

Proactive disclosure of the Panchayat and Rural Development Section, Nadia as per provision of the RTI Act 2005.

1. The particulars of the organization, functions & duties:

District Panchayat & Rural Development Section, Nadia, is entrusted with the responsibility of monitoring related to functioning of the rural local self-government, i.e., the Panchayats, providing administrative support to the three tier Panchayat system as well as monitoring of various rural development programmes in the District. As per 2001 census, the population of the district in rural part is **36,25,308 (Thirty six lakh twenty five thousand three hundred eight)**. The district has 17 blocks, which are further divided into 187 Gram Panchayats. Administration of the Gram Panchayat Offices is also one of the responsibilities of this section.

The Panchayat & Rural Development Section aims at facilitating economic and social development in the rural areas of the district. The important aspects of the duties entrusted to Panchayats are as follows :-

- Deepening and widening decentralisation through the Panchayat bodies
- Training and capacity building of the Panchayat bodies for better governance
- Sustainable development of natural resources
- Providing social security to the disadvantaged and socially excluded
- Improving the social and physical infrastructure in the rural areas
- Improving service delivery in the field of elementary education and preventive health care in collaboration with the respective departments of the state government.

ORGANISATION OF THE SECTION

The District Panchayats & Rural Development Officer, under the overall supervision of the District Magistrate, looks after the field level activities of the Departments of Panchayats & Rural Development which includes supporting and guiding the Panchayati Raj Institutions for its smooth functioning.

A. District P&RD Establishment

This section looks after establishment matters of employees, administrative matters and all miscellaneous works.

B. Panchayat Section

This section deals with the following matters:-

- i) Establishment matters of Panchayat Samity and Gram Panchayats.
- ii) All issues related to training of Gram Panchayat level employees and elected functionaries, which are conducted by the District Training Centre at Fulia.
- iii) Promoting e-governance in the department and in the three tier Panchayat bodies including training of officials and panchayat functionaries in using computer, maintaining the computer system of the department, development of application soft wares.
- iv) Proper implementation of the **Right to Information Act 2005** by the PRIs.
- v) Monitoring of progress of fund utilization by the GP & PS.
- vi) Follow up actions related to internal audit of the PRIs, particularly the GP & PS and adoption of measures for better financial management by the PRIs.
- vii) All the legal and court related matters of the department.
- viii) This section also handles vigilance and public grievances related to this department and the panchayats.

C. Rural Development Section

This cell looks after the administrative matters of the Joint BDOs and all other employees of CD & RWP setup and the establishment of the Block Development Officers.

1.2 HUMAN RESOURCES OF THE DEPARTMENT

Apart from the District Magistrate and Additional District Magistrate (Panchayat) there is District Panchayat & Rural Development Officer from the WBCS (Exe.) cadre. In Panchayat Section there are one Deputy District Panchayat & Rural Development Officer of Jt.BDO Cadre, one Panchayat Development Officer (Hq), Panchayat Accounts & Audit Officer (Hq).

Deployment of available manpower in various sections is shown in Table 1.1.

Table 1.1

Sanctioned Posts & Vacancies in the Headquarter as on 01.04.2013:

R.D.WING	Group-A		Group-B		Group-C		Group-D	
	Total	Vacant	Total	Vacant	Total	Vacant	Total	Vacant
CD Set Up	0	0	0	0	0	0	0	0
RWP Set Up	1	0	0	0	6	2	5	0
Total	1	0	0	0	6	2	5	0
PANCH.WING	2	0	2	1	3	2	3	2
Grand Total	3	0	2	1	9	4	8	2

2. PROGRAMMES FOR SOCIAL SECURITY

2.1. Indira Gandhi National Old Age Pension Scheme

Under the scheme, financial assistance is provided to the selected beneficiaries as per the following criteria:

- Age of the applicant (male or female) is 60 years of more,
- The applicant belongs to BPL(Below Poverty Line) category.

