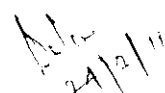


SHEET 1

Department Name: Minority Affairs & Madrasah Education Deptt.

Name of the Officer- in-charge Contact no. E-mail ID	MD. SHAFIUL ISLAM, WBCS (Exe.) 9734821322
Name of all Officers present with designation and their responsibilities	Giasuddin Ahmed, MDO(contractual) to look after MSDP Schemes.
Name of all Staff present with designation and their responsibilities	(i) Atanu Das (Typist Basic-Grade) (on Deputation) (ii) Ganga Bhattacharya (UDC)
Name of all Staff present with designation and their responsibilities	Sukumar Choudhury (DWO, BCW)
Present staff strength of section	HC-nil, UDA-1, LDA-nil, Gr.D-nil, PS-nil.
Acts, Rules & Codes administered by the section	Most of the Rules & Regulations are supplied by Ministry Of Minority Affairs, Govt. of India.
Forms maintained	Forms for SSK, MSK etc.
Registers maintained by the section	Issue register, Despatch Register, Movement Register, Stationary Register, Bill Transit Register, Allotment Register, Dead stock Register.
No. of inspections carried out in the previous year	DLIT-inspection to SSK,MSK-32 nos.
Major findings of inspection	60% of the institution acquired feasibility for approval
Action taken on inspections	The reports of eligible institution fulfilling the requisite criteria are sent to MA & ME Deptt. for according approval.
Audit objections pending, if any	No.


District Officer Minority Affairs, Nadia

SHEET 2

RTI ACT 2005

Right to information and obligations of public authorities
Under Section: 4.(1) b)

- (i) the particulars of its organization, functions and duties : Perform duties regarding MA & ME Deptt., Various Programmes under MSDP and inspection of MSK, SSK.
- (ii) the powers and duties of its Officers and employees : To supervise & monitor the MSDP programme & other allied programmes.
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability : Important decision are taken in DLC meeting.
- (iv) the norms set by it for the discharge of its functions : Norms & rules suggested by MA & ME, MDW, Wakf & Directorate of Madrasah Education Deptt.
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions : Most of the Rules & Regulations are supplied by Ministry Of Minority Affairs, Govt. of India.
- (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: MLAs, MPs and other dignified persons are the members of DLC & important decisions come out from them.
- (viii) a statement of the boards, councils, committees and other bodies consisting are open to the public

update these publications every year

24/2/11

District Officer Minority Affairs, Nadia

(ix) a directory of its officers and employees

Norms & rules suggested by
MA & ME, MDW, Wakf &
Directorate of Madrasah
Education Deptt.

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

MDO- Rs. 27513/- (Contractual)
UDC- Rs. 26000/-
Typist (Basic Grade)- Rs. 15,700/-
(on Deputation)

(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

MLAs, MPs and other dignified persons are the members of DLC & important decisions come out from them.

(xiii) particulars of recipients of concessions, permits or authorizations granted by it

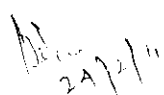
(xiv) details in respect of the information, available to or held by it, reduced in an electronic form

(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

(i) MD. SHAFIUL ISLAM,
WBCS (Exe.)-
DOMA, Nadia.
(ii) Giasuddin Ahmed,
MDO(contractual).

(xvii) Such other information as may be prescribed, and thereafter update these publications every year


District Officer Minority Affairs, Nadia