

Sheet -1

Department Name : Judicial Munshikhana

Name of the Officer-in-Charge, Contact no. E-mail ID	Sri Prabir Kr. Chakraborty WBCS(Exc) 9874281506 Nil
Name of all Officers present with designation and their responsibilities	Sri Prabir Kr. Chakraborty WBCS(Exc)
Name of all staff present with designation and their responsibilities	Enclosed in separate sheets
Name of Authorised leave substitutes	Enclosed in separate sheets
Present staff strength of section	HC, UDA, LDA, Gr.D, PS 1 7 Nil 3 Nil
Acts, Rules & Codes administered by the section	Arms Act, Explosive Act, Fire & Emergency Act, <i>Sarai Act</i>
Forms maintained	Form -III, (Gun licence)
Registers Maintained by the section.	Issue Register, Receipt Register, Arms Register, Arms renewal register, Arms registration register, Inspection register, C.L. register, Cash Book, Allotment register, Court fee register, 39 Arms act Sanction register, Stationery register.

No. of inspection carried out in the previous year	2	
Major findings of inspections	Nil	
Action taken on inspection	Nil	
Audit objections pending, if any	1(one)	

S. (mt) 22/2/11
Officer-in-charge,
Judicial Munshikhana

Government of West Bengal
Office of the District Magistrate, Nadia
Judicial Munshikhana.

Duty allocation of the staff of Judicial Munshikhan

Sri Biral Kr. Chakraborty , H.C.

- 1) Promulgation of 144 Cr. P.C.
- 2) Deployment of Executive Magistrate.
- 3) Roster duty of Ld. A.P.P. , Nadia
- 4) Police firing.
- 5) Meeting of DLSA.
- 6) Meeting of Dist. Monitoring committee.
- 7) Appointment of Ld. P.P. & Panel A.P.P.
- 8) Half-yearly Inspection Report.
- 9) Annual Administration Report.
- 10) Staff File.
- 11) Leave of Officer.
- 12) Preserve of Judgment
- 13) Audit query
- 14) ECSC.
- 15) Law & Order
- 16) Assisting all D.A.'s

Name of Leave substitute :

Signature :.....

Signature of Leave

Substitute.....

Government of West Bengal
Office of the District Magistrate, Nadia
Judicial Munshikhana.

Duty allocation of the staff of Judicial Munshikhan

Moyjuddin Sk. U.D.C.

- 1) Issuing Arms Licence, and others works in connection with Arms Licence(Except renewal of Arms Licence)
- 2) Collecting Power of Arms licence.
- 3) Sulpher Licence.

Name of Leave substitute:Sri Madhusudan
Pramanik.UDC

Signature :.....

Signature of Leave
Substitute.....

Government of West Bengal
Office of the District Magistrate, Nadia
Judicial Munshikhana.

Duty allocation of the staff of Judicial Munshikhan

Smt. Uma Mukherjee U.D.C.

- 1) Duty Roster of Executive Magistrate u/s 174 & 176 Cr.P.C.
- 2) Premature release & release on parole reg. accused persons.
- 3) Custodial Death
- 4) Push back to Bangladesh
- 5) Correctional Home
- 6) Jail Misc. file.
- 7) *Stalimery* .

Name of Leave substitute : Sri Chitta Biswas U.D.C..

Signature :.....

Signature of Leave

Substitute.....

Government of West Bengal
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Judicial Munshikhana.

Duty allocation of the staff of Judicial Munshikhan

Sri Madhusudan Pramanik U.D.C.

- 1) Sanction order u/s 39 of Arms Act.
- 2) Collecting Power of 20(1) 133,144 Cr. P.C.
- 3) Issuing Power u/s 174 & 176 Cr. P.C.
- 4) Attend the court for witness u/s 39 of Arms Act.
- 5) L.R. Appeal Case.
- 6) Typing to issue above order.

Name of Leave substitute : Sri ^{Maxsubdin} ~~Dilip~~ Mondal

Signature :.....

Signature of Leave
Substitute.....

Government of West Bengal
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Judicial Munshikhana.

Duty allocation of the staff of Judicial Munshikhan

Sri Chitta Biswas U.D.C.

- 1) Fire Licence of K. Oil for Ranaghat & Kalyani
Sub-Division.

Name of Leave substitute : Smt. Uma Mukherjee U.D.C.

Signature :.....

Signature of Leave
Substitute.....

Government of West Bengal
Office of the District Magistrate, Nadia
Judicial Munshikhana.

Duty allocation of the staff of Judicial Munshikhan

Sri Sudip Roy U.D.C.

- 1) Judicial Cash
- 2) Renewal and issue of Fire works licence, Carbide licence & Poison Licence etc.
- 3) Report & Return .

Name of Leave substitute : Sri Asish Dutta, UDC.

Signature :.....

Signature of Leave
Substitute.....

Government of West Bengal
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Judicial Munshikhana.

Duty allocation of the staff of Judicial Munshikhan

Sri Asish Dutta U.D.C.

- 1) Renewal of Arms Licence.
- 2) Registration of Arms Licence.
- 3) Misc Case.
- 4) - Stationery.

Name of Leave substitute : Smt. Rekha Saha, UDC

Signature :.....

Signature of Leave
Substitute.....

Government of West Bengal
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Judicial Munshikhana.

Duty allocation of the staff of Judicial Munshikhan

Smt. Rekha Saha U.D.C.

- 1) Issue
- 2) Receipt
- 3) Sarai
- 4) Court Fees.

Name of Leave substitute : Sri Sudip Roy U.D.C..

Signature :.....

Signature of Leave
Substitute.....