

**SHEET – 1**  
**NAME OF THE DEPARTMENT : COMPENSATION**

Points given	Pointwise Reports
Name of the Officer-in-Charge Contact Number E-Mail ID	Tarakanath Biswas Official Extn No 227 and Personal Mobile No 9434553285 No E-Mail ID for this Section
Name of the other Officers with Designations and Responsibilities	Bipul Chandra Sarkar, S.D.C.O. = Supervision of pending C.A. Rolls, Annuity, Misc Petitions, Stocks and Stationeries etc Kinsuk Bhaduri, S.D.C.O. = Supervision of pending C.A. Rolls, Annuity, Reports and Returns, Computer-matters, Official Correspondences etc
Name of the Staffs with Designations and Responsibilities	Christopher Gomes, U.D.A. = Attendance Report, Issue-Receipt, Transfer-Posting, Stocks and Stationeries etc Swapan Ghosh, U.D.A. = Compensation Cases, Misc Petition etc Shyamali Kundu, U.D.A. = Bill and Budget matters, Annuity, etc Nirmal Paul, Group-D
Name of the Authorised Leave-Substitutes	Christopher Gomes and Shyamali Kundu are Leave-Substitutes to one-another and C.Gomes is the Leave-Substitute for Swapan Ghosh
Present Staff-Strength	H.C. = 0, U.D.A. = 3, L.D.A. = 0, Group-D = 1
Acts / Rules administered	West Bengal Estate Acquisition Act, 1953 Relevant Government Rules and Circulars
Forms maintained	The forms as provided and in vogue by the Govt of W.Bengal as and when necessary
Registers maintained by This Section	Attendance Register Issue, Receipt and Movement Registers Leave Register Stock Register Bill Register including Annuity Miscellaneous Petition Receipt Register Inspection Register Register for Right to Information Act, 2005
No of inspections carried out In the previous year	06.04.2010 by the District Compensation Officer 30.12.2010 by the District Compensation Officer
Major findings of Inspections	This Section is suffering from shortage of staff and at least one Group-C and one Group-D staff may be posted. Most of the age-old Registers and other official documents are damaged in course of time. A full-fledged District Compensation Officer is necessary.
Action taken on inspection	One U.D.A. has recently been posted to this Section
Audit objections pending, if any	No such audit-objections are pending in this Section

  
**DISTRICT COMPENSATION OFFICER**  
**N A D I A**

**SHEET – 2 OF COMPENSATION SECTION**  
**RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES U/S 4(1)(b)**

SI No	Points given	Pointwise Reports
(i)	The particulars of its organisation, functions and duties	Compensation Section is mainly concerned with the payment of compensation and annuity to the ex-intermediatearies as provided in the West Bengal Estate Acquisition Act, 1953. This Section also deals with the normal day-to-day official works.
(ii)	The powers and duties of its officers and staff	The District Compensation Officer is the head of this Section and is to supervise all the works and duties of the concerned officers and staff. The respective duties allotted to the officers and staff have been mentioned in details under points 3 and 4 of Sheet-1 enclosed herewith.
(iii)	The procedure followed in the decision-making process including channels of supervision and accountability	Any ceiling-surplus lands when vested to the state as provided in the West Bengal Estate Acquisition Act of 1953, the concerned big raiyat or intermediary or his lawful heirs has the right to submit a petition for having the due compensation. In this case, the petitioner is always given sufficient opportunities of being heard by the D.C.O. and after verifying the relevant documents submitted by the petitioner, the case-record is sent to the concerned D.L. & L.R.O. for the preparation of compensation roll. After receiving the same from the D.L. & L.R.O., requisition of fund is placed to the L & L R Department. After receiving the fund, the compensation is handed over to the incumbent and the case-record is sent to the Record Room for preservation.
(iv)	The norms set by it for the discharge of its functions	Same as point no (iii)
(v)	The Acts, Rules, Regulations etc held by it or under its control or used by its employees for discharging its functions	Section 23 of the West Bengal Estate Acquisition Act, 1953
(vi)	A statement of the categories of documents that are held by it or under its control	The Registers maintained in this Section are clearly stated under point 8 of Sheet-1 enclosed herewith.
(vii)	The particulars of any arrangement that exists for consultation with or represented by the members of the public in relation to formulation of its policy or implementation thereof	The petitioner is given sufficient opportunities of being heard by the District Compensation Officer and if needed, for several times. He is also allowed sufficient period of time to collect the relevant documents from the concerned B.L. & L.R.O. office or other offices.
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons for the purpose of advice etc and whether such meetings are accessible for public	Meetings are normally conducted by the higher authorities in which D.C.O. is present and submits the desired report. The D.C.O. is not empowered to conduct any meeting accessible for public.
(ix)	A directory of its officers and staff	The list of officers and staff including their respective duties as well as leave-substitutes has already been sent to the A.D.M.(G) vide this Section memo no 91 / Comp dated 24.11.2010.

(x)	The monthly remuneration received by each of its officers and staff including the system of compensation as provided in its regulations.	Monthly salary-payment including arrear and G.P.F. Loans are disbursed from the Nezarath Section and the Service-Books of all officers and staff in this Section are maintained in the Establishment Section.
(xi)	The budget allocated to each of its agency including the particulars of all plans, proposed expenditures and reports on disbursements	The list of stationery articles for the next financial year is generally forwarded to the A.D.M.(L.R.) in the form of note sheet and after getting his approval, is sent to the Nezarath Deputy Collector for onward actions.
(xii)	The manner of execution of subsidy programmes including the amounts allotted and the details of beneficiaries of such programme	Not related to this Section.
(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it	Not related to this Section.
(xiv)	Details in respect of the information available to or held by it reduced in an electronic form	The important information like respective Salary Payments, Reports and Returns etc are kept preserved In the computer installed in this Section. But the Registers and other official documents in connection with the old compensation cases have mostly been damaged in course of time and there is no data-entry operator to computerise the old case-records.
(xv)	Particulars of facilities available to citizens for obtaining information including the working-hours of a library or reading room, if maintained for public use	There is no library in Compensation Section. A library is maintained by the District Magistrate and Collector. However, utmost steps are taken to supply the desired information within the stipulated time.
(xvi)	The names, designations and other particulars of the Public Information Officers	Tarakanath Biswas District Compensation Officer, Nadia
(xvii)	Such other information as may be prescribed and thereafter update these publications every year	Staff and Data-Entry Operator may be posted to this Section to computerise the age-old records so that information can readily be supplied.

  
**DISTRICT COMPENSATION OFFICER**  
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