

MANUALS UNDER RTI ACT, 2005

1. Particulars:

NAME OF ORGANISATION : Birbhum ZILLA PARISHAD

1. OUR OBJECTIVE

The Panchayat bodies aim at facilitating economic and social development in the rural areas and organise community action in all development activities in the rural sector by implementing Central / State sector programmes. The main areas of activities are: -

1. Making Social Services like health and education including universalisation of Primary Education accessible to people residing in rural areas.
2. Lowering gap between rich and landless people due to land reforms.
3. Augmenting livelihood opportunities for the rural population through various Central / State sponsored schemes.
4. Generation of self and wage employment for below poverty line (BPL) families.
5. Improving the social and economical infrastructure in the rural area.
6. Providing social security and safety nets to the disadvantaged and socially excluded.
7. Improvement in animal resources to help poor rural people.
8. To provide food security through Annapurna and Antodaya Food Programme.
9. Improvement in the field of power and cottage industries in rural areas.
10. Improvement of rural roads and connecting roads.
11. Improvement of women and children through various schemes.
12. To create facilities for agriculture and allied sectors to enhance rural employment potential.

2. BRIEF HISTORY & BACKGROUND:

Before formation of Zilla Parishad the District Board was in force. The District Board was declared defunct in the year 1964. Under 3 tier Panchayati Raj System the Zilla Parishad was formed in this year and Chaired by different Administrators. In the year 1978 as per provision laid down in Panchayat Act. 1973 the first elected Sabhadhipati took the Chair. The first Sabhadhipati was Sri Braja Mukherjee.

List of Administrators & Sabhadhipati

Administrators

1865 to 1920 – Administrators
1920 to 1925 – Sri Abinash Bandyopadhyay
1925 to 1931 – Sri Satyaniranjan Chakraborty
1931 to 1932 – Sri Abinash Bandyopadhyay
1932 to 1940 – Sri J.L. Banerjee
1940 - Sri Harikinkar Samanta
1943 - Sri Surendranath Sarkar
1943 to 1948 – Administrators
1948 to 1948 – Sri Saradindu Majumder
1948 to 1948 – Sri Abinash Chandra Mitra
1948 to 1952 – Administrators
1952 to 1964 – Sri Baidyanath Bandyopadhyay
1964 – Zilla Parishad formed in place of District Board
1964 to 1967 – Sri Baidyanath Bandyopadhyay
1967 to 1969 – Sri Gouri Prasanna Mukherjee
1969 to 1969 – Sri Kalikinkar Mukherjee
1969 to 1978 – Administrators

Sabhadhipat

1978 to 1998 – Sri Braja Mukherjee
1998 to 2003 – Sri Dhiren Let
2003 to 2008 – Sri Manasa Hansda
2008 to till – Smt. Annapurna Mukhopadhyay

