

SHEET 1

Name of the Officer-in-Charge Contact No. E-mail ID	Samar Kumar Ghosh, Mobile No. 9434193988, Land -03472-252956 samarkumarghosh@gmail.com
Name of all Officers present with designation and their responsibilities	Nil
Name of all Staff present with designation and their responsibilities	Work distribution chart enclosed
Name of Authorized Leave Substitutes	As mentioned in the above chart
Present staff strength of section	HC- Nil, UDA-1, LDA-1, Gr. D -1, PS- Nil, Contractual Staff- 7(Chart enclosed)
Acts, Rules & Codes administered by the Section	NREGA Act.2005
Forms maintained	Master Roll, Register-3, Job Card
Registers maintained by the Section	Issue register, Receipt Register, Index Register, File Movement Register & Bill Register, Allotment Register, Stock Register and Cheque Registers are maintained by this section
No. of inspections carried out in the previous year	Inspections were carried out three times of this section in the previous year.
Major findings of inspections	Nil
Action taken on inspections	Nil
Audit objections pending, if any	No

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NREGA, Modin

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; Sanction of NREGA Fund and supervision and monitoring of technical vetting.
- (ii) the powers and duties of its officers and employees; As per job chart(Enclosed)
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability; D.As put up the file to the DNO. If DNO thinks it to obtain opinion of ADM(G) & D.M Nadia. Specially for financial matter every file is submitted to ADM(G) .
- (iv) the norms set by it for the discharge of its functions; NREGA Act.2005
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; NREGA Act. Instruction time to time issued from the Commissioner, Govt. of W.B & MoRD, Govt. of India
- (vi) a statement of the categories of documents that are held by it or under its control; Issue register, Receipt Register, Index Register, File Movement Register & Bill Register, Allotment Register, Stock Register and Cheque Registers are maintained by this Cell.
- (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; No
- (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; No
- (ix) a directory of its officers and employees; List Enclosed

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- (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;
- List enclosed.
- Fund Received by Central -6900.00(in Lakhs)
Fund received by State- 1511.00(in Lakhs)
Total Expenditure- 7360.93(in Lakhs)
- No
- No
- Yes. MG NREGA Nadia , District web site (<http://nreganadia.gov.in>)
- If necessary the matter may be arranged.
- Sri Samar Kumar Ghosh, District Nodal Officer is functioning as Officer-in-Charge of District MG NREGA Cell.
- Yes


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GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE
&
DISTRICT PROGRAMME COORDINATOR, NADIA
MGNREGA Cell, Nadia

Phone No. : 03472-223001
 Fax No. : 03472-253300
 Help Line No. : 1077
<http://nadia.gov.in/nreganadia/>
e-mail address :
 nreganadia.dno@gmail.com
 nreganadia.mis@gmail.com
 nreganadia.ae@gmail.com
 nreganadia.socialaudit@gmail.com
 nreganadia.account@gmail.com


