

MANUALS UNDER R.T.I. ACT,2005

1. Particulars of the organization

1	Our Objective	Collection of Govt. revenue from Miscellaneous vehicles as well as public service.
2	Brief History & Background	This office started functioning as motor vehicle Office, Monitoring and supervisory office of the A.R.T.O.s in the District of Birbhum
3	Organizational Structure	District Magistrate, Birbhum Addl. District Magistrate, (M.V.) Birbhum Regional Transport Officer, Birbhum
4	Activities of the Department	Regn. of vehicle, Collection of Tax from vehicles, Issue permit, Collection of Misc. Fees, C.A. / T.O. fitness of vehicle, Issue Driving Licenses, etc.

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
District Magistrate, Birbhum		Over all charge of motor vehicles Deptt. in the District of Birbhum
Addl. District Magistrate, (M.V.) Birbhum		Supervisory charge of M.V. Section Birbhum
Regional Transport Officer, Birbhum		Officer-In-Charge of M.V. Section, Birbhum

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

1	Administration	D.M. Birbhum A.D.M. (M.V.) Birbhum Regional Transport Officer, Birbhum
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2	Technical	Motor Vehicle inspector (Technical) Sanction post – 02)
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4 Norms set by the Department for discharging of its functions

As per order / guideline of State Transport Authority and the Secretary of Transport Deptt. Govt. of West Bengal under supervision of District Magistrate, Birbhum through Addl. District Magistrate, (M.V.), Birbhum and Regional Transport Officer, Birbhum

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

1	Attendance Register	8	Fitness / Transfer of Ownership of vehicle
2	C.L. Register	9	Change of address of Driving License
3	Stationary Stock Register	10	T.P./ S.P. / P.P./ C.C.P. of Private Service Vehicle
4	Driving Licenses Register	11	License of Auto Emission Testing centre
5	Permit Register	12	License of Motor Driving School
6	Registration of Vehicle	13	T.C.R.
7	Collection of Tax from vehicle	14	Accident Benefit

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

All documents related to the Duties and 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

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.

Board of Regional Transport Authority have been functioning in following persons :-
 District Magistrate, Birbhum,
 R.T.O. Birbhum
 Member (Govt. of Nominated)

9. Directory of Officials & Employees

Sl. No.	Name of Post	Officer Name	Office Address	Contact No
1	Regional Transport Officer	Sri Rajib Mondal, W.B.C.S. (Exe.)	Birbhum Collectorate	03462-255517

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.	Rajib Mondal	R.T.O.	P.B. - 4	15600-42000
2.	Amitava Banerjee	M.V.I. (T)	P.B. - 3	9000-40500
3.	Swasta Barma	M.V.I. (T)	P.B. - 3	7100-37600
4.	Suraj Kumar Das	M.V.I. (N.T)	P.B. - 3	7100-37600
5.	Arabinda Chaki	M.V.I. (N.T.)	P.B. - 3	7100-37600
6.	Tarun Kumar Saha	H.C. (SL)	P.B. - 3	7100-37600
7.	Mihir Kr. Das	U.D.C	P.B. - 3	7100-37600
8.	Tarun Kr. Das	U.D.C	P.B. - 3	7100-37600
9.	Bipad Tarun Sadhu	U.D.C	P.B. - 3	7100-37600
10.	Sunil Kr. Chandra	U.D.C	P.B. - 3	7100-37600
11.	Krishna Gopal Acharjee	U.D.C	P.B. - 3	7100-37600
12.	Krishna Ch. Ganguly	U.D.C	P.B. - 3	7100-37600
13.	Sukumar Banerjee	U.D.C	P.B. - 3	7100-37600

14.	Sukumar Banerjee	U.D.C	P.B. - 3	7100-37600
15.	Shovan Saha	U.D.C	P.B. - 3	7100-37600
16.	Dinabandhu Banerjee	U.D.C	P.B. - 3	7100-37600
17.	Derua Das	U.D.C	P.B. - 2	5400-25200
18.	Mehar Ali	U.D.C	P.B. - 2	5400-25200

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

Addl. District Magistrate , (M.V.) Birbhum R.T.O. Birbhum (O/C)
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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
	Sri Shyamasu Roy WBCS (Exe.)	ADM (MV) Birbhum	D.L.& L.R.O. Office, Birbhum,	03462-255564
	Sri Rajib Mondal WBCS (Exe.)	RTO, Birbhum	Birbhum, Collectorate	03462-255517

14 Such other information as may be prescribed

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