

SHEET 1

Department Name :

Name of the Officer-in-Charge Contact No. E-mail ID	Samar Kumar Ghosh, Mobile No. 9434193988, Land -03472-252956 samarkumarghosh@gmail.com
Name of all Officers present with designation and their responsibilities	Sri Samar Kumar Ghosh, Sr. Deputy Collector is functioning as Officer-in-Charge in Establishment Section.
Name of all Staff present with designation and their responsibilities	Work distribution order enclosed
Name of Authorized Leave Substitutes	As mentioned in the above order
Present staff strength of section	HC-2, UDA-11, LDA-11, Gr.D -5, PS- Nil
Acts, Rules & Codes administered by the Section	Acts & Rules of WBSR Part –I and Part –II and West Bengal Record Manual are administered by this section
Forms maintained	West Bengal Form no.2446(TE), W.B. Form no.2432(pay bill), T.R. form no.22(LTC) & T.R. form no.50(GPF) are maintained by this section.
Registers maintained by the Section	Issue register, Receipt Register, Index Register, File Movement Register & Bill Register are maintained by this section
No. of inspections carried out in the previous year	2 (two) inspections carried out in the previous year
Major findings of inspections	The section is running with shortage of staff.
Action taken on inspections	In spite of shortage of staff this section has kept up its works culture to satisfactory standard.
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;
- Establishment section under Nadia Collectorate headed by District Magistrate, Nadia and ADM (Gen), Nadia and work done as per order issued by the Govt of WB
- (ii) the powers and duties of its officers and employees;
- Powers & duties under WBSR Part-I & Part –II and ROPA Rules, 2009 and time to time order issued by Finance Deptt. regarding fixation of pay, promotion etc.
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- DAs put up the file to the Sr. DC. If Sr. DC thinks it to obtain opinion of ADM(Gen) & District Magistrate, Nadia,he sends it to ADM(Gen) and onward.
As per enclosed format.
- (iv) the norms set by it for the discharge of its functions;
- WBSR Part –I & Part –II & ROPA Rules, 2009 and time to time order issued by Finance Deptt. regarding fixation of pay, promotion etc. which are followed by the officers and employees in discharging the duties.
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- Issue register, Receipt Register, Index Register, File Movement Register & Bill Register are maintained by this section.
- (vi) a statement of the categories of documents that are held by it or under its control;
- No.
- (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;
- No
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) a directory of its officers and employees;
- List enclosed.

(SHEET 2)

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| <p>(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;</p> | <p>List enclosed.</p> |
| <p>(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;</p> | <p>Headwise Budgetary Provisions.(enclosed)</p> |
| <p>(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;</p> | <p>No</p> |
| <p>(xiii) particulars of recipients of concessions, permits or authorisations granted by it;</p> | <p>No</p> |
| <p>(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;</p> | <p>To be installed by website arrangement</p> |
| <p>(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;</p> | <p>If necessary the matter may be arranged.</p> |
| <p>(xvi) the names, designations and other particulars of the Public Information Officers;</p> | <p>Sri Samar Kumar Ghosh, Sr. Deputy Collector is functioning as Officer-in-Charge ,Establishment Section and SPIO.</p> |
| <p>(xvii) such other information as may be prescribed; and thereafter update these publications every year;</p> | <p>Yes</p> |

**Directory of its Officer & employees under Establishment
Section of Nadia Collectorate**

Sl. No.	Name of the employee & Designation
1	Shri Samar Kumar Ghosh, Sr. Deputy Collector, Nadia
2.	Sri Gurudas Das, O/S
3.	Smt. Sarbani Chakraborty, H/C
4.	Sri Ashok Kr. Dutta, H/C
5.	Sri Krishsna Pada Chakraborty, UDC
6.	Sri Ramkrishna Kundu, UDC
7	Sri Sachchidananda Mallick, UDC
8	Sri Swapan Kr. Banerjee, UDC
9.	Sri Alope Kr.Nandy, UDC
10	Sri Onker Roy, UDC
11	Sri Nalinaksha Barua, UDC
12	Sri Mihir Kr. Biswas, UDC
13	Sri Soumendra Nath Bhadra, UDC
14	Sri Paritosh Paul, UDC
15	Sri Amalesh Paul, Typist
16	Sri Shyamalendra Biswas, UDC
17	Sri Dipak Kr. Das, UDC
18	Sri Samir Kr. Sarkar, Gr.D
19	Sri Bikash Krishna Dey, Gr. D
20	Smt. Bijoy Lakshmi Mukherjee, Gr. D
21	Sri Kanulal Bhattacharjee, Gr. D