Work Distribution Chart

Name of the Officer-in Charge	Name of the Officer/ Staff and designation	Duty Assigned	Name of the Leave Substitute
Samar Kumar Ghosh, District Nodal Officer, NREGA / WBREGS, Nadia	Shri Jagannath Poddar U.D.C.	Dealing with the file of 1. Bank and Cooperative Societies problem in regard to payment of wages to the laborers, 2. different Post Offices problem regarding labour payment, 3. supervisors for the laborers at Gram Samsad under NREGA, 4. Half-yearly office inspection report, 5. Extra Technical Assistant, 6. Nirman Sahayak, 7. General Correspondences, 8. Assistant Programme Officer, 9. Computer Assistant and Data Entry Operator, 10. Election, 11. VLES under MG NREGA, 12. Monthly Administrative Meeting, 13. Wages through cash payment, 14. Miscellaneous documents, 15. Recruitment of Gram Rojgar Sevak 16. Recruitment file of different contractual staff under MG NREGA, 17. Meeting file for the office including different offices, 18. Annual Performance Report for the staff of NREGA, 19. Maintenance of C.L. and E.L. register, 20. Different Court cases, 21. Assistant Engineers including Technical Assistant, other different matter as and when arises,	Buddhadeb Roy, Programme Coordinator (Trg. & IEC) & Haraprasad Ghosh, Coordinator Social Audit & Grievances
	Md. Mostafa Zaman Assistant Engineer	1) Vetting of Estimates upto Rs. 8 Lakhs. 2) Checking of Estimates upto Rs. 25 Lakhs 3) Preparation of Labour Budget. 4) Preparation of Annual Action Plan 5) Preparing of Model Estimate. 6) Programming & imparting training to the Technical Assistant, Nirman Sahayak, and Skilled Technical Person. 7) Attending training Programme for GRS and Supervisor at Block level. 8) Inspection at Block for checking quality of Estimates. 9) Schemes along with documents inspection at PIA level. 10) Following up technical aspects of different letters received from GP, Block, State levels and different line departments. 11) Following up instruction given by the District Magistrate, Additional District Magistrate (General) and District Nodal Officer. For Blocks: (Kaliganj, Nakashipara, Krishnagar-II, Chapra, Tehatta-I, Tehatta-II, Karimpur-I & Karimpur-II)	Suraj Kr. Sarkar Assistant Engineer

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Name of the Officer-in Charge	Name of the Officer/ Staff and designation	Duty Assigned	Name of the Leave Substitute
	Suraj Kr. Sarkar Assistant Engineer	<ol style="list-style-type: none"> 1) Vetting of Estimates upto Rs. 8 Lakhs. 2) Checking of Estimates upto Rs. 25 Lakhs 3) Preparation of Labour Budget. 4) Preparation of Annual Action Plan. 5) Preparing of Model Estimate. 6) Programming & imparting training to the Technical Assistant, Nirman Sahayak, and Skilled Technical Person. 7) Attending training Programme for GRS and Supervisor at Block level. 8) Inspection at Block for checking quality of Estimates. 9) Schemes along with documents inspection at PIA level. 10) Following up technical aspects of different letters received from GP, Block, State levels and different line departments. 11) Following up instruction given by the District Magistrate, Additional District Magistrate(General) and District Nodal Officer. For Blocks: (Krishnagar-I, Nabadwip, Krishnaganj, Hanskhali, Santipur, Ranaghat-I, Ranaghat-II, Chakdaha & Haringhata) In addition to these, two days (Thursday and Friday) duties at Nadia Zilla Parishad. 	Md. Mostafa Zaman Assistant Engineer
Samar Kumar Ghosh, District Nodal Officer, NREGA / WBREGS, Nadia	Rajarshi Roy: PM(MIS)	<ol style="list-style-type: none"> 1) Development of Software as needed by District NREGA Cell. 2) Implementation of Nregasoft upto the Gram Panchayat level and training of end-user of the software. 3) Liasion with NIC Delhi and P&RD department of West Bengal regarding NREGASoft. 4) Nrega database maintainence. 5) Nrega software error debugging and escalation of problem to NIC, if problem cannot be solved locally. 6) Preparation of final MPR, FPR and Post Office/Bank Information 7) MIS data analysis. 8) Website development and design 9) Uploading of problematic Nrega database to NIC delhi. 10) Any other job given by DNO or any other officer for smooth operation of NREGA Cell. 11) Monitoring of MIS performance of BLOCK, GP, and Other line department. 12) Maintenance of IT Infrastructure of NREGA CELL 13) Preparation of IT related bills. 14) Any other job given by District Nodal Officer 	Tarun Kr. Ghosh, Data entry operator.
	Tarun Kr. Ghosh, Data entry operator.	<ol style="list-style-type: none"> 1) Mail checking and sending and printing of mail. 2) Initial posting and filtering of MPR, FPR and Post/Bank data send from block. 3) Scanning of Fund release order and sending the same to all blocks concerned. 4) Preparation of different letters (Bengali, English). 5) Helping PM (MIS) for smooth operation of NREGA Cell. 6) Any other job given by District Nodal Officer 7) Preparation of PowerPoint presentation for meeting. 	Rajarshi Roy: PM(MIS)
	Haraprasad Ghosh, Coordinator Social Audit & Grievances	<ol style="list-style-type: none"> 1) Coordinate for conducting of Social Audit at field level throughout the district 2) Coordinate uploading of Social Audit reports. 3) Coordinate complaint disposal, grievance redresal activities throughout the district. 4) Maintaining Complaint register, uploading as & when necessary. 5) Maintaining file of compensation of MGNREGS injured labourers. 6) Any other job given by District Nodal Officer, MGNREGA. 	Shri Jagannath Poddar U.D.C.& Buddhadeb Roy, Programme Coordinator (Trg. & IEC)

