

SHEET-I

	Department		
		Backward Classes Welfare, Nadia.	
1	Name of the Officer-in-Charge Contach No. E-mail ID	Sri, Sukumar Choudhury W.B.C.S (Ex.), District Welfare Officer, Nadia. M :- 9434371577 Office Ph. 03472-252531 E-mail- bcwonadia@gmail.com	
2	Name of all Officers present with designation and their responsibilities	(a) Sri, Subrata Tapadar, Backward Classes Welfare, Nadia. Supervising all works Backward Classes Welfare, Nadia. (b) Sri, Anjan Kumar Majumder, S.A.E., Backward Classes Welfare, Nadia & responsible for execution of community developement scheme of benefit of Sch. Caste & Sch. Tribes	
3	Name of all Staff present with designation and their responsibilities	1) Sri. Goutam Bagchi, Inspector, Reservation, Nadia.	i) Land alienation & Restoration, ii) Audit matter, iii) Reservation, iv) School attached Hostel & Ashram Hostel, v) Caste Certificate Verification.
		2) Sri. Subal Chandra Biswas, Inspector (H.Q.), Nadia.	i) Merit scholarship, ii) Assembly/ Parliament question, iii) Inter caste Marriage, iv) Pre-matric & Post-matric scholarship to SC/ST/OBC
		3) Sri. Alope Kumar Sarkar, U.D.C.	i) Act. as H.C, ii) All Establishment Matter iii) Departmental Vehicle. iv) Central Hostel. vi) Inspection report. vii) Right to Information Act.
		4) Sri. Subhash Acharya, U.D.C	i) D.W.C. Meeting ii) Pre & Post matric scholarship to SC/ST/OBC iii) Monthly Meeting etc.
		5) Sri, Mantu Chakrovarty, U.D.C	i) Pre-matric stipend, ii) G.I.P.M.S. to SC/ST/OBC
		6) Sri. Anup Kumar Sinha, U.D.C.	i) Act. as Cashir & other maters related to cash vi) Maintenance charges of SC/ST, Maintenance of liaso in between Dist. B.C.W. office and various Bank branches.
		7) Smt. Somali Kheyal, L.D.C/Typist,	i) Pre & Post matric scholarship to SC/ST/OBC, ii) Old age pension

4	Name of all Staff present with designation and their responsibilities	8) Sri. Nikhil Chandra Das, M.O.,	i) Works related to Preparation of Estt. Bills etc, ii) Pre & Post matric scholarship to SC/ST/OBC
		9) Masadul Hoque, L.D.C.	i) Office reference matter ii) N.G.O, Pre & Post matric scholarship to SC/ST/OBC.
		10) Sri, Basudev Thakur, L.D.C.	i) OBC loan, ii) Pre & Post matric scholarship to SC/ST/OBC
		11) Kalyani Das, Peon,	i) works of Gr. D employee.
		12) Sri Aradhan Bala, Peon,	i) works of Gr. D employee.
		13) Amit Biswas, Helper.	i) works of Gr. D employee.
		14) Sri, Nirmal Chakrobarty, Driver	i) To ply vehicle no WB-8242(Jeep) as and when necessary
5	Name of Authorized Leave substitutes	15) Sri. Sanjoy Yadab, Darwan-cum-Night-guard	i) To grand the Dist. B.C.W. office
		1) Sri. Anjan Kr. Majumder, S.A.E.	i) No Leave substitute Sri. Goutam Bagchi, Inspector Reservation deals the files only in absence of him.
		2) Goutam Bagchi, Inspector Reservation. Nadia	ii) Leave substitute Sri. Subal Ch. Biswas. (H.Q.)
		3) Subal Ch. Biswas, (H.Q.)	iii) Leave substitute Sri. Goutam Bagchi, Inspector Reservation.
		4) Alope Kr. Sarkar, U.D.C.	iv) Leave substitute Sri. Anup Kr. Sinha. U.D.C.
		5) Anup Kr. Sinha, U.D.C.	vi) Leave substitute Sri. Alope Kr. Sarkar, U.D.C.
		6) Smt. Somali Kheyal, L.D.C	vii) Leave substitute Sri. Nikhil Ch. Das, M.O.
		7) Sri. Nikhil Ch. Das, M.O.	viii) Leave substitute Smt. Somali Kheyal, L.D.C.
		8) Masadul Haque, L.D.C	viii) Leave substitute Sri. Basudev Thakur, L.D.C.
		9) Basudev Thakur, L.D.C.	ix) Leave substitute Masadul Haque. L.D.C.
		10) Kalyani Das, Peon	x) Leave substitute Sri. Amit Biswas, Helper.
		11) Amit Biswas, Helper.	xi) Leave substitute Kalyani Das, Peon.
		12) Subhas Acharya, U.D.C.	xii) Leave substitute Mantu Chakrovarty, U.D.C
13) Mantu Chakravarty, U.D.C.	xiii) Leave substitute Subhas Acharya, U.D.C		

6. Present staff strength of section

1) Backward Classes Welfare, Dist. Office.

Inspector	H.C.	U.D.A.	L.D.A.	Gr. D.
02	Nil	04	03	03

2) Sub-Divisional Office & Block Development Office.

Inspector	Additional Inspector (Retired)
15	23

3) Central Hostel

Superintendent	Matron	Care taker
03	01	02

4) T.C.P.C. Leather

Sales manager	Instructor	Store keeper	Machine Operator	Darwan-cum-Night guard
01	01	01	01	02

7	Acts, Rules & codes administered by the Section	(a) West Bengal Sch. Castes & Sch. Tribes (Identification) Act, 1994 (b) West Bengal Sch. Castes & Sch. Tribes (Identification) Rules, 1995 (c) West Bengal Sch. Castes & Sch. Tribes Reservation of Vacancies in services and post) Act. 1976 (d) Sch. Castes & Sch. Tribes Orders (Ammendment) Act. 1976 (e) West Bengal Commission Backward Classes Act. 1993 (f) Acts. & Rules on Prevention of Actrocities to Sch. Castes Sch. Tribes (g) West Bengal Land Reforms Act. 1995 (Chapter II only)	
8	Forms Maintained	All Educational Stipendiary Forms a) From Class V to X b) G.I.P.M.S Forms From XI onward c) Land Sale permission form	d) OBC loan application form
9	Register maintained by the Section	Different allotment registers, C.D. Scheme register, Award register for grant of stipend	
10	No. of inspections carried out in the previous year	Two	
11	Major Finding of inspections	Monthly review of Progress of the work of S.D.O. level & Block level Inspectors, BCW and its preservation.	
12	Action taken on inspections	Format introduced	
13	Audit objections pending, if any	From 01.06.2005 to 30.11.2007 - total no. of para 7	

PHST

Alhasth
District Welfare Officer,
Backward Classes Welfare, Nadia.