

SHEET - 1

DEPARTMENT NAME :- RECORD ROOM, NADIA COLLECTORATE

<i>Name of the Officer-in-charge</i> <i>Contact No.</i> <i>E-mail ID</i>	Sri. Samar Kr. Ghosh, W.B.C.S.[Exe.], Sr. Deputy Collector, Nadia 03472-252956
<i>Name of all officers present with designation & their responsibilities</i>	No others except officer-in-charge [Sr. Deputy Collector] who is S.P.I.O under R.T.I Act 2005
<i>Name of all staff present with designation & their responsibilities</i>	1] Sri. Manik Ch. Das, H.C 2] Sri. Mukunda Chakrobarty, U.D.C 3] Sri. Pradip Kr. Majumder, U.D.C 4] Sri. Shyamal Kr. Saha, U.D.C 5] Sri. Uttam Kr. Pramanick, <i>H.C.</i> 6-9] Bina Baral, Sadhana Das, Samir Sarkar & Nirmal Ghosh, all Gr. 'D's. All U.D.C's are entrusted for copying the records under the provisions of records manual 1943. H.C. supervises the all works of the D.A's.
<i>Name of Authorized Leave Substitutes</i>	Sri. Ratan Kr. Nath, W.B.C.S.[Exe.], D.M & D.C., Nadia
<i>Present staff strength of section</i>	H.C. = <i>2</i> U.D.C. = <i>3</i> Gr. 'D' = 4 L.D.C = NIL P.S = NIL
<i>Acts, Rules & Codes administrated by the Section.</i>	1] Bengal Record Manual 1943 2] Indian Evidence Act
<i>Forms maintained</i>	Form No. 11, W.B.F. No. 5463 [R.O.R. Form]
<i>Registers maintained by the Section</i>	Petition Register [68] Court Fee Register [3068] Stock Register of Maps-CS, RS, LR Attendance Register Leave Register Issue Register Received Register
<i>No. of inspections carried out in the previous year</i>	Half Yearly inspection carried out in 2010 - 2[two] From 01.01.10 to 30.06.10 & 01.07.10 to 31.12.10.
<i>Major findings if inspections</i>	Shortage of staff in this section.
<i>Action taken on inspections</i>	Copy of inspection reports in prescribed format have been sent to the General section, Nadia Collectorate for further course of action.
<i>Audit objections pending, if any</i>	NIL

SHEET -2

R.T.I. ACT 2005

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

[i]	<i>The particulars of its Organisation function and duties;</i>	Record Room Section under Nadia Collectorate headed by District Magistrate & Collector, Nadia and Additional District Magistrate (L.R), Nadia and work done as per order issued by the Govt. of West Bengal.
[ii]	<i>The powers and duties of its officers and employees;</i>	1 Record Room Deputy Collector – As per power under provisions of West Bengal Record Manual 1943 signed the certified copies of records. 2 H.C Supervises the all works of U.D.C's [D.A's] 3 All D.A's Entrusted for copying the CS Khatian, Voter List, Order of various cases, Birth & Death information & CS information, etc. and supply the certified the copies to the petitioners as per norms.
[iii]	<i>The procedure followed in the decision making process, including channels of supervision and accountability;</i>	D.A's put up the copies of records through the H.C [acting as R.K], then the said copies with registers are put up to Record Room Deputy Collector for signature. If R.R.D.C. thinks it to obtain opinion of Additional District Magistrate (L.R), Nadia & District Magistrate, Nadia regarding policy matters.
[iv]	<i>The norms set by it for the discharge of its functions;</i>	As per norms stipulated by the Govt. of W.B./ West Bengal Record Manual 1943.
[v]	<i>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;</i>	As per provisions of Record Manual 1943 & time to time order regarding preservation of records & issue of certified copy of records etc. which are followed by the R.R.D.C & staff of this section in discharging the duties.
[vi]	<i>A statement of the categories of documents that are held by it or under its control;</i>	Petition Register [68] Court Fee Register [3068] Stock Register of Maps-CS, RS, LR Attendance Register Leave Register Issue Register Received Register
[vii]	<i>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;</i>	No

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[viii]	<i>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 of public;</i>	No
[ix]	<i>A directory of its officers and employees;</i>	i] Record Room Deputy Collector - 1 ii] Dealing Assistant [U.D.C] - <i>H.c.-2, v.d.c.-3</i> iii] Gr. 'D' - 4 iv] L.D.C.- NIL V] P.S. - NIL
[x]	<i>The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;</i>	Pay & Allowances of the officer & staff is being prepared & drawn from the end of Collectorate, Estt. Section
[xi]	<i>The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;</i>	No
[xii]	<i>The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;</i>	No
[xiii]	<i>Particulars of recipients of concessions, permits or authorizations granted by it;</i>	No
[xiv]	<i>Details in respect of the information, available to or held by it, reduced in an electronic form;</i>	No
[xv]	<i>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;</i>	May be arranged, if necessary
[xvi]	<i>The names, designations and other particulars of the Public Information Officer;</i>	Sri. Samar Kr. Ghosh, W.B.C.S.[Exe.], Sr. Deputy Collector, Nadia is functioning as officer-in-charge, Record Room Section.
[xvii]	<i>Such other information as may be prescribed; and thereafter update these publications every year ;</i>	Will be continued.

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Record Room Deputy Collector
Krishnagar, Nadia.

WSK
24/02/11