The names of the beneficiaries are shown on the website www.wbprd.org/rhs . However the old beneficiaries who were paid NOAPS (National Old Age Pension) earlier have been specially allowed to draw the pension even though some of them do not belong to BPL category. This old beneficiaries are term erstwhile NOAPS beneficiaries. Pension under IGNOAPS is Rs. 400/- for beneficiaries of 60-79 years and Rs. 1000/- per month for beneficiaries of 80 years or more.

2.2. National Family Benefit Scheme

This scheme provides a one time financial assistance to the families living below the poverty line, which have lost their primary bread-winner, while aged between 18 & 65 years. The assistance amount at present is Rs. 40,000/-. The family should not be getting any other benefit from any scheme.

2.3. Provident Fund for Landless Agricultural Labourers (PROFLAL)

The Scheme was introduced from 1st April 1998. All landless agricultural labourers within the age group of 18 to 60 years who are recorded holders of up to 50 (fifty) decimal of land including homestead land and major source of earnings are derived from their work as agricultural labourers are eligible for the scheme. The eligible subscribers to the scheme have to deposit at the rate of Rs.20/- (twenty) per month and the State Government contributes equal amount till such time the subscribers attain the age of 60 years. On attaining the age of 60 years, the accumulated amount along with usual interest is paid to the subscribers. If for some reason the subscriber does not find it possible to continue with the scheme, the amount saved by him along with the matching contribution of the State Government against the amount saved are refunded to the subscriber concerned. The scheme is administered by the Gram Panchayats at the village level. The Block Development Officer and the District Magistrate concerned have supervisory role in implementing the scheme.

3.1. COMPUTERIZATION OF GRAM PANCHAYAT ACCOUNTS:

For better financial management of the Gram Panchayats, the **GPMS** software has been developed by the P&RD Dept. and installed at 187 Gram Panchayats. Thirty nine of those Gram Panchayats are now maintaining their accounts through the software. This has resulted in quick compilation and monitoring of financial data. At Block level PA&AOs have been instructed to supervise its function.

3.2. COMPUTERIZATION OF PANCHAYAT SAMITI ACCOUNTS

For better financial management of the Panchayat Samiti, the **IFMS** software has been developed by the P&RD Dept. and installed at 17 Panchayat Samitis and working in full fledge.

The powers & duties of the officers & employees of the Department

Sl. No.	<u>Name of Officer</u>	<u>Responsibilities</u>
1.	Sri Partha Chakraborty, WBCS (Exe.) Ph. No. - 03472 252842 Mobile - 9474347905 e-mail ID : dprdonadia@gmail.com	a) Function as Head of Office relating to both Panchayat & RD Wings of this Department b) Establishment matters of both Panchayat and R.D. Wings, Joint BDO, Gram Sevak / Gram Sevika, Rural Housing (CD) matters employees of PS & GP c) Establishment matters of CD & RD Set up (Block Cell, Jt. BDO Cell) d) Social Security Schemes (NSAP) e) Matters relating to Panchayat Acts & Rules f) Matters relating to Panchayat General Election g) State Public Information Officer under RTI Act, 2005 h) Collection and Compilation of all reports, analysis of reports, preparation of monthly and annual report returns, Submission of Progress Reports on various Schemes to P&RD, WB i) All matters relating to Panchayat Act and Rules including new amendment to the Panchayat Act and Clarification including framing of Panchayat Rules j) Resource mobilization of PRIs k) Fund Monitoring System through IFMS & GPMS l) Such other matters as may be assigned from time to time [Leave and Tour substitute: Dy. DP&RDO].
2.	Sri Rajdeep Shankar Gautam, Dy. DP&RDO, Nadia	a) Dealing with general complaints and grievance petitions. b) Dealing with petitions made under RTI Act, 2005. c) Looking after the work of Inspection of Panchayat Samiti & Gram Panchayat U/S 205 of the West Bengal Panchayat Act, 1973 including conduct of Inspection of Gram Panchayat. d) Matters relating to construction of Panchayat Ghar and Reports in connection with land particulars. e) Looking after complaints and clarifications on BPL matters.

