

MANUALS UNDER R.T.I. ACT, 2005

1. Particulars of the Organization.

1	Our object	(a) Drawing bills from Treasury / Disbursement of Cash, Cheque and Draft etc. (b) Preparation of contingent bills. (c) Upkeeping of Circuit house. (d) Servicing of summons, letters etc. (e) Maintenance of stationery Register, Dead stock Register, Observance of National Ceremonies and programmes relating to SHG, Literacy, Rally etc, Maintenance of P.L A/c of D.M. Renovation / beautification work of Collectorate Building including ISO. Submission of Net Grant/ Audit Report/IR Broad sheet replies etc.
2	Brief History & Background	This section functions under supervision of District Magistrate, Birbhum through A.D.M(G), Birbhum and Section Officer-in-charge
3	Organizational Structure	District Magistrate, Birbhum ↑ Additional District Magistrate, Birbhum ↑ Officer-in-charge, Nezarath Section ↑ Dealing Assistant, Nezarath Section
4	Activities of the Department	(1). Dealing of different drawn and disbursement of funds relates to the different payee under control of D.M, Public and other organization. (2) Maintenance of Prasashan Bhawan including Circuit House, Bungalow etc. (3) Submission of report returns relates to fund

2. Power and Duties of Officer and Employees

Designation of Post	Power	Duties and Responsibilities
1. Officer-in-charge, Nezarath Section	D.D.O	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, Birbhum ↑ Officer-in-charge, Nezarath Section
2	Technical	S.A.E, of Development & Planning Section

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

After receiving any order from the authority, the same is carry out through proper channel after maintaining register, file etc.

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

W.B.S.R, Part-I and Part-II, Bengal Record Mannual, W.B.Treasury rules,Cercuit House, D.D.O's hand book.

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 thereof

N.A.

8. Statement of Broads, 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.

N.A.

9. Directory of Officials & Employees.

Sl. No.	Name of Post	Officer Name	Office Address	Contact No.
1	Nezarath Deputy Collector & Deputy Magistrate & Deputy Collector, Birbhum	Achintya Kr. Das	Nezarath Section, Birbhum Collectorate, Suri, Birbhum	03462255518
2	HC (SL), Nezarath Section	Samir Kr. Ghosh	Do	03462255518
3	UDC, Nezarath Section	Chandi Charan Manna	Do	03462255518
4	UDC, Nezarath Section	Prodyut Kr. Dutta	Do	03462255518
5	UDC, Nezarath Section	Ashoke Banerjee	Do	03462255518
6	UDC, Nezarath Section	Mrinal Kanti Mondal	Do	03462255518
7	UDC, Nezarath Section	Arun Kr. Dutta	Do	03462255518
8	UDC, Nezarath Section	Pradip Kr. Chatterjee	Do	03462255518
9	LDC, Nezarath Section	Asit Kr. Das	Do	03462255518
10	P.S, Nezarath Section	Sukumar Sinha	Do	03462255518
11	P.S, Nezarath Section	Prabhat Kr. Dey Chowdhury	Do	03462255518
12	P.S, Nezarath Section	Baniprasad Banerjee	Do	03462255518
13	P.S, Nezarath Section	Mirza Mosaraf Hossain	Do	03462255518
14	P.S, Nezarath Section	Chittaranjan Karmakar	Do	03462255518
15	Group-D, Nezarath Section	Santosh Mal	Do	03462255518
16	Group-D, Nezarath Section	Pranabeswar Biswas	Do	03462255518
17	Group-D, Nezarath Section	Dwijapada Chatterjee	Do	03462255518
18	Group-D, Nezarath Section	Khokan Mal	Do	03462255518

19	Group-D, Nezarath Section (Night guard)	Khokan Das	Do	
20	Group-D, Nezarath Section (Faras)	Prakash Das	Do	
21	Group-D, Nezarath Section (Night guard)	Gopan Kr. Bhandari	Do	

10. Monthly Remuneration received of its officer and Employee

Sl. No.	Name of Employee	Designation	Pay band No. with pay band Scale of Pay (ROPA-09)
1	Achintya Kr. Das	Deputy Magistrate & Deputy Collector, Birbhum	PB-4 (15600-42000), G.P-5400
2	Samir Kr. Ghosh	HC (SL), Nezarath Section	PB-3 (7100-37600),G.P-3900
3	Chandi Charan Manna	UDC, Nezarath Section	PB-3 (7100-37600),G.P-3600
4	Prodyut Kr. Dutta	UDC, Nezarath Section	PB-3 (7100-37600),G.P-3600
5	Ashoke Banerjee	UDC, Nezarath Section	PB-3 (7100-37600),G.P-3600
6	Mrinal Kanti Mondal	UDC, Nezarath Section	PB-3 (7100-37600),G.P-3600
7	Arun Kr. Dutta	UDC, Nezarath Section	PB-3 (7100-37600),G.P-3600
8	Pradip Kr. Chatterjee	UDC, Nezarath Section	PB-3 (7100-37600),G.P-3600
9	Asit Kr. Das	LDC, Nezarath Section	PB-2 (5400-25200),G.P-2600
10	Sukumar Sinha	P.S, Nezarath Section	PB-2 (5400-25200),G.P-2600
11	Prabhat Kr. Dey Chowdhury	P.S, Nezarath Section	PB-2 (5400-25200),G.P-2600
12	Baniprasad Banerjee	P.S, Nezarath Section	PB-2 (5400-25200),G.P-2600
13	Mirza Mosaraf Hossain	P.S, Nezarath Section	PB-2 (5400-25200),G.P-2600
14	Chittaranjan Karmakar	P.S, Nezarath Section	PB-2 (5400-25200),G.P-2600
15	Santosh Mal	Group-D, Nezarath Section	PB-1 (4900-18200),G.P-2100
16	Pranabeswar Biswas	Group-D, Nezarath Section	PB-1 (4900-18200),G.P-2100
17	Dwijapada Chatterjee	Group-D, Nezarath Section	PB-1 (4900-18200),G.P-2100
18	Khokan Mal	Group-D, Nezarath Section	PB-1 (4900-18200),G.P-2100
19	Khokan Das	Group-D, Nezarath Section (Night guard)	PB-1 (4900-18200),G.P-2100
20	Prakash Das	Group-D, Nezarath Section (Faras)	PB-1 (4900-18200),G.P-2100
21	Gopan Kr. Bhandari	Group-D, Nezarath Section (Night guard)	PB-1 (4900-18200),G.P-2100

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

N.A
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12. The Particulars of facilities available to citizens for obtaining information including working hours of a library or reading room if a maintained for public use.

Any available information could be made available to public during office working hours from Notice board of Nezarath Section.

The name of the Appellate Authority, SPIO & ASPIO under R.T.I Act, 2005.

Sl. No.	Name & Designation of Appellate Authority SPIO& ASPIO	Jurisdiction	Office Address	Contact No.
1	Appellate Authority ADM Concerned, Birbhum SPIO-Nezarath Deputy Collector, Birbhum Collectorate ASPIO-Dy. Magistrate & Dy. Collector of concerned section	Birbhum Collectorate	Office of the District Magistrate, & Collector, Birbhum Suri, Birbhum	03462-255518

13. Such other information as may be prescribed.

N.A