

SHEET 1

Department Name : Certificate Section

Name of the Officer-in-Charge Contact No. E-mail ID	Sri Paresh Kr Chakraborty Ph 9874281506
Name of all Officers present with designation and their responsibilities	Sri Probir Kr Chakraborty W.B.C.S. (Exe) O/C Certificate
Name of all Staff present with designation and their responsibilities	1. Kalyani Das, Addl Supervisory-1 2. Ajit Kr Sarder – Group D 3. Sukumar Biswas- Group D
Name of Authorized Leave Substitutes	No
Present staff strength of section	HC-1, UDA-0, LDA-0,Gr.D-2
Acts, Rules & Codes administered by the Section	Bengal Act- III of 1913 Public Demands recovery act.
Forms maintained	W.B.F.No.- 1030,1027,270,3293,1041,1037,1028.
Registers maintained by the Section	Issue Register / Receive Register / Movement Register / Attendance Register / Index Register/ Certificate Case register WBF No 1024 etc.
No. of inspections carried out in the previous year	Yes
Major findings of inspections	No
Action taken on inspections	Compaired with
Audit objections pending, if any	No

SHEET 2

RTI ACT 2005

Right to information and obligations of public authorities

Under section : 4. (1) b)

- (i) the particulars of its organisation, functions and duties; Recovery of Public demand KDDR Act
- (ii) the powers and duties of its officers and employees; Recovery of out standing PD by in substituting procedure informed in P & RD Act.
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability; As per Norms stifulated by Govt. of WB in PDR Act.
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; Bengal Act III of 1913
- (vi) a statement of the categories of documents that are held by it or under its control; The Bengal PDR Act 1913
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; Register 10 WBF no 1024
- (ix) a directory of its officers and employees; P.K. Chakraborty O/C certificate 1) Kalyani Das Addl Supervisory 2) Asit Sarder Group D 3) Sukumar Biswas Group D
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations; 1) Kalyani Das Salary – 29300/- 2) Asit Sarder Salary – 16936/- 3) Sukumar Biswas Salary 15900/-
- (xvi) the names, designations and other particulars of the Public Information Officers; O/C Certificate
- (xvii) such other information as may be prescribed; and thereafter update these publications every year; Yes