

SHEET-I

Department Name :

Name of the Officer-In-Charge Contact No E-mail ID	Sri Swapan Kumar Kundu, WBCS(Exe). Contact No :-9474867141 Email :-Dp.o.nadia@gmail.com
Name of all Officers present with designation and their responsibilities	Nil
Name of all Staff present with designation and their responsibilities	Submitted in Annexure-I
Name of authorized leave Substitute	Submitted in Annexure-I
Present staff strength of section	UDC-8 LDC-1 Gr-D-3 NRDMS-2
Acts, Rules & Codes administered by the section.	West Bengal Practice & Procedure Manual West Bengal Death Cum Retiring Benefit Rules WBSR Part-I WBSR Part-II
Forms maintained.	Pay Bill form vide no- TA Bill form vide no-
Registers maintained by the section.	Bill Register Movement Register Stock Register Cheque Register
No of inspections carried out in the previous year	2(Two) nos.
Major findings of inspections	Work is going on smoothly, There are scope for improvement.
Action taken on inspections	Attempts are being made for improvement.
Audit inspections pending, if any	Nil.

ANNEXURE-I

Government of West Bengal
Office of the District Magistrate, Nadia
Development & Planning Section

Sl No	Name & Designation	Job assigned	Leave substitute
1	Sri Monotosh Karmakar UDC.	Clerk-In-Charge/ SAPIO/ Census/ Audit/Establishment matters/ Fund/ Inspection/Administrative Report	Sri Lokenath Chakraborty
2	Sri Lokenath Chakraborty UDC.	BADP.	Sri Swapan Kr. Roy
3	Sri Aloke Chatterjee UDC.	MPLADS other than RS	Sri Arun Kr. Majumder
4	Sri Swapan Kr. Roy, UDC.	Issue, RGGVY, Dist. Licensing Board,	Sri Lokenath Chakraborty
5	Sri Arun Kr. Majumder UDC.	MPLADS(RS), Salary, S/Book	Sri Aloke Chatterjee
6	Sri Tapash Kr. Ghosh UDC.	Plan/DHDR/RKVY/AGRIL	-
7	Sri Dhanapati Ball TC(BPC) Gr-I.	BEUP/ Asst to theERO-81.	-
8	Sri Santi Ranjan Halder UDC.	Tourism, Food Park, Export Mart, Avian Influenza, Heritage, Industry.	Sri Monotosh Karmakar
9	Smt Sumita Chottopadhyay TC(BPC) Gr-I.	CMDMP.	-
10	Sri Shyamal Kr. Chakraborty LDC	Receipt & Movement	Sri Swapan Kr. Roy
11	Smt Sudipta Bandyopadhyay Centre-In-Charge, NRDMS.	Preparation of GIS Based Map	Sri Sajal Mohanty