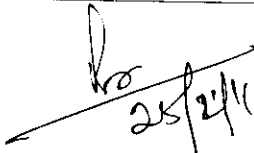


**SHEET 1**

**Department Name** : Nezarath Section

|  |  |
|--|--|
| Name of the Officer-In-Charge<br>Contact No.<br>E-mail ID                | Sri Ratan Kumar Nath, W.B.C.S.( Exe )<br>9563413579<br>Nil   |
| Name of all officers present with designation and their responsibilities | No.  |
| Name of all staff present with designation and their responsibilities    | Enclosed in a separate sheet.  |
| Name of authorized leave substitute                                      | Enclosed in a separate sheet   |
| Present staff strength of section  | UDA : 08<br>LDA : 03<br>Cash collecting : 01<br>Sarkar<br>Process Server : 01<br>Group-D : 11<br>( including Circuit house )   |
| Acts, Rules & Codes administered by the section                          | Service Rule-I, Financial Rules, Rules regarding Circuit house, DCRB Rules etc.,   |
| Forms maintained   | No.  |
| Registers maintained by the section                                      | Cheque Register, Stock Register, CL Register, Allotment Register, Subsidiary cash books, P/L cash book & Central Cash book., Dead Stock Register.                    |
| No. of inspections carried out in the previous year                      | 02. On 09.02.2010 & 28.6.2010 by the Collector, Nadia.   |
| Major findings of inspections  | 1. Reconciliation of P.L. A/c.<br>2. Adjustment of Advance bills<br>3. Disposal of old furniture   |
| Action taken on inspection   | 1. Reconciliation of P.L.A/c has been done upto January'11.<br>2. Five no. of advance bill are still lying pending.<br>3. Disposed of all the old damaged furniture. |
| Audit objections pending, if any.  | No.  |

  
25/2/11

1

**Government of West Bengal**  
**Office of the Collector & District Magistrate, Nadia**  
**Nezarath Section**

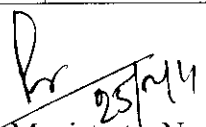
**ORDER**

Redistribution of work of the following staffs of this section is hereby made in the interest of public service. This order will take immediate effect.

| Sl. No | Name of the staff & designation          | Nature of work allotted   | Name of the Leave Substitute |
|--------|--|---|------------------------------|
| 01.    | Sri Chandu Gopal Adhikary,<br>UDC, Nazir | i) Entertainment of V.I.Ps & Circuit house reservation.<br>ii) Deployment of contingent labour & allotment of duties of sweepers & cleaners.<br>iii) Overall supervision of the duties of the staff of Nezarath Section.<br>iv) Maintenance of DCR Books & Registers.<br>v) Maintenance of Dead Stock Register.<br>vi) Physically maintenance of Administrative Building; D.M.'s Bungalow & Circuit house.<br>vii) Auction<br>viii) All cash matters including cash payment<br>ix) Custodian of unpaid cheques & Drafts.<br>x) Maintenance of Guard file.<br>Any other duties as and when assigned by the authority.  | Uttam Kumar Mukherjee, UDC   |
| 02.    | Sri Uttam Kumar Mukherjee, UDC           | i) file related to retirement notice of all Gr.D staff & file related to pensionary benefit of all Gr.D staff including Process server.<br>ii) Purchase and AMC of computers along its accessories including installation & AMC of Intercom.<br>iii) Arrangement of Video Conference.<br>iii) Maintenance of Administrative Buildings, D.M.'s & ADM's bungalow including construction & furnishing of New Circuit house.<br>iv) Election matters.(Infrastructure Cell)<br>v) Maintenance of Guard file for pension.<br>vi) File related to purchase & distribution of cartridges of fax, printer, frankine machine & zerox machines including maintenance of stock register.<br>vii) File related to Annual Admn. Report, Office Inspection Report. & Duty Roaster of Gr.C staff of Nezarath Section. | Chandan Bhattacharjee, UDC   |

| Sl. No | Name of the staff & designation | Nature of work allotted   | Name of the Leave Substitute         |
|--------|---------------------------------|---|--------------------------------------|
| 03.    | Sri Subrata Nandi,UDC           | i) Appointment , transfer & posting of all Gr.D staff & Process server.<br>ii) Increment, C.A.S., confirmation, promotion & O.P.R. files of all Gr.D Staff.<br>iii) Maintenance of files of contingent menials.<br>iv) Custodian of Service book & personal files of all Gr.D staff & updating thereof.<br>v) Maintenance of Guard file on related Govt. Orders.<br>vi) Liveries file.<br>vii) Permission for purchase of properties of Gr.D staff & process servers. | Pradip Das, UDC                      |
| 04.    | Sri Chandan Bhattacharjee,UDC   | i) Files related to Generator, Xerox including preparation of bills and payment thereof.<br>ii) File related to Waste paper.<br>iii) File related to sweeping..<br>iv) File related to casual workers.<br>v) Maintenance of P.L. Accounts with cash book.   | Bulganin Biswas, UDC                 |
| 05.    | Sri Pradip Das, UDC             | i) Maintenance of GPF account of gr.D staffs including Process server.<br>ii) Collection through D.C.R.<br>iii) File related to GPF Advance and final payment of Gr.D staff including Process Server.<br>iv) Maintenance of Cash Book-5 & related vouchers.<br>v) Preparation of Pay disbursement roll.<br>vi) Maintenance of pending bills.  | Subrata nandi, UDC                   |
| 06.    | Sri Bulganin Biswas,UDC         | i) Telephone bill.<br>ii) Electricity file.<br>iii) RRT Register including preparation the bill.<br>iv) Checking of the related bills and payment thereof.<br>v) Audit matters..<br>vi) To maintain C.L.Register,   | Ambik Khamari,UDC                    |
| 07.    | Sri Nirmal Debnath, UDC         | Cash Disbursement   | Asamanja Roy, Cash collecting sarkar |

| Sl. No | Name of the staff & designation          | Nature of work allotted  | Name of the Leave Substitute |
|--------|--|--|------------------------------|
| 08.    | Sri Ram Prasad Ghosh,LDC                 | i) Maintenance of Cash Book No.6 including maintenance of vouchers & Bill analysis related to cash book.<br>ii) Adjustment of advances.<br>iii) Any other duties as and when assigned by the NDC.  | Manas Pal, LDC               |
| 09.    | Sri Ambik Khamari, Typist                | i) Maintenance of cash Book No. Part-II with acquittance rolls, paid vouchers,etc.,<br>ii) Maintenance of Stock Register and custodian of stationary articles of Nezarath Section.<br>iii) Purchase of stationary,Forms,Furniture etc. including distribution thereof and maintenance of Register.<br>iv) Distribution of Process/summons through Process server.<br>v) Maintenance of cheque register, Bill Register & Transit Register.<br>vi) Preparation of disbursement rolls counterwise.<br>vii) Submission of all bills to the Treasury & collection of cheques.<br>viii) File related to payment towards IInd. World War Pension. | Bulganin Biswas, UDC         |
| 10.    | Sri Asamanja Roy,Cash-collecting Sarkar. | i) Collection of cash from Bank.<br>ii) Depositing challans,Drafts and cheques to Bank.<br>iii) Correspondence to police escort.<br>iv) Maintenance of Treasury Remittance book.<br>v) To assist Sri Nirmal Debnath, UDC in payment matters.   | Sri Nirmal Debnath, UDC.     |
| 11.    | Sri Manas Pal, LDC                       | i) Maintenance of Allotment Register.<br>ii) Preparation of contingent bills.<br>iii) Misc. matters related to contingent bills..<br>iv) Maintenance of Central Cash Book.   | Chandan Bhattacharjee, UDC   |
| 12..   | Sri Sandip Chowdhuri, LDC                | i) To maintain Issue & Receipt Register including docating and movement of letters.<br>ii) File related to O.P.R. of GroupC<br>iii) AMC of Frankine machine  | Bulganin Biswas, UDC         |

  
 For District Magistrate, Nadia.

**SHEET 2**


**NAZARAT SECTION**

**RTC ACT 2005**

**RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES UNDER SECTION: 4.(1) B)**

|        |   |   |
|--------|---|---|
| (i)    | the particulars of its organization, functions and duties;  | This organization disburses salary to the employees working under the Collectorate, Nadia & draws other types of allotments and disburses as per existing rules. Besides, this organization purchases various articles for official use, sells disposable articles etc., when necessary and supervises the circuit house.                                   |
| (ii)   | the powers and duties of its officers and employees;  | Prepared in separate sheet.   |
| (iii)  | the procedure followed in the decision making process, including channels of supervision and accountability;  | Regarding disbursement, the Financial Rules are followed, and regarding decision making, the order of the authority is followed. The section is supervised by NDC, the superior officers, the internal Audit team / A.G. Audit team.  |
| (iv)   | the norms set by it for the discharge of its functions;   | Disbursements / payments are made after approval of the District authority.   |
| (v)    | the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.  | a) Financial Rule<br>b) W.B. Service Rule-1<br>c) D.D.O's Manual<br>d) Rules regarding circuit house<br>e) Death-cum-Retiring benefit Rule.   |
| (vi)   | a statement of the categories of documents that are held by it or under its control;  | a) Various types of bills, such as, Pay bills, Contingency bills, Grant-in-Aid bills. b) Decisions of different committee, referred in (VIII)<br>c) Tenders / Quotations on various items.  |
| (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;   | Not applicable for this organization.   |
| (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; | A three-men committee acts to decide the matter of financial assistance / employment assistance for deceased group 'D' employees and its decision / proposal are open to the public. Besides, sometimes committees are constituted for disposing old furnitures etc./ for hiring generators etc. and the decision of the committees are open to the public. |
| (ix)   | A directory of its officers and employees;  | Attached is separate sheet.   |
| (x)    | the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;   | Attached in separate sheet.   |

|        |  |  |
|--------|--|--|
| (xi)   | the budget allocated to each of its agency, indication the particulars of all plans, proposed expenditures and reports on disbursements made ;                         | Not applicable for this organisation                               |
| (xii)  | the matter of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;                                    | Not applicable for this organization                               |
| (xiii) | Particulars of recipients of concessions, permits or authorizations granted by it;   | Not applicable for this organization                               |
| (xiv)  | Details in respect of the information, available to or held by it, reduced in an electronic form;  | No information is available in 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; | Not applicable for this organisation                               |
| (xvi)  | the names, designations and other particulars of the Public Information Officers;  | Ratan Kumar Nath, WBCS(Exe.) Mobile No. 9563413579, acting as SPIO |
| (xvii) | Such other information as may be prescribed; and thereafter update these publications every year;  | Nil  |

  
 23/2/11  
 For District Magistrate, Nadia.