

SHEET 1

Department Name : Health Cell

Name of the Officer-in-Charge Contact No. E-mail ID	Prabir Kr Chakraborty Ph 9874261506
Name of all Officers present with designation and their responsibilities	Prabir Kr chakraborty WBCS (Exe) Dy Magistrate and Dy Collector Officer-in-charge of this Cell
Name of all Staff present with designation and their responsibilities	Seresh Chandra Roy, UDC (only one staff) additional charge.
Name of Authorized Leave Substitutes	Does not arise
Present staff strength of section	UDA-1
Acts, Rules & Codes administered by the Section	R.T.I. Act 2005
Forms maintained	
Registers maintained by the Section	Issue Register, Court movement (RTI) Issue Register, Movement (Health Cell)
No. of inspections carried out in the previous year	No inspection carried out by this cell
Major findings of inspections	Does not arise
Action taken on inspections	Does not arise
Audit objections pending, if any	Does not arise

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;
- (ii) the powers and duties of its officers and employees; O/C Health Cell is SPIO of the Cell . One UDA act as SAPIO cum-dealing asstt. To meet up the RTI matters related to this Cell.
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability; After receiving the petition from information seekers, it posted in the respective register then action will be taken as prayed for.
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; Rules of RTI Act. 2005 strictly followed here.
- (vi) a statement of the categories of documents that are held by it or under its control;
- (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;
- (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; No such Board, Council, Committee with this Cell.
- (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; Gross salary of O/C , Health Cell, Gross Salary of only UDA
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; Does not arise
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; Does not arise
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it; Information seekers under BPL categories are exempted to pay the requisite Court fees and others charges like Xeroxing etc.
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form; No such information available to reduce 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; No such library or reading room in this Cell.
- (xvi) the names, designations and other particulars of the Public Information Officers; Sri Prabir Kumar Chakraborty, WBCS (Exe) is SPIO of this Cell. Sri Suresh Chandra Roy, UDA , Clerk-Cum SAPIO of this Cell.
- (xvii) such other information as may be prescribed; and thereafter update these publications every year; This will be maintained in every year.