**Monthly remuneration of the Officer & employees under Establishment Section
of Nadia Collector**

Sl. No.	Name of the employee & Designation	Pay Band	Basic Pay + GR. Pay	Gross salary
1	Shri Samar Kumar Ghosh, Sr. Deputy Collector, Nadia	4(9000-40500)	17,440+5,400	34,560=00
2.	Sri Gurudas Das, O/S	4(9000-40500)	20,760+ 4400	38,040=00
3.	Smt. Sarbani Chakraborty, H/C	3(7100-37600)	17,290+3,900	32,086=00
4.	Sri Ashok Kr. Dutta, H/C	3(7100-37600)	16,420+3,900	30,780=00
5.	Sri Krishna Pada Chakraborty, UDC	3(7100-37600)	15,060+3,600	28,290=00
6.	Sri Ramkrishna Kundu, UDC	3(7100-37600)	15,060+3,600	28,290=00
7	Sri Sachchidananda Mallick, UDC	3(7100-37600)	14,310+3,600	27,166=00
8	Sri Swapan Kr. Banerjee, UDC	3(7100-37600)	12,830+3,600	24,946=00
9.	Sri Aloke Kr.Nandy, UDC	3(7100-37600)	12,840+3,600	24,960=00
10	Sri Onker Roy, UDC	3(7100-37600)	13,910+3,600	26,266=00
11	Sri Nalinaksha Barua, UDC	3(7100-37600)	12,490+3,600	24,136=00
12	Sri Mihir Kr. Biswas, UDC	3(7100-37600)	13,530+3,600	25,996=00
13	Sri Soumendra Nath Bhadra, UDC	3(7100-37600)	13,910+3,600	26,566=00
14	Sri Paritosh Paul, UDC	3(7100-37600)	13,190+3,600	25,486=00
15	Sri Amalesh Paul, Typist	3(7100-37600)	13,000+3,200	24,200=00
16	Sri Shyamalendra Biswas, UDC	3(7100-37600)	12,840+3,600	24,960=00
17	Sri Dipak Kr. Das, UDC	3(7100-37600)	12,840+3,600	24,660=00
18	Sri Samir Kr. Sarkar, Gr.D	2(5400-25200)	9,150+2,100	17,176=00
19	Sri Bikash Krishna Dey, Gr. D	2(5400-25200)	9,510+2,100	17,716=00
20	Smt. Bijoy Lakshmi Mukherjee, Gr. D	2(5400-25200)	9,360+2,100	17,490=00
21	Sri Kanulal Bhattacharjee, Gr. D	2(5400-25200)	7,910+1,900	13,544=00

DUTY CHART OF THE ESTABLISHMENT SECTION

SL. No.	Name of the Office Super- Supervisor cum Haed Assistant	Name of staff	Duty assigned	Name of leave substitute.	
	Sri Gurudas Das, Office Supdt.		1	D.P. case, Computer Training, Daily attendance & overall supervision of this deptt.	H.A.(General Section)
		Smt. Sarbani Chakroborty, H.C	2	Transfer & posting of the staff(without promotion) & Deployment & deputation of staff, File regarding Appointment /Administrative Report/inspection Report & other Miscellaneous works and super vision of all the works assigned with items of work in her cell. All the file of her cell will be routed through her	Sri Ashok Kr.-Dutta, H.C
	Smt. Sarbani Chakroborty, H.C	Sri Nalinaksha barua	3	Health scheme	Sri Alope nandi
		Sri Shyamalendra Biswas	4	Promotion file of clerical staff & transfer incase of promotion dealing 50 point roster retention file sanction & working strength clerical cadres.	Sri Nalinaksha Barua
		T. Singha Roy	5	Issue, received & docket, P.F of LDC & UDC	Sri Alope Nandi
		Smt. Bani Dey	6	GPF of all kinds	Sukhen Chowdhury
		Sri Krishnapada Chakroborty	7	Gradation list issue of employment certificate, appointment of LDC, Driver, Mechanic, Confirmation of staff, Retirement notice of group B & C 100 & 50 point roster, Collectorate Promotion of record Supplier/ Cash Collecting Sarkar, File of stenographer, Vacaney posting of staff, Issue of NOC for passport promotion of G-D to G-C	Sri Dipak Kr, DAs
		Sri M.K Paul	8	H.B. loan, Bank loan & Two wheeler NOC & loan, Payment of GIS '83 & '87, land purchase & selling, Maintained C.L., Spl. leave & stationery articles	Sri T. Singha Roy
		Sri Soumendranath Bhadra	9	Preparation of T.A. Bill, LTC Bill, GPF Bill, Fees Bill of G.P. & PP, Transfer grant bill of all staff & Officers, Work-cum-Tour diary of all Officers, File work in e w the said bills, Maintained of 28 heads of T.A. allotment.	Sri Hari das Saha

Sri Ashok Kr. Dutta, H.C	Sri Ashok Kr. Dutta, H.C	1	All the bills and the files assigned with the cell will be routed through him. All the bills will be signed by him after preparation by the accounts Clerks	Smt. Sarbani Chakroborty, H.C
	Sri Dipak Kumar Das	2	Pension gratuity matter.	Sri Krishnapada Chakroborty
	Aloke Nandi	3	G.F., OPR, Ref Clerk Assist to O.S regarding Com. Training, Assets Statement, release order & retirement benefit	Nalinakhsha Barua
	Sri Swapan Banerjee	4	File of all Officers	Sri Ashok Kr. Dutta
	Sri Paritosh Paul	5	Preparation all kinds of pay bill	Sri Ramkrishna Kundu
	Sri Ram Krishna Kundu	6	Pay Bill (Only Officers), Dealing of I.T. matter/Surrender Savings etc., Net grand	Sri Peritosh Paul
	Sri Mihir Biswas	7	Pay Bill, Report return Net Grant Budget Estimate etc.	Sri Ram Krishna Kundu
	Sri Sukhen Chowdhury	8	Maintained all Service Book, increment order, sanctioned of leave salary, all categories pay fixation, pay protection etc.	Sri Mihir Kr Biswas
	Sri Haridas Saha	9	Medical bill (all staff) including IAS officer "B" statement, Allotment of fund, Conveyance allowance bill	Sri Soumendranath Bhadra


 2/11/10
 O/C Establishment Section

In pursuance of his Memo No. 323(42) C.G. Dt. 19.11.2010. The copy submitted to Addl. District Magistrate, (general) Nadia, for information.


 2/11/10
 O/C Establishment Section