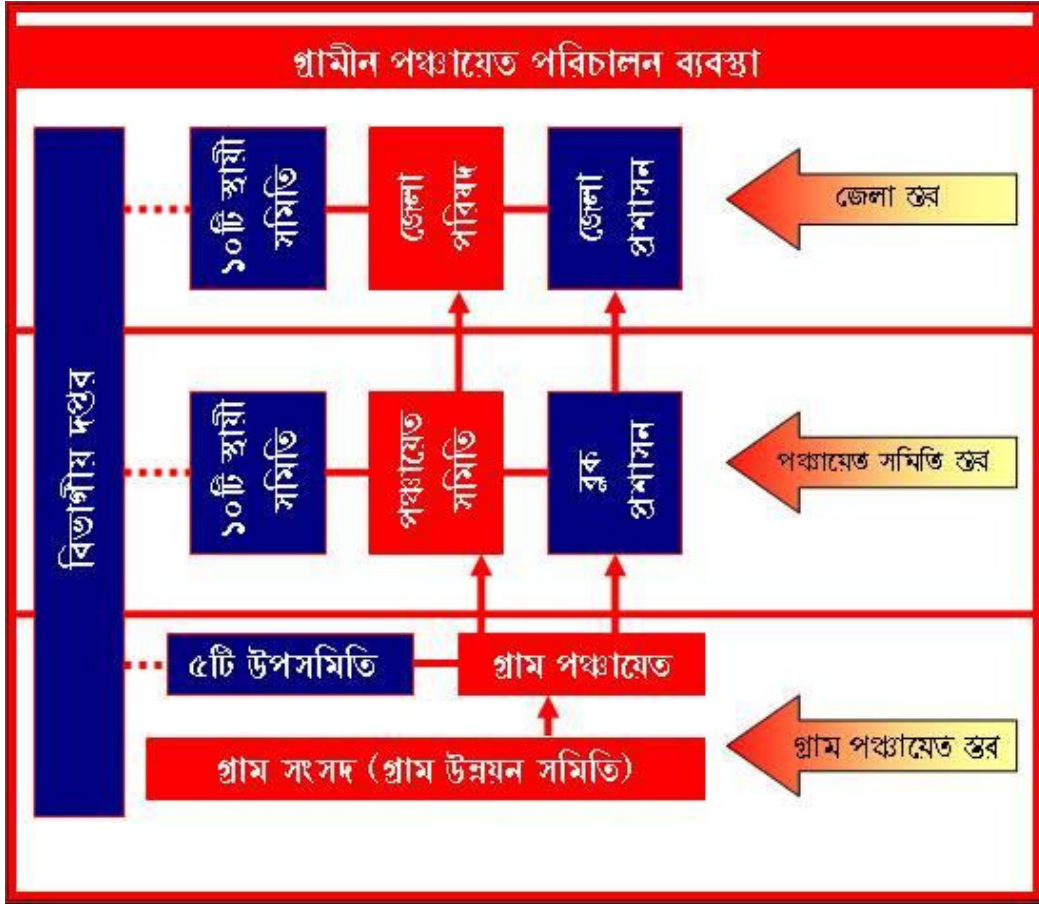
Birbhum Zilla Parishad is the nodal agency for implementation of the major poverty alleviation programmes in the rural areas of Birbhum District that comprises 19 Panchayat Samities with 167 Gram Panchayats in 3 Sub-Divisions. This Parishad also organises community action for rural planning and development through the elected Panchayat Bodies at different levels.

3. ORGANIZATIONAL STRUCTURE

Sabhadhipati
Sahakari-Sabhadhipati
Karmadhyakshas of Sthayee Samities
Adhyaksha
Upadhyaksha
Elected Zilla Parishad Members – 35 Nos.
Sabhapati of 19 P.S.s are Ex-Officio Members
Hon'ble M.P.s and MLAs of District are Ex-Officio Members except Ministers.

Sl No	Name of Sthayee Samiti	No of Members
1	Artha – Sanstha – Unnayan – O – Parikalpana	6 nos elected members
2	Jana – Swasthya – O – Paribesh	6 nos elected members
3	Purta Karya-O-Paribahan	6 nos elected members
4	Krishi – Sech – O – Samabay	6 nos elected members
5	Siksha, Sanskriti, Tathya O Krira	6 nos elected members
6	Sishu O Nari Unnayan, Janakalyan O Tran	6 nos elected members
7	Bon-O-Bhumi Sanskar	6 nos elected members
8	Matsya O Prani Sampad Bikash	6 nos elected members
9	Khadya O Sarbaraha	6 nos elected members
10	Khudra Shilpa Bidyut O Achiracharit Sakti	6 nos elected members

Among the 6 nos. Elected members one of them is selected as Chairman and called Karmadhyaksha. Karmadhyaksha of A.S.U.O.P.S.S. is Sabhadhipati. Sabhadhipati is also ex-officio member of all Sthayee Samiti of Zilla Parishad.



4. ACTIVITIES OF THE DEPARTMENT

FUNCTIONS OF ZILLA PARISHAD

Birbhum Zilla Parishad functions for development in the rural areas of this District. 10 (ten) Sthayee Samities of Zilla Parishad along with the departments of District Administration look after the work of their respective charge. Main object is to eradicate poverty and minimise gap between the rich and the poor.