Name of the Officer-in Charge	Name of the Officer/ Staff and designation	Duty Assigned	Name of the Leave Substitute
Samar Kumar Ghosh, District Nodal Officer, NREGA / WBREGS, Nadia	Buddhadeb Roy, Programme Coordinator (Trg. & IEC)	<p>Conducting various training Programme in relation to MGNREGA .</p> <ol style="list-style-type: none"> 1) Maintaining of Training related file. 2) Maintaining inspection and monitoring reports of District & Block level officials. 3) Looking after RTI file, register & uploading of RTI data in software. 4) Preparation of all types of Documentation under MGNREGA. 5) Preparation and publishing of news letter of District MGNREGA Cell. 6) Any other job given by District Nodal Officer, MGNREGA. 7) Developed IEC material and programme of MGNREGA Cell. 8) Receiving Official letters and documents that are sent to the District Nodal Officer & District Programme Coordinator, MG NREGA Cell, Nadia and keeping a record of them; 9) Distributing the received Official letters and documents to the Cell Staffs as instructed by the DNO and keeping a record of that; 10) Keeping a record of the Official correspondence letters that are issued from this Cell; 11) Keeping a record of the letters and documents that are sent from this Cell; 12) Any other job, ordered by the DNO; 	Shri Jagannath Poddar U.D.C. & Haraprasad Ghosh, Coordinator Social Audit & Grievances
	Manobendra Mondal, PM (Accounts)	<ol style="list-style-type: none"> 1) Fund transfer from DPC to Blocks/GPs for schematic expenditure, 2) Send remuneration of APO, TA, BSA, JPA, CA & PA, 3) Payment of VLE in Block, 4) Salary of District Staffs, 5) Audit related work, 6) Fund management 7) Any other job given by DNO 	Netai Pal, Accounts Clerk:
	Netai Pal, Accounts Clerk:	<ol style="list-style-type: none"> 1) Maintaining of Cash Book 2) Any type of Bill payment 3) Salary of GRS/AGRS 4) Utilization Certificates 5) Maintenance of Dead Stock Register. 6) Any other job given by DNO 	Manobendra Mondal, PM (Accounts)


 23/12/11
 District Nodal Officer
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The monthly remuneration of all the Staff of District MG NREGA Cell

Sl.No	Name of the Staff	Monthly Remuneration	Staff Type
01	Samar Kumar Ghosh (District Nodal Officer)	34560.00	Regular
02	Jagannath Podder (UDC)	28290.00	Regular
03	Netai Pal (Accounts. Clerk)	14256.00	Regular
04	Badan Sardar (Group-D)	16696.00	Regular
05	Md. Mostafa Zaman (Assistant Engineer)	27800.00	Contractual
06	Suraj Sarkar (Assistant Engineer)	27800.00	Contractual
07	Rajarshi Roy (Programme Manager MIS)	17000.00	Contractual
08	Manabendra Mondal (Programme Manager – Accounts.)	17000.00	Contractual
09	Haraprasad Ghosh (Co-ordinator – SA&G)	17000.00	Contractual
10	Buddhadeb Roy (Programme Corodinator- Trg. & IEC)	17000.00	Contractual
11	Tarun Ghosh (DEO)	9000.00	Contractual

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M. S. Ghosh