

SHEET-I

PANCHAYATS & RURAL DEVELOPMENT SECTION, NADIA

1	Name of the Officer-in-Charge Contact No. E-mail ID	Sri Shibaji Roy, WBCE (Exe.) Office : 03472 252842 (M) : 9831116391 dprdo-ndi@nic.in, dprdonadia@yahoo.in	
2	Name of all Officers present with designation and their responsibilities	<ol style="list-style-type: none"> 1. Dy. DP&RDO: Public Grievance, RTI Act, Inspection u/s 205 etc. & Misc. enquiry etc. 2. A.K. Sil, Asstt. Statistician: Self-Evaluation Reports of GP & PS, ISGP, DLV & MC, Admn. Report etc. 3. T.K. Biswas, PDO (Hq.) : Court matters, Institutional issues, Recruitment on compassionate ground, Election (Panch), Act, Rules, Law & Order of Panchayat etc. 4. Basiruddin Biswas, PA&AO (Hq.) : Report & return of NSAP, AABY, PROFLAL / SSY, Internal Audit, ELA Audit, Confirmation of gradationlist of ACR of PDO & PA&AO of PRI Bodies etc. 	
3	Name of all Staff present with designation and their responsibilities	<ol style="list-style-type: none"> 1. Milan Bhattacharya, ATC : Training of PRI Bodies & Employees and all training matters. 2. Paban Kumar Kundu, UDC & H.C.-in-Charge : All establishment matters, Bill matters, Recruitment & Training etc., Service Book of employees, Personal file of employees, Allotment, U.C., Asstt. to ERO, 84-Nabadwip AC., Panchayat Election. 3. Dhonopati Mollick, UDC : Transfer & Promotion, Confirmation of CD, RWP, Block Panchayat Staff, Appointment of compassionate ground of govt. employees, Gradation of govt. employees under CD, RWP, GS, WDO, File of Jt. BDO, APO, Block SAE(RWP), Forms and stationary stock. 4. Bijan Kumar Biswas, LDC: All kind of computer work, Encashment of all cheques and disbursement, Maintainance of Cash Book, Sub-allotment of various fund. 5. Biswarup Moitra, UDC: Receive of all letters and dockets etc. 6. Kumkum Lahiri (Mukherjee), LDC: Issue of all letters, Dispatch of local dak and others. 7. Jaydeb Pramanik, Data Entry Operator (Contractual) : All kind of computer work. 	
4	Name of Authorized Leave Substitutes	Name of the Officer / Staff : <ol style="list-style-type: none"> 1. Partha Pratim Sarkar, Dy. DP&RDO 2. Amiya Kanta Sil, Asstt. Statistician 3. Tapan Kumar Biswas, PDO(Hq.) 4. Basiruddin Biswas, PA&AO (Hq.) 5. Milan Bhattacharya, ATC 	Leave & Tour substitute : <ol style="list-style-type: none"> 1. Amiya Kanta Sil, Asstt. Statistician 2. Partha Pratim Sarkar, Dy. DP&RDO 3. Basiruddin Biswas, PA&AO (Hq.) 4. Tapan Kumar Biswas, PDO(Hq.) 5. Paban Kumar Kundu, UDC & H.C.-in-Charge 6. Dhonopati Mollick, UDC

Name of Authorized Leave Substitutes	6. Paban Kumar Kundu, UDC & H.C.-in-Charge 7. Dhonopati Mollick, UDC 8. Bijan Kumar Biswas, LDC 9. Biswarup Moitra, UDC 10. Kumkum Lahiri (Mukherjee), LDC 11. Jaydeb Pramanik, DEO	7. Paban Kumar Kundu, UDC & H.C.-in-Charge 8. Dhonopati Mollick, UDC 9. Kumkum Lahiri (Mukherjee), LDC 10. Biswarup Moitra, UDC
5 Present staff strength of section	HC-1, UDA-5 [2 UDA posted at Planning Section and 1 UDA posted at SDO, Sadar], LDA-2 [1 LDA in deputation], Gr.D-6 [4 Gr.-D posted in different Blocks], PS-Nil	
6 Acts, Rules & Codes administered by the Section	1. The West Bengal Panchayat Act, 1973 2. The West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 3. The West Bengal Panchayat (Panchayat Samitis Administration) Rule, 2008 4. The West Bengal Panchayat (Gram Panchayat Miscellaneous Accounts & Audit) Rules, 1990 5. The West Bengal Panchayat (Gram Panchayat Accounts, Audit & Budget) Rules, 2007 6. The West Bengal Panchayat (Panchayat Samiti & Zilla Parishad) Budget Rules, 2008 7. The West Bengal Panchayat (Zilla Parishad & Panchayat Samiti) Accounts & Financial Rules, 2003 8. The West Bengal Panchayat Election Act, 2003 9. The West Bengal Panchayat & Election Rule, 2006 10. The West Bengal Panchayat (Constitution) Rule, 1975 11. Compendium Vol. I, II, III	
7 Forms maintained	No specific form maintained.	
8 Registers maintained by the section	1. Issue Register 2. Receipt Register 3. Cash Book, Cheque Register 4. Order Book 5. C.L. Register 6. Peon Book 7. Allotment Registers etc. 8. Bill Register, Bill Transit Register	
9 No. of inspections carried out in the previous year	2 (two) by DP&RDO, Nadia.	
10 Major findings of inspections	Nothing specific.	
11 Action taken on inspections	Does not arise.	
12 Audit objections pending, if any	Can be had from SDO Level.	