FUNCTIONS OF PANCHAYAT SAMITIES

Every Panchayat Samiti with its 10 (ten) Sthayee Samities works within Panchayat Samiti area like Zilla Parishad, Panchayat Samities work for upliftment of rural people.

FUNCTIONS OF GRAM PANCHAYATS

Gram Panchayats work within Gram Panchayat areas. Grass root level planning of development is done at this level. People directly take part in development activities through Gram Sansads.

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
Executive Officer	Administrative	Exercise administrative control and supervision of Zilla Parishad.
Additional Executive Officer	Administrative	Exercise administrative control and supervision of Zilla Parishad on behalf of Executive Officer.
Financial Controller & Chief Accounts Officer	Financial	Controls the Accounting system and maintaining Accoutns.
Secretary	Administrative	Works as per direction of AEO
Deputy-Secretary	Administrative	Works as per direction of AEO & Secretary
Additional Deputy-Secretary	Administrative	Works as per direction of AEO & Secretary
District Engineer	Technical	Supervise all technical works related to Civil works of Zilla Parishad
Executive Engineer	Technical	Supervise all technical works related to Civil works of WBSRDA (PMGSY)
Assistant Engineer	Technical	Works as per direction of AEO & DE
Sub-Assistant Engineer	Technical	Works as per direction of AEO & DE
Work Assistant	Technical	Works as per direction of AEO & DE
Office Superintendent	Office Super	Works as per direction of AEO & Secretary
Head Assistant	Clerical	Works as per direction of AEO & Secretary
UDA	Clerical	Works as per direction of AEO & Secretary
LDA	Clerical	Works as per direction of AEO & Secretary
PA&AO	Financial	Works as per direction of AEO & FC&CAO
Accountant	Financial	Works as per direction of AEO & FC&CAO
Additional Accountant	Financial	Works as per direction of AEO & FC&CAO
Cashier	Financial	Works as per direction of AEO & FC&CAO

Assistant Cashier	Financial	Works as per direction of AEO & FC&CAO
Medical Officer	Medical	Works as per direction of AEO
Compounder	Medical	Works as per direction of AEO & M.O.
Helper	Medical	Works as per direction of AEO & M.O.
PA to Sabhadhipati	Stenographer	Works as per direction of Sabhadhipati & AEO.
CA to AEO	Stenographer	Works as per direction of AEO.
Stenographer English	Stenographer	Works as per direction of AEO, Secretary & Karmadhyaksha
Stenographer Bengali	Stenographer	Works as per direction of AEO, Secretary & Karmadhyaksha
Typist English	Typist	Works as per direction of AEO & Secretary
Typist Bengali	Typist	Works as per direction of AEO & Secretary
District Information Analyst	Technical	Works as per direction of AEO & Secretary
Computer Assistant	Technical	Works as per direction of AEO & Secretary
Data Entry Operator	Technical	Works as per direction of AEO & Secretary
Assistant Surveyor	Survey	Works as per direction of AEO & DE
Chainman	Assist in Survey	Works as per direction of AEO & DE
PBX Operator	Telephone Operator	Works as per direction of AEO & Secretary
Group-D	Peon	Works as per direction of AEO, Secretary, OS
Chowkidar	Guard	Works as per direction of AEO, Secretary, Sabhadhipati
Sweeper	Sweeper	Works as per direction of AEO, Secretary, MO
Driver	Driver	Works as per direction of AEO, Secretary.
Roller Driver	Driver	Works as per direction of AEO, Secretary, DE

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

1	Administration	The respective Sthayee Samiti takes decision in the meeting. The decision(s) so taken by all the Sthayee Samiti is / are then ratified in the General meeting. Having ratified those decisions are implemented by the office.
2.	Technical	The matters related to technical aspects dealt by the Engineering wing with approval of the authority.

