with respective files and registers.

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

1	Administration	District Magistrate, Birbhum ↑ Additional District Magistrate (General) Birbhum ↑ Officer-in-Charge, Mid-Day Meal Birbhum
2	Technical	N.A.

4 Norms set by the Department for discharging of its functions

As per Order/Guidelines of School Education Department, Government of West Bengal, under Supervision of the District Magistrate, Birbhum through Additional District Magistrate (General), 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 Office.

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	Paramita Mandal	Mid-Day-Meal Section, Birbhum Collectorate, Suri, Birbhum	.
2	U.D.C.	Chinmoy Roy	Mid-Day-Meal Section, Birbhum Collectorate, Suri, Birbhum	.
3	Ex-U.D.C.	Biswanath Chatterjee	Mid-Day-Meal Section, Birbhum Collectorate, Suri, Birbhum	.
4	Data entry Operator	Debgopal Ghosh	Mid-Day-Meal Section, Birbhum Collectorate, Suri, Birbhum	.

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	Paramita Mandal	Deputy Magistrate & Deputy Collector, Birbhum	PB-4A (15600-42000), GP-5400
2	Chinmoy Roy	U.D.C.	PB-3 (7100-37600) GP-3600
3	Biswanath Chatterjee	Ex-U.D.C. (Retired)	Consolidated Pay
4	Debgopal Ghosh	Data entry Operator	Daily rated basis

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

N.A.

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
1	Appellate authority District Magistrate, Birbhum, SPIO- Additional District Magistrate (G), Birbhum, ASPIO- Dy. Magistrate & Deputy Collector of concerned section	Birbhum Collectorate	Office of the District Magistrate & Collector, Birbhum	03462-255222 03462-258320

14 Such other information as may be prescribed

N.A.