

**SHEET 1**

**Department Name : Library Section.**

Name of the Officer-in-Charge Contact No. 9434309426 E-mail ID	Sri Paresh Chandra Mondal, W.B.C.S.(Exe) Deputy Magistrate & Deputy Collectorate.
Name of all Officers present with designation and their responsibilities	
Name of all Staff present with designation and their responsibilities	1) Subhash Kumar De, UDC 2) Bidhan Biswas, Group-D As per Job chart
Name of Authorized Leave Substitutes	Sri Paresh Chandra Mondal, W.B.C.S.(Exe) Deputy Magistrate & Deputy Collectorate.
Present staff strength of section	HC-0,UDA-1, LDA-0,Gr.D-1
Acts, Rules & Codes administered by the Section	If necessary and as per knowledge is administered.
Forms maintained	W.B. Form No. 47 , Form No 19, Form No 16, WB Form 107 .
Registers maintained by the Section	Issue Register / Receive Register / Dead Stock Register / Bill Register / Movement Register / Attendance Register / Index Register/ Accession register etc.
No. of inspections carried out in the previous year	One inspection carried out in the previous year
Major findings of inspections	Nil
Action taken on inspections	Nil
Audit objections pending, if any	Nil

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; Maintenance of Library Books.
- (ii) the powers and duties of its officers and employees; Issue & receipt of Library Books
- (iii) the procedure followed in the decision making process,  
including channels of supervision and accountability; D.A. put up the files to the officer in charge
- (iv) the norms set by it for the discharge of its functions; Norms are maintained by the section
- (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 / Receive Register / Dead Stock Register / Bill Register / Movement Register /  
Attendance Register / Index Register/ Accession register etc.
- (vi) 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; (1) One Officer –in-charge, (2) One U.D.A. , (3) One Gr-D
- (vii) a directory of its officers and employees; Officer-in-charge Monthly Gross pay Rs. 41639/- U.D.A.  
monthly gross – 26236/- , Gr D monthly gross pay 18016/-
- (vii) 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; Nadia Collectorate Library Books are used ones for  
Govt. officers.
- (ix) the names, designations and other particulars of the Public Information Officers; Sri Paresh ch. Mondal  
W.B.C.S. (Exe) Dy Magistrate & Dy Collector, Nadia is functioning officer-in-charge.
- (x) such other information as may be prescribed ; and thereafter update these publications every year : yes.