

SHEET -1

SL. NO	Department	Information
1	Name of the officer in Charge. Contact No. E-Mail I.D.	Shree Ranajit Kumar Mandal .W. B.C.S(Exe). 9434255411
2	Name of all officers present Designation and their responsibilities	Enclosed separate sheet
3	Name of all staff present with Designation and their responsibilities	
4	Name of Authorised leave substitute	
5	Present staff strength of section	HA., U.D.C., L.D.C.,Gr.-D, P.S.
6	Acts, Rules & Codes Administered by the section	1 9 3 8 Enclosed separate sheet .
7	Forms maintained	W.B.Forms No.-16, 19, 47
8	Registers maintained by the section	Yes, Separate sheet enclosed
9	No of inspections carried out in the previous year	Half yearly Inspection
10	Major findings of inspections	
11	Action taken on inspections	
12	Audit objections pending. If any	Does not arise

For District Magistrate, Nadia

Encl: with sl. no. 3 of sheet-I

Government of West Bengal  
Office of the District Magistrate, Nadia  
General Section

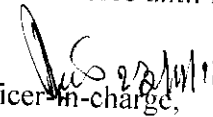
The assignments of duties of the staff of General Section and General Despatch Section, Nadia Collectorate, Nadia are mentioned are made as follows.

Name of Dealing Assistant	Subject	Leave Substitute
Sri Arjun Kumar Biswas, H.A.	1. Annual Performance Report. 2. Monthly Administrative Progress Report. 3. Asset Statement 4. O.P.R. of Staff 5. Govt. order and circular 6. World War- II Pension 7. Corridor Development 8. Condolence File 9. Guard File 10. Small Scale Industries 11. Exemption of Excise & Custom Duty 12. Gade Majdia Land Customs station 13. Bonded Labour 14. Study Visit 15. Recruitment rally in Army 16. Allotment of Zilla Sainik Board, World War-II 17. Award of the President of India. 18. Complaint against Infiltration Boarder. 19. Izzat Certificate 20. Infiltration from Bangladesh & Other country. 21. Women's Commission. 22. Sale Books of Swadhinata Sangrame Nadia.	Smt. Jayashree Roy, Supervisor.
Smt. Joyshree Roy Supervisor	1. A.R.C.S. 2. Legal Metrology 3. Haringhata Firm matter 4. Prime Ministers-15 point program 5. Periferi Certificate 6. Railway matters 7. Human Right Commission	Arjun Biswas, H.A.
Smt. Chanda Bhattachajee L.D.C.	1. S.S.S. pension of Freedom Fighter 2. BIRI Worker 3. Dealing with Verification of Character and Antecedent of Central Govt. etc.	Tapasi Banerjee, U.D.C.
Sri Suresh Ch. Roy, U.D.C.	1. R.T.I. Also working at Health Cell	Sri Arjun Biswas, H.A.
Sri Sanaton Dey, U.D.C.	1. General Despatch Section	Smt. Sujata Biswas, U.D.C.

Name of Dealing Assistant	Subject	Leave Substitute
Arupratan Roy, U.D.C.	<ol style="list-style-type: none"> <li>1. Lok Sabha &amp; Assembly Question.</li> <li>2. Governor's Grant.</li> <li>3. C.M.'s Grant.</li> <li>4. State Lottery</li> <li>5. Pollution.</li> <li>6. C.L. &amp; E.L. of staff of General &amp; General Despatch section .</li> <li>7. I. Card of Govt. staff.</li> <li>8. Annual Administrative Report.</li> <li>9. Stationary Articles.</li> <li>10. Indian Citizenship Certificate</li> <li>11. Misc. petition/application.</li> </ol>	Sri Satyaranjan Chakraborty, U.D.C.
Smt. Krishna Bandyopadhyaya, U.D.C.	<ol style="list-style-type: none"> <li>1. Allotment of Govt. Flat/RHE.</li> <li>2. School/College/Institution matter.</li> <li>3. All Examination.</li> <li>4. Deputation</li> </ol>	Sailen Nath, U.D.C.
Sri. Sailen Nath	<ol style="list-style-type: none"> <li>1. Domicile Certificate Issue and Verification</li> <li>2 Reference</li> <li>3. Issue &amp; Receipt</li> <li>4. I. Card of Doctors.</li> </ol>	Smt. Krishna Bandyopadhyaya, U.D.C.
Smt. Paramita Chakraborty, L.D.C.	Working at Information and Technology Cell	
Sri Swapan Kr. Bhowmick, U.D.C.	1. General Despatch Section	Sri Kamalesh Bhattacharjee, L.D.C.
Sri Kamalesh Bhattacharjee, L.D.C.	1. General Despatch Section	Sri Swapan Kr. Bhowmick, U.D.C.,
Sri Pralhad Kr. Roy, L.D.C.	1. General Despatch Section	Sri Swapan Kr. Bhowmick, U.D.C.
Smt. Tapashi Banerjee, U.D.C.	<ol style="list-style-type: none"> <li>1. Aranyya Saptaha, Agri. And Horticulture.</li> <li>2. Mela</li> <li>3. Workers men Compensation.</li> <li>4. Observance of Republic Day &amp; Independence Day.</li> <li>5. Communal Harmony &amp; Flag Dey</li> <li>6. Allotment of land of Military Farm</li> <li>7. Issue and Receipt of Central P.V.R.</li> <li>8. N.H. &amp; P.W.D.</li> <li>9. Labour Laws</li> <li>10. Vested Land matters.</li> </ol>	Smt. Chhanda Bhattacharjee, L.D.C.

Name of Dealing Assistant	Subject	Leave Substitute
Smt. Sujata Biswas U.D.C.	<ol style="list-style-type: none"> <li>1. Consumers Forum</li> <li>2. All Construction matter (Administrative Building)</li> <li>3. Electric matter</li> <li>4. Fire Station</li> <li>5. Telephone</li> <li>6. FCRA</li> <li>7. Fishery matter</li> <li>8. Minimum Wage Act</li> <li>9. Welfare of Construction works Act-1996</li> <li>10. Caste Verification of Defense personal &amp; other Defense personal</li> <li>11. Harassment of the family members of the Defense personnel</li> <li>12. Over staying leave of Defense personnel/BSF</li> <li>13. Change of home address of Defense personnel</li> </ol>	Sanatan Ch. Dey, U.D.C.
Sri Satya Ranjan Chakraborty U.D.C.	<ol style="list-style-type: none"> <li>1. Sexual harassment</li> <li>2. Audit files-all SDOs/BDOs</li> <li>3. Law and order</li> <li>4. Encroachment</li> <li>5. Press and Newspaper</li> <li>6. Half Yearly office inspection all</li> </ol>	Arup Ratan Roy, U.D.C.

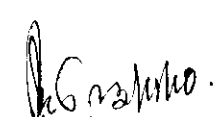
This distribution of works amongst the above mentioned Dealing assistants are made for smooth functioning of daily work of the General Section and with remain in force until further order.

  
 Officer-in-charge,  
 General Section  
 Nadia Collectorate

Memo. No... 6/25/15 GL

Dated.... 23/11/2010

Copy forwarded to Sri/Smt.....  
 For information and taking necessary action.

  
 Officer-in-charge,  
 General Section  
 Nadia Collectoate