

SHEET 1

Department Name : Loan Section

Name of the Officer-in-Charge Contact No. E-mail ID	Sri Keshab Kumar bagchi, W.B.C.S.(Exe) Loan Dy Collector Ph 9474644551
Name of all Officers present with designation and their responsibilities	Do
Name of all Staff present with designation and their responsibilities	1. Susanta Biswas- Addl Sup H.C. – Over all supvison 2. Md. Mohar Ali Mondal- U.D.C.- As per distribution sheet. 3. Sausmitra Roy – U.D.C.- As per distribution sheet 4. Radha Roy- Gr ‘D’.
Name of Authorized Leave Substitutes	Sri Prabir Kr. Chakraborty, W.B.C.S.(Exe) Ph- 9874281506
Present staff strength of section	HC-1,UDA-2,Gr.D-1.
Acts, Rules & Codes administered by the Section	Loan mammal 1981
Forms maintained	No 270 Order Sheet , W.B.F. No 5/1023/1027
Registers maintained by the Section	Loan Ledger/ Received Register/Issue Register/ case Register
No. of inspections carried out in the previous year	2 (Two) Inspection 1 st on 15/05/2010 2 nd on 24/01/2011
Major findings of inspections	Satisfactory
Action taken on inspections	
Audit objections pending, if any	No pending.

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;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (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;
 - (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;
 - (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;
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
 - (xiv) details in respect of the information, available to or held by it, reduced 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;
 - (xvi) the names, designations and other particulars of the Public Information Officers;
 - (xvii) such other information as may be prescribed;
- and thereafter update these publications every year;