

SHEET-1

Department Name : Food Cell Section , Office of the District Magistrate Nadia.

Name of the Officer-in-charge Contact No. E-mail ID	Sri Ratan Kumar Nath. W.B.C.S.(Exe).Dy.Magistrate & Dy. Collector, Nadia.
Name of all Officers present with designation and their responsibilities	No
Name of all Staff present with designation And their responsibilities	1) Smt. Archana Kundu(Sikder) U.D.Asstt. 2) Sri Rudrangshu Sekhar Biswas. U.D.Asstt. 3) Sri Dipankar Banerjee. L.D.Asstt. 4) Sri Anil Chakraborty. Group "D" 5) Sri Tapan Bhattacharjee. Group "D"
Name of Authorized Leave Substitutes	Separate copy Enclosed.
Present staff strength of section	HC UDA LDA Gr.D PS - 2 1 2 - Nil (Two) (One) (Two) Nil
Acts. Rules & Codes Administered by the Section	1) Essential Commodities Act,1955 with West Bengal Control Orders 2) W.B. Motor Spirit and High Speed Diesel (licensing and Regulation of Supply) Order2000 3) W.B.Kerosene Control Order,1968 4) West Bengal Cooking Gas (Licensing and Control) Order,1985 5) West Bengal AUTO-LPG (Licensing and Control) Order,2004. 6) West Bengal Solvent, Raffinate Slop and other Equivalent Petroleum Products (Acquisition, Sale, Storage and prevention of use in Automobiles) Order, 2000. 7) West Bengal Naptha ((Acquisition , Storage, Sale and prevention of use in Automobiles) Licensing Order, 2000. 8)West Bengal Parallel Marketing System Kerosene Licensing Order 2000.
Forms Maintained	Issuance of New MS/HSD Retail Outlet /Petrol Pump Licence in Form-B. Renewal of MS/HSD Licence in Form-A. Issuance of New Kerosene Oil Storage Licence in form- B. Renewl of K.Oil Storage Licence in Form- C. Issuance of New Cooking gas (LPG) Licence in Form- B. Renewal of Cooking Gas(LPG) Licence in Form- A. Issuance of New Parallel Marketing System (PMS) Licence in Form-B. Renewal of PMS Licence in Form-C. Issuance of New Auto LPG Licence in Form- B1. Renewal of Auto LPG Licence in Form- A. Issuance of New Registered Seller Certificate of HSD Licence In Form-B. Renewal of Registered Seller Certificate of HSD Licence in Form-A.
Registered maintained by the Section	(1) Issue Regiser, (2) Receipt Register. (3) Index Register, (4) Court Case Register, (5) C.L.Register, (6) Stock Register, (7) Dead Stock Register, (8) R.T.I.Act.Register
No.of inspections carried out in the previous year	One
Majour findings of inspections	No
Action taken on inspections	No
Audit objections pending,if any	There is no Audit query pending for reply in this section

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Officer-in-charge
Food Cell Section
Nadia, Collector

SHEET-2

RTI ACT 2005

FOOD CELL

Right to information and obligations of public authorities
Under section : 4. (1) b)

- (i) the particulars of its organization 1) This section is dealing mainly with issuance of MS/HSD Retail Outlet /Petrol Pump, Function and duties. L.P.G.(Cooking Gas) , Auto LPG, Kerosene Oil Storage Licence PDS (Storage), Licence of Kerosene Oil for PMS , Registered Seller Certificate of HSD, Temporary storage licence of H.S.D. for Govt. Sector, Temporary LPG connection Permission, Coal Permission,(Various Court Cases related with this section, Public Grievance, Renewal/Reconstitution of licence,etc.
- (ii) the powers and duties of its Officers and employees ; ----- Prepared and attached in a separate sheet.
- (iii) the procedure followed in the decision making process Including channels of supervision and accountability ----- Regarding decision making the order of the District Authority is followed. The section is supervised by the Officer-in-charge , and the District Authority.
- (iv) the norms set by it for the discharge of its functions; ---- The Licences are issued with the approval of the District authorities. The Renewals are made by the Officer-in-Charge after scrutinizing necessary documents.
- (v) the rules , regulations, instructions, manuals and records, held by It or under its control or used by its employees for discharging Its functions; -----
- 1) Essential Commodities Act,1955 with West Bengal Control Orders
 - 2) W.B. Motor Spirit and High Speed Diesel (licensing and Regulation of Supply) Order2000
 - 3) W.B.Kerosene Control Order,1968
 - 4) West Bengal Cooking Gas (Licensing and Control) Order,1985
 - 5) West Bengal AUTO-LPG (Licensing and Control) Order,2004.
 - 6) West Bengal Solvent, Raffinate Slop and other Equivalent Petroleum Products (Acquisition, Sale, Storage and prevention of use in Automobiles) Order, 2000.
 - 7) West Bengal Naptha ((Acquisition , Storage, Sale and prevention of use in Automobiles) Licensing Order, 2000.
 - 8) West Bengal Parallel Marketing System Kerosene Licensing Order 2000.
- (vi) a statement of the categories of documents that ere held by it or under its control ; Different licences as noted Column-(i)
- (vii) the particulars of any arrangement that exist For consultation with, or representation by, the members of the public in relation to the Formulation of its policy or implementation thereof ; Not applicable for this Section.

