

SHEET 1

Department Name : Library Cell

Name of the Officer-in-Charge Contact No. E-mail ID	Sri Kumud Ranjan Saha Ph No 9153570674
Name of all Officers present with designation and their responsibilities	
Name of all Staff present with designation and their responsibilities	1) Jayasree Roy. Addl. Supervisor attached to General section. Also works in the Literacy Cell in addition to her own duties at General Section . 2) Sri Bhojleram Chowdhury, Group-D
Name of Authorized Leave Substitutes	Does not arise.
Present staff strength of section	UDA-1, in addition charge, Group D- 1
Acts, Rules & Codes administered by the Section	The Literacy Cell is run as per order and instruction from N.L.M.A. and S.L.M.A.
Forms maintained	West Bengal Form No. 19- Issue Register West Bengal Form No. 16- Issue Register
Registers maintained by the Section	Enclosed in the Separate Sheet.
No. of inspections carried out in the previous year	Half-Yearly Inspection.
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 : This Cell is an organ under SLMA, to promote Literacy among the illiterate.
- (ii) the powers and duties of its officers and employees : Enclosed Sheet 1
- (iii) the procedure followed in the decision making process : including channels of supervision and accountability : There is a committee generally discussion is taken by this committee
- (iv) the norms set by it for the discharge of its functions : This cell is run as per order and instruction from NLNA and SMA
to the formulation of its policy or implementation thereof;
- (v) 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 : There are provisions for 1) District Committee 2) Block Level Committee , 3) GP Level Committee
- (vi) a directory of its officers and employees : Enclosed in Sheet 1
- (vii) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made : There is no budgetary provision for this Cell.
- (viii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes : Does not arise.
- (xvi) the names, designations and other particulars of the Public
Information Officers : 1) Sri Kunal Ranjan Saha (SPIO) 2) Jayasru Roy (SAPID)
- (xvii) such other information as may be prescribed and thereafter update these publications every year : Annual administrative report of Nadia Collectorate