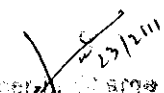


**SHEET-I**

<b>Department Name</b>		<b>: Municipal Affairs</b>
Name of the Officer-in-Charge Contact No. E-mail ID	Sri Paresh Chandra Mondal, Deputy Magistrate & Deputy Collector. Contact No. 9474135417	
Name of all Officer present with Designation and their responsibilities	Nil	
Name of all Staff present with Designation and their responsibilities	i). Smt. Lipika Dey, UDA – Passing of Bills (Ten Municipalities), Pension of the staff of ULBs, DFID/Health/ NFBS/SUDA/DUDA/SJSRY/JNNURAM. and others. (ii) Sri Sasthi Charan Biswas UDA – Certificate of Birth & Death/SSK Election of ULBS/ BPL and others. (iii) Sri Santosh Kr. Nath, LDA – Receipt Issuance/Stationery/Leave petition and others.	
Name of Authorized Leave Substitutes	Sri Prohlad Naskar, Deputy Magistrate & Deputy Collector	
Present staff strength of section	HC- Nil, UDA- 2(Two), LDA- !(One), PS- Nil	
Acts. Rules & Codes administered by the Section	Manual of the W.B. Municipal Laws/ Birth and Death Acts.	
Forms maintained	Form. No.19, 16, 47, 107, & 2604	
Registers maintained by the Section	Attendance, Issue, Receipt, Despatch, Casual Leave, Earned Leave. Inspection, & Index Register.	
No. of inspections carried out in the previous year.	61 (Sixty one)	
Major findings of inspections	Nil	
Action taken on inspections	Nil	
Audit objections pending, if any	Nil	

  
Officer-in-Charge  
Municipal Affairs Section  
Nadia.  
8.2.2011

SHEET 2

RTI ACT 2005

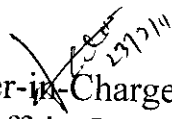
**Right to information and obligations of public authorities**

**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:

.District Magistrate is the Drawing and Disbursement Officer of this Section.

- 1) Officer-in-Charge - Sri Paresh Chandra Mondal, Deputy Magistrate & Deputy Collector, Nadia, Grass Salary Per month Rs.41639/-
- 2) Lipika Dey, U.D. Assistant Grass Salary Per Month Rs.25996/-
- 3) Sri Sasthi Charan Biswas U.D. Assistant Grass Salary Per Month Rs.24960/-
- 4) Sri Sontosh Kumar Nath L.D. Assistant Grass Salary Per Month Rs.17130/-
- 5) Files move on note sheet prepared and sent to Addl. District Magistrate, (Dev), Nadia with District Magistrate, Nadia (if Necessary) for approval.

  
Officer-in-Charge,  
Municipal Affairs Department  
Nadia

23/2/11