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Officer-in-charge
Food Cell Section
Nadia. Collector

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- (viii) a statement of the boards, councils, committees and other bodies consisting of two 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 ;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations ;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it ;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form ;
- (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 ;
- (xvi) the names, designations and other particulars of the Public Information Officers ;
- (xvii) such other information as may be prescribed ; and thereafter update these publications every year ;

Not applicable for this Section.

- 1) Smt. Archana Kundy(Sikder) U.D.Asstt.
Ph. No.03473-270159
- 2) Sri Rudrangshu Sekhar Biswas. U.D.Asstt.
Ph. No.8900152348
- 3) Sri Dipankar Banerjee. L.D.Asstt.
Ph.No.9434950973
- 4) Anil Chakraborty. Group " D"
Ph.No.9734565429
- 5) Tapan Bhattacharjee, Group "D"
Ph.No.9563383743

- 1) Smt. Archana Kundu (Sikder) Rs. 26266.00
- 2) Sri Rudrangshu Sekhar Biswas. Rs. 24990.00
- 3) Sri Dipankar Banerjee. Rs. 19770.00
- 4) Sri Anil Chakraborty. Rs. 14606.00
- 5) Sri Tapan Bhattacharjee. Rs. 15240.00

Not applicable for this Section.

Not applicable for this Section

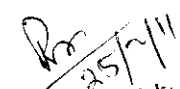
- The following licences are issued from this section
- 1) MS/HSD (Petrol Pump) Licence.
 - 2) LPG (Cooking Gas) Licence.
 - 3) Auto LPG Licence.
 - 4) Registered Seller Certificate Of HSD Retail Licence
 - 5) Kerosene Oil (PDS) & (PMS) Licence
 - 6) Temporary extension permission of LPG Licence.

No Information is available in electronic form

Notices are displayed in Notice Board when necessary the licence holders to submit application for renewal and to deposit different fees through Treasury Challan.

Ratan Kumar Nath, W.B.C.S.(Exe)
Mob.No.9563413579.

Nil.


Ratan Kumar Nath
Public Information Officer
Nadivada

Separate sheet for the powers and duties of its officer and employees of Food Cell Section, Office of the District Magistrate, Nadia.

Name and Designation of Officer of Food Cell Section, Office of the District Magistrate, Nadia. -----

Sri Ratan Kumar Nath, W.B.C.S. (Exe),
Dy. Magistrate & Dy. Collector, Nadia.

Name designation and allocation of works of the employees of Food Cell Section, Office of the District Magistrate, Nadia.

<u>Sl.No.</u>	<u>Name of Employ</u>	<u>Work allotment</u>	<u>Names of the Leave Substitute</u>
1)	Smt. Archana Kundu (Sikder) U.D.Asstt.	1) Extension Permission of Temporary L.P.G.Connection 2) Registered Seller Certificate of HSD Licence. 3) File received from D.C(F.S) & S.C.(F.S) for hearing etc. 4) Kerosene Oil Licence on Compassionate ground.	Sri Rudrangshu Sekhar Biswas U.D.Asstt.
2)	Sri Rudrangshu Sekhar Biswas. U.D.Asstt.	1) Misc.Petition and Public complain. 2) All Kerosene Oil matter. 3) Spl.Permit of Kerosene Oil. 4) Temporary Storage Licence of HSD Under Govt.Sector. 5) COAL matter	Sri Dipankar Banerjee. L.D.Asstt.
3)	Sri Dipankar Banerjee L.D.Asstt.	1) All MS/HSD Retail Outlet/Petrol Pump matter 2) All L.P.G.(Cooking Gas) matter 3) All Auto L.P.G.matter 4) All Court Cases matter related to this Section.	Smt. Archana Kundu (Sikder) U.D.Asstt.

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