

**SHEET