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

1	West Bengal Panchayat Act-1973.
---	---------------------------------

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

Particulars	
1	West Bengal Panchayat Act-1973, Local Self Govt. Act 1885, West Bengal Zilla Parishad (Election, Constitution & Administration) Rules 1914.
2	West Bengal Local Self Govt. Accounts Rule W.B. 1885.
3	West Bengal Panchayat Accounts Rule 2003.
4	WBSR

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

Particulars	
Receipts & Payment Report (Form 27)	
Cash Analysis	
Vouchers	
Monthly Progress Report in respect of different schemes	
Utilisation Certificate	

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.

Particulars	
Only the Sthayee Samiti takes the decision in their Sthayee Samiti meeting with members.	

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.

Particulars	
The minutes is accessible to its members and officials only.	

9. Directory of officers & Employees.

Sl	Name of Post	Office Name	Office Address	Contact No
----	--------------	-------------	----------------	------------

1	Executive Officer	Birbhum Collectorate Building	Suri, Birbhum	03462-255222
2	Additional Executive Officer	Birbhum Zilla Parishad	Suri, Birbhum	03462-258642
3	Financial Controller & Chief Accounts Officer	Birbhum Zilla Parishad	Suri, Birbhum	03462-254833
4	Secretary [vacant]	Birbhum Zilla Parishad	Suri, Birbhum	03462-253072
5	Deputy-Secretary [vacant]	Birbhum Zilla Parishad	Suri, Birbhum	03462-259749
6	Additional Deputy-Secretary [vacant]	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 203
7	District Engineer	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 120
8	Executive Engineer	Birbhum Zilla Parishad	Suri, Birbhum	03462-259704
9	Assistant Engineer	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 121, 207
10	Sub-Assistant Engineer	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 122
11	Work Assistant	Birbhum Zilla Parishad	Suri, Birbhum	
12	Office Superintendent	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 113
13	Head Assistant	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 114
14	UDA	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 114, 119
15	LDA	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 119, 300
16	PA&AO [vacant]	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 206
17	Accountant	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 115
18	Additional Accountant	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 115
19	Cashier	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 116
20	Assistant Cashier	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 116
21	Medical Officer	Birbhum Zilla Parishad & Dispencery	Suri, Birbhum & Dispencery	
22	Compounder	Birbhum Zilla Parishad & Dispencery	Suri, Birbhum & Dispencery	
23	Helper	Birbhum Zilla Parishad & Dispencery	Suri, Birbhum & Dispencery	
24	PA to Sabhadhipati	Birbhum Zilla Parishad	Suri, Birbhum	
25	CA to AEO	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 211

26	Stenographer English	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 212
27	Stenographer Bengali	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 117
28	Typist English [vacant]	Birbhum Zilla Parishad	Suri, Birbhum	
29	Typist Bengali	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 117
30	District Information Analyst	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 210
31	Computer Assistant [vacant]	Birbhum Zilla Parishad	Suri, Birbhum	
32	Data Entry Operator [vacant]	Birbhum Zilla Parishad	Suri, Birbhum	
33	Assistant Surveyor	Birbhum Zilla Parishad	Suri, Birbhum	03462-255712, extn 118
34	Chainman	Birbhum Zilla Parishad	Suri, Birbhum	
35	PBX Operator	Birbhum Zilla Parishad	Suri, Birbhum	
36	Group-D	Birbhum Zilla Parishad	Suri, Birbhum	
37	Chowkidar	Birbhum Zilla Parishad Bungalow	Suri, Birbhum	
38	Driver	Birbhum Zilla Parishad	Suri, Birbhum	
39	Roller Driver	Birbhum Zilla Parishad	Suri, Birbhum	
40	Sweeper	Birbhum Zilla Parishad & Dispensary	Suri, Birbhum	
41	Assistant Co-ordinator	Birbhum Zilla Parishad	Suri, Birbhum	

10. The monthly remuneration received of its officers and employees

Sl No	Name	Designation	Pay band no with pay Scale of Pay (as per Ropa 09)	
			Pay band	Scale of Pay
1	Sri Bidhan Chandra Ray	Additional Executive Officer	PB4A	15,600-42,000
2	Md. Mahiuddin	F.C. & C.A.O.	PB4A	15,600-42,000
3	Sri Gour Hari Mohanta	O.S.	PB4	9,000-40,500
4	Sri Apurba Kr. Mukherjee	Head Assistant	PB3	7,100-37,600
5	Sri Kalyan Kr. Ghosh	U.D.A.	PB3	7,100-37,600
6	Kazi Nurul Islam	U.D.A.	PB3	7,100-37,600
7	Sri Asim Kr. Das	U.D.A.	PB3	7,100-37,600
8	Sri Goutam Kr. Sinha	U.D.A.	PB3	7,100-37,600

9	Sri Pradip Kr. Nath	U.D.A.	PB3	7,100-37,600
10	Sri Kali Das Roy	U.D.A.	PB3	7,100-37,600
11	Syed Safekul Hassan	U.D.A.	PB3	7,100-37,600
12	Sri Alope Kumar Chandra	U.D.A.	PB3	7,100-37,600
13	Smt. Alpana Singha	U.D.A.	PB3	7,100-37,600
14	Sri Dulal Saha	U.D.A.	PB3	7,100-37,600
15	Sri Dipak Kumar Laha	L.D.A.	PB2	5,400-25,200
16	Sri Malay Sankar Dutta	L.D.A.	PB2	5,400-25,200
17	Sri Kalyan Mukherjee	L.D.A.	PB2	5,400-25,200
18	Sk. Firoze	L.D.A.	PB2	5,400-25,200
19	Sri Birinchi Prasad Dutta	L.D.A.	PB2	5,400-25,200
20	Sri Malay Kumar Saharay	English Steno	PB3	7,100-37,600
21	Sri Bapi Roy	English Steno	PB3	7,100-37,600
22	Sri Rajyadhar Ghosh	Bengali Steno	PB3	7,100-37,600
23	Sri Fatik Chandra Das	Bengali Steno	PB3	7,100-37,600
24	Sri Biswarup Saha	Bengali Typist	PB2	5,400-25,200
25	Sri Anup Kr. Dey	Dist. Engineer	PB4	9,000-40,500
26	Sri Adya Charan Hazra	Asstt. Engineer (Z.P.)	PB4	9,000-40,500
27	Sri Arabinda Saha	Asstt. Engineer (Z.P.)	PB4	9,000-40,500
28	Md. Muktar Alam	S.A.E.(Civil)	PB4	9,000-40,500
29	Sri Isaac Murmu	S.A.E.(Civil)	PB4	9,000-40,500
30	Sri Tarun Samadder	S.A.E.(Elec.)	PB4	9,000-40,500
31	Sri Pijush Kanti Chatterjee	Store Keeper	PB3	7,100-37,600
32	Sri Nitya Hari Chatterjee	Work Assistant	PB2	5,400-25,200
33	Sri Atanu Sen	Work Assistant	PB2	5,400-25,200

34	Sri Satyen Banerjee	Accountant	PB3	7,100-37,600
35	Sri Partha Pratim Banerjee	Additional Accountant	PB2	5,400-25,200
36	Sri Malay Sarkar	Cashier	PB3	7,100-37,600
37	Sri Tapan Kumar Dome	Asstt. Cashier	PB2	5,400-25,200
38	Nasim Akhtar	District Information Analyst	PB3	7,100-37,600
39	Anibar Mitra	PBX Operator	PB2	5,400-25,200
40	Swadhin Makar	Assistant Co-ordinator	PB4	9,000-40,500
41	Sri Prankrishna Biswas	Driver	PB3	7,100-37,600
42	Sri Narayan Chandra Bagdi	Driver	PB3	7,100-37,600
43	Sri Chhabi Lal Sarkar	Roller Driver	PB3	7,100-37,600
44	Sri Biswanath Das	Roller Driver	PB2	5,400-25,200
45	Sri Biswanath Mal	Roller Driver	PB2	5,400-25,200
46	Sri Rabichandra Das	Roller Driver	PB2	5,400-25,200
47	Sri Nikhil Kr. Bagdi	Group-'D'	PB2	5,400-25,200
48	Sk. Rashid	Group-'D'	PB2	5,400-25,200
49	Sri Dulal Chandra Das	Group-'D'	PB2	5,400-25,200
50	Sri Ram Shankar Roy	Group-'D'	PB2	5,400-25,200
51	Sri Tarak Hazra	Group-'D'	PB2	5,400-25,200
52	Sk. Kajal	Group-'D'	PB1	4900-16500
53	Sri Sisir Kahar	Group-'D'	PB2	5,400-25,200
54	Sri Swapan Mirdha	Group-'D'	PB2	5,400-25,200
55	Sri Sanjit Mondal	Group-'D'	PB1	4900-16500
56	Sri Somnath Mal	Group-'D'	PB1	4900-16500
57	Md. Rabiul Karim	Group-'D'	PB1	4900-16500
58	Sri Sisir Das	Group-'D'	PB1	4900-16500

59	Sri Sanjoy Dutta	Group-'D'	PB1	4900-16500
60	Sri Paresh Nath Das	Group-'D'	PB1	4900-16500
61	Sri Goutam Dey	Group-'D'	PB1	4900-16500
62	Sk Mojammal Haque	Group-'D'	PB1	4900-16500
63	Sk Korban	Group-'D'	PB1	4900-16500
64	Sri Jagannath Pal	Group-'D'	PB1	4900-16500
65	Sri Swapan Bauri	Group-'D'	PB1	4900-16500
66	Sk. Sabir	Group-'D'	Ropa - 98, Scale 2600-4175	
67	Md. Kalam	Group-'D'	Ropa - 98, Scale 2600-4175	
68	Sri Adyanath Paramanik	Asstt. Surveyor	PB2	5,400-25,200
69	Sri Kalyan Nandi	Chain Man	PB2	5,400-25,200
70	Md. Esa Haque	Chowkidar	PB2	5,400-25,200
71	Sri Ashoke Mondal	Chowkidar	PB2	5,400-25,200
72	Smt Kalyani Harini	Sweeper	PB2	5,400-25,200
73	Smt. Fully Horijon	Sweeper	PB2	5,400-25,200
74	Sri Raju Hazra	Sweeper	PB1	4900-16500
75	Smt Gita Hazra	Sweeper	PB2	5,400-25,200
76	Dr. Asim Kr. Bhattacharyya	Medical Officer	PB4	9,000-40,500
77	Dr. Asim Sarkar	Medical Officer	PB4	9,000-40,500
78	Sri Gouri Sankar Bakshi	Compounder	PB3	7,100-37,600
79	Sri Subrata Kumar De	Compounder	PB2	5,400-25,200
80	Sri Sisir Kr. Mondal	Compounder	PB3	7,100-37,600
81	Sri Sasthi Charan Bar	Helper(Dispensary)	PB2	5,400-25,200
82	Sri Kartick Bagdi	Sweeper Cum N.G.	PB2	5,400-25,200
83	Sri Kali Pada Mahara	Sweeper Cum N.G.	PB2	5,400-25,200

84	Jiaul Islam	Sweeper Cum N.G.	PB1	4900-16500
85	Sri Sanjit Halder	Exec. Engineer (R.D.)	PB4A	15,600-42,000
86	Sri Pradip Kumar Das	Asstt. Engineer (R.D.)	PB4A	15,600-42,000
87	Krishna Gopal Biswas	Asstt. Engineer (R.D.)	PB4A	15,600-42,000
88	Arijit Ghosh	Asstt. Engineer (R.D.)	PB4A	15,600-42,000

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

Particulars
1. Accounts – Saralifms
2. e-Tender – http://wbternders.gov.in
3. Salary – COSA

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

Particulars
No such facility available at present

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

Sl No	Name and Designation of Appellate Authority, SPIO & ASPIO	Jurisdiction	Office Address	Contact No
1	Secretary, Birbhum Zilla Parishad & SPIO	Birbhum	Birbhum Zilla Parishad, Suri, Birbhum, PIN 731101	03462-255712, extn 201, 03462-253072

14. Such other information as may be prescribed

Particulars
N/A

Sd/- B. Ray
Additional District Magistrate, Birbhum
& Additional Executive Officer,
Birbhum Zilla Parishad