		<p>f) Monitoring over different report returns including Monthly Report Returns to the Department.</p> <p>g) Supervision of various work of the Section.</p> <p>h) Looking after proper implementation of IGNOAPS / IGNWPS / IGNDPS / NFBS.</p> <p>i) PROFLAL, AABY-correspondence and monitoring & data entry.</p> <p>j) Siksha Sahayog Yojana.</p>
3.	Sri Amiya Kanta Sil, Asstt. Statistician	<p>a) Looking after proper implementation of Institutional Strengthening of Gram Panchayat and concerned report returns.</p> <p>b) Vigilance and Monitoring Committee-convening of meetings and taking feed back of the visits and initiating action on that basis as and when required.</p> <p>c) Day to day work related with BPL Survey.</p> <p>d) Socio-Economic Census-2011.</p> <p>e) Vacancy Position of GP / PS and Block Set up.</p> <p>f) GUS, Gram Sansad, Gram Sabha and Block Sansad.</p> <p>g) ELA Audit replies of Panchayat Samiti and Gram Panchayat.</p> <p>h) Meeting of Upa-Samitis and Sthayee Samitis.</p> <p>i) Budget of GP and PS.</p> <p>j) Tax, Non-Tax, GPMS & IFMS</p> <p>k) Self Evaluation of GP & PS.</p> <p>l) ISGP</p>
4	Sri Tapan Kumar Biswas, PDO (HQ)	<p>a) Dealing with matters related to court case.</p> <p>b) Matters related with filling up of casual vacancy of Panchayat Samiti and Gram Panchayat.</p> <p>c) Clarification on Panchayat issues.</p> <p>d) Meeting up Assembly Questions.</p> <p>e) No Confidence / Removal matters of PRI bodies.</p> <p>f) Recruitment on compassionate ground (GP / PS).</p> <p>g) Promotion of PRI bodies employees.</p> <p>h) Broad sheet replies of Audit queries.</p> <p>i) ACR / Confirmation / Particulars of PDOs & PAOs</p> <p>j) Gradation List of PDOs/ PAOs / Panchayat Clerks</p> <p>k) Recruitment of Gram Panchayat Staff</p> <p>l) Disciplinary proceedings.</p> <p>m) Misappropriation of fund.</p>
5	Sri Paban Kumar Kundu, A/C, (RWP), UDC, HC-in-Charge	<p>a) All Bill matters.</p> <p>b) Service Book</p> <p>c) General Establishment matter.</p> <p>d) Training Establishment matter.</p> <p>e) Gradation List and Transfer of PRI body employees (GP & PS)</p>

6	Bijan Kumar Biswas, T/C, (RWP)	a) Transfer posting and General matters of CD set up including Block Estt. b) Transfer posing and General matters of RWP set up including Block Estt. c) WB Health Scheme. d) Maintaining of Stock of Stationary articles for District HQ. e) Maintaining of Cash Book f) Disbursement of Cheque / Cash g) Preparation of Salary Bill h) Leave matters.
7	Sri Biswarup Moitra, UDC	a) Receiving of all letters. b) Maintaining of Docket Register. c) Disbursement of Docket Letters to the Sectional Officer & Staff.
8	Smt. Kumkum Lahiri (Mukherjee), LDC	a) Issuing of all letters. b) Maintaining of Issue Register.
9	Sri Arun Ghosh, ADTC	Files relating to Training matters of DTC, Fulia
10	Smt. Nilanjana Chatterjee (Kundu), TC	Files relating to Training matter of DTC, Fulia
11	Smt. Piyali Das, APS	Files relating to Training matter of DTC, Fulia
12	Sri Jaydeb Pramanik, DEO	All data entry work of the section.
13	Sri Sadhan Ghosh, Gr.-D (RWP)	General assistance
14	Sri Kartick Ch. Ghosh, Gr.-D	Photocopy related works and general assistance

Employees with designation who assist the DP&RDO :-

Serial Number	Name of the Officer	Designation
◆ PANCHAYAT SET UP :		
1	Shri Rajdeep Shankar Gautam	Dy. DP&RDO
2	Shri Tapan Kumar Biswas	PDO (Hq)
3	Vacant	PA&AO (Hq)
4	Smt. Sima Chakraborty (under suspension)	UDA
5	Smt. Kumkum Lahiri Mukherjee	LDC
6	Shri Kartick Chandra Ghosh	Group - D
◆ R. D. (RWP) SET UP :		
7	Shri Amiya Kanta Sil	Assistant Statistician
8	Vacant	T/C, UDC (RWP)
9	Shri Paban Kumar Kundu	A/C, UDC (RWP)
10	Shri Lokenath Chakraborty	A/C, UDC (RWP), Posted at DPLO Section

