

RM Section

MANUALS UNDER R.T.I. ACT,2005

1. Particulars of the organization

1	Our Objective	To rendered timely and effective service to the public as far as possible .
2	Brief History & Background	Specially RM Section has to maintain all Court case in the district of Birbhum
3	Organizational Structure	DA → HC → Officer-in-Charge →ADM(G) → DM
4	Activities of the Department	High Court & Lower Court / Stamp Act. / Legal Heirs / Electricity Duty / Probate Case / Rent Control Case / Child & Bonded Labour / Enemy Property / Money Lending Licence / House Building Advance / Assets Statement / Departmental Proceedings .

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
1) RM Section		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 as per works distribution order.

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

1	Administration	DA / HC / Officer-in-Charge / ADM (G)/ DM
2	Technical	Nil

4 Norms set by the Department for discharging of its functions

Quick service is to rendered towards general public as well as quick disposal of departmental works.

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

1	Rules follows as per W.B.S.R. / Stamp Act. Manual

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

High Court & Lower Court Judgement order / Legal heirs judgement order / Money Lending & Stamp Vending Licence Order

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

Nil

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.

Not Applicable

9. Directory of Officials & Employees

Sl. No	Name of Post	Officer Name	Office Address	Contact No
1	Deputy Magistrate & Deputy Collector	Shri Saibal Nandi, W.B.C.S.(Exe)	R.M. Section Birbhum Collectorate	03462-253677
2.	HC (SL)	Shri Madhu Sudan Roy	Do	03462-253677
3.	U.D.C.	Shri Anjan Kr. Dutta	Do	03462-253677
4.	U.D.C.	Shri Swapan Paul	Do	03462-253677
5	U.D.C.	Smt. Amita Das Chand	Do	03462-253677
6.	U.D.C.	Shri Partha Pratim Mondal	Do	03462-253677
7	U.D.C.	Shri Kalyan Chatterjee	Do	03462-253677
8.	U.D.C.	Shri Tara Shankar Roy	Do	03462-253677
9.	L.D.C.	Shri Dipak Singh	Do	03462-253677
10.	L.D.C.	Miss Mala Malakar	Do	03462-253677
11.	L.D.C.	Shri Sanjib Roy	Do	03462-253677
12.	L.D.C.	Shri Rittwik Gangopadhyay	Do	03462-253677
13	Gr.- D	Shri Prasanta Chatterjee	Do	03462-253677
14	Gr- D	Sk. Babul Hossain	Do	03462-253677

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	Shri Saibal Nandi, W.B.C.S.(Exe)	Deputy Magistrate & Deputy Collector	PB-4 A	15,600/- -42,000/- GP -5400/-
2.	Shri Madhu Sudan Roy	HC (SL)	PB-3	7,100/- -37,600/- GP – 3900/-
3.	Shri Anjan Kr. Dutta	U.D.C.	PB-3	7,100/- -37,600/- GP – 3600/-
4.	Shri Swapan Paul	U.D.C.	PB-3	7,100/- -37,600/- GP – 3600/-
5	Smt. Amita Das Chand	U.D.C.	PB-3	7,100/- -37,600/- GP – 3600/-
6.	Shri Partha Pratim Mondal	U.D.C.	PB-3	7,100/- -37,600/- GP – 3600/-
7	Shri Kalyan Chatterjee	U.D.C.	PB-3	7,100/- -37,600/- GP – 3600/-
8.	Shri Tara Shankar Roy	U.D.C.	PB-3	7,100/- -37,600/- GP – 3600/-
9.	Shri Dipak Singh	L.D.C.	PB- 2	5,400/- - 25,200/- GP – 2600/-
10.	Miss Mala Malakar	L.D.C.	PB- 2	5,400/- - 25,200/- GP – 2600/-
11.	Shri Sanjib Roy	L.D.C.	PB- 2	5,400/- - 25,200/- GP – 2600/-
12.	Shri Rittwik Gangopadhyay	L.D.C.	PB- 2	5,400/- - 25,200/- GP – 2600/-
13	Shri Prasanta Chatterjee	Gr.- D	PB -1	4,900/- -16,200/- GP - 1900
14	Sk. Babul Hossain	Gr- D	PB -1	4,900/- -16,200/- GP - 1900

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

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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 maintained for public use

At present there is no library or reading room for RM Section .Only office room is use for General public for obtaining information.
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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
	DM/ADM(G)/Officer-in-charge RM Section	District	Birbhum Collectorate	

14 Such other information as may be prescribed

Not Applicable
