

SHEET 1

Department Name : Refugee, Relief & Rehabilitation

Name of the Officer-in-Charge Contact No. E-mail ID	Sri Paresh Chandra Mondal, W.B.C.S.(Exe) Deputy Magistrate & Deputy Collectorate.
Name of all Officers present with designation and their responsibilities	SPIO (Static Public Information Officers)
Name of all Staff present with designation and their responsibilities	ASPIO (Assistant State Public Information Officer)
Name of Authorized Leave Substitutes	Sri Pralhad Naskar, W.B.C.S. (Exe) Dy. Magistrate & Dy Collectorate
Present staff strength of section	HC-1,UDA-4, LDA-2,Gr.D-2
Acts, Rules & Codes administered by the Section	a) Relief Manual 1950 and G.O. & issued forms time to time b) Compendia of important circular c) Disaster Management Act 2005
Forms maintained	TR Form No. 33 WBF No 2604 , TR Form 27 etc.
Registers maintained by the Section	a) Order Book, b) Register 26 (Inspection Register) c) Register of Letter Register d) Register of Issued certificate e) Allotment Register f) Casual Leave Register g) Movement Register.
No. of inspections carried out in the previous year	Previous Year Inspection will be sent shortly.
Major findings of inspections	No such major Problem exists in this sector.
Action taken on inspections	Inspection Report have already been sent to the O.C. General Section
Audit objections pending, if any	Reply on T.R.'s on 23 Audit queries have been sent to the Govt. 17 quarries settee and quarries is inspected.

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; To district relief material and an kind of G.R. to the indigent Pension through SDO
- (ii) the powers and duties of its officers and employees; Implementation of the alone works.
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability; All works done by the approval of the authority.
- (iv) the norms set by it for the discharge of its functions; As Per GO & Circular
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; followed Relief Manual 1950 and GOs
- (vi) a statement of the categories of documents that are held by it or under its control; Files & registers maintained properly
- (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; 5 Members selecting committee for ER Grants.
- (viii) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; Maintained by the authority
- (ix) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; No such Programmes
- (x) particulars of recipients of concessions, permits or authorisations granted by it; No
- (xi) details in respect of the information, available to or held by it, reduced in an electronic form; C.D. Prepared when required
- (xii) 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; No
- (xiii) the names, designations and other particulars of the Public Information Officers; S.P.I.O.
- (xiv) such other information as may be prescribed; and thereafter update these publications every year; No