11	Shri Ashok Kumar Ghosh	T/C, UDC(RWP), Posted at SDO, Sadar
12	Vacant	A/C, UDC (RWP)
13	Shri Bijan Kumar Biswas	T/C(RWP)
14	Shri Sadhan Kumar Ghosh	Group D
15	Shri Tridip Kumar Singha	Group D, Posted at SDO, Tehatta Sub-Division
16	Smt. Kanika Ghosh	Group D, Posted at BDO, Kaliganj Dev. Block
17	Smt. Jharna Sarkar	Group D, Posted at BDO, Ranaghat-II Dev. Block
18	Shri Kanu Kumar Paul	Group D, Posted at BDO, Haringhata Dev. Block
19	Shri Biswarup Moitra	UDC under the control of District Collector
◆ CONTRACTUAL STAFF :		
20	Shri Arun Ghosh	ADTC, posted at Dist Headquarter
21	Smt. Nilanjana Chatterjee (Kundu)	TC, Posted at Dist. Training Centre, Fulia
22	Smt. Piyali Das	APS, Posted at Dist. Training Centre, Fulia
23	Shri Jaydeb Pramanik	Data Entry Operator
24	Shri Nabin Saha	APSA

The monthly remuneration received by the Officers of the Department

Sl.No	Name of Officer	Designation	Pay
1	Shri Partha Chakraborty, WBCS (Exe.)	DP&RDO	Usual pay of the grade of service
2	Shri Rajdeep Shankar Gautam	Dy. DP&RDO	Usual pay of the grade of service
3	Shri Tapan Kumar Biswas	PDO (Hq)	Usual pay of the grade of service
4	Vacant	PA&AO (Hq)	Usual pay of the grade of service
5	Shri Amiya Kanta Sil	Assistant Statistician	Usual pay of the grade of service
6	Vacant	T/C, UDC(RWP)	Usual pay of the grade of service
7	Shri Ashok Kumar Ghosh	T/C, UDC(RWP)	Usual pay of the grade of service
8	Shri Paban Kumar Kundu	A/C, UDC(RWP)	Usual pay of the grade of service
9	Shri Lokenath Chakraborty	A/C, UDC(RWP)	Usual pay of the grade of service
10	Vacant	A/C, UDC (RWP)	Usual pay of the grade of service
11	Shri Bijan Kumar Biswas	T/C(RWP)	Usual pay of the grade of service
12	Smt. Sima Chakraborty (under suspension)	UDA, Panchayat	Usual pay of the grade of service
13	Smt. Kumkum Lahiri Mukherjee	LDC	Usual pay of the grade of service
14	Shri Kartick Chandra Ghosh	Group-D	Usual pay of the grade of service
15	Shri Sadhan Kumar Ghosh	Group D	Usual pay of the grade of service
16	Shri Tridip Kumar Singha	Group D	Usual pay of the grade of service
17	Smt. Kanika Ghosh	Group D	Usual pay of the grade of service
18	Smt. Jharna Sarkar	Group D	Usual pay of the grade of service
19	Shri Arun Ghosh	ADTC	Usual allowances as fixed by P&RD
20	Smt. Nilanjana Chatterjee (Kundu)	TC	Usual allowances as fixed by P&RD
21	Smt. Piyali Das	APS	Usual allowances as fixed by P&RD
22	Shri Jaydeb Pramanik	DEO	Usual allowances as fixed by P&RD
23	Shri Nabin Saha	APSA	Usual allowances as fixed by P&RD

4. The Rules, Regulations, Instructions, Manuals and Records held by the Department or under its control or used by its employees for discharging its functions:

4.1. Programme Guidelines for :-

- a) National Social Assistance Programme (NSAP)
- b) National Family Benefit Scheme (NFBS)
- c) Aam Admi Bima Yojana (AAbY)
- d) Provident Fund for Landless Agricultural Labourers (PROFLAL)

- 4.2. West Bengal Panchayat Acts :-
 - a) West Bengal Panchayat Act, 1973.
 - b) West Bengal Panchayat Election Act, 2003 etc
- 4.3. Rules :-
 - a) West Bengal Panchayat Election Rules, 2006.
 - b) West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004.
 - c) West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008, etc.
- 4.4. Manual :-
 - a) West Bengal Panchayat Election Manual etc.
- 4.5. The budget allocated to each of the agency & squash of the Department:

FLOW OF FUND TO THE PANCHAYAT BODIES

Taxes, rates and tolls collected by the PRIs are highly inadequate for discharging their responsibilities. The state government, therefore, provides financial support to the PRIs to meet their administrative expenditure on account of establishment cost and also for discharging responsibilities entrusted with those bodies. Funds for meeting establishment charges including salary and pension of the employees of panchayat bodies are provided out of budget of the Panchayat & R.D. department. Grant is also provided to the Gram Panchayats to compensate for the professional tax, which the state government collects. A share of various cesses and entertainment tax, collected by the state government, is also given to the PRIs as per recommendation of the State Finance Commission. The state government also transfers a share of the entire state revenue to the panchayats (out of plan budget) as their entitlement as determined by the State Finance Commission. These are entitlements of the panchayats, released in the form of untied grants, which the panchayats are supposed to spend for meeting the critical gaps in their annual plans. However, fund that is being transferred is still less than the recommendations of the 2nd State Finance Commission, which is operational now. The Union Government also releases a share of its revenue to the panchayats (through State non-plan budget) as their entitlements, as recommended by the Central Finance Commission, for delivery of civic services, maintenance of related infrastructure, maintenance of accounts and information etc.

5. The manner of execution of subsidy programmes:

The Department does execute any programme on its own. The State Government in this Department has a scheme called the **Provident Fund for Landless Agricultural Labourers (PROFLAL)**

The Scheme was introduced from 1st April 1998. All landless agricultural labourers within the age group of 18 to 59 years who are recorded holders of up to 50 (fifty) decimal of land including homestead land and major source of earnings are derived from their work as agricultural labourers are eligible for the scheme. The eligible subscribers to the scheme have to deposit at the rate of Rs.20/- (twenty) per month and the State Government contributes equal amount till such time the subscribers attain the age of 50 years. From 01.04.2010 it has been raised to Rs.20.00 per month both by subscriber & the State Government in lieu of Rs.20.00. On attaining the age of 60 years, the accumulated amount along with usual interest is paid to the subscribers. If for some reason the subscriber does not find it possible to continue with the scheme, the amount saved by him along with the matching contribution of the State Government against the amount saved are refunded to the subscriber concerned. The scheme is administered by the Gram Panchayats at the village level. The Block Development Officer and the District Magistrate concerned have supervisory role in implementing the scheme.

6. Details in respect of the information available to or held by the Department, reduced in an electronic form: Published in the website of the Department viz. www.wbprd.nic.in and www.nadia.gov.in

7. The particulars of the facilities available to the citizen for obtaining information: www.wbprd.nic.in and www.nadia.gov.in.

8. The names, designations and other particulars of the Public Information Officers:

Name of the office	State Public Information Officer	Asstt. State Public Information Officer	First Appellate Authority
P & R. D. Section	Shri Rajdeep Shankar Gautam, Dy. District Panchayat & Rural Development Officer, Nadia	Shri Tapan Kumar Biswas, Panchayat Development Officer, Headquarter, Nadia	District Panchayat & Rural Development Officer, Nadia
Panchayat Samiti	Joint Executive Officer of Panchayat Samiti	Block Informatics Officer, Panchayat Samiti	Executive Officer of Panchayat Samiti
Block Development Office	Joint Block Development Officer	Panchayat Development Officer	Block Development Officer
Gram Panchayat	Executive Assistant of Gram Panchayat	Secretary of Gram Panchayat	Pradhan of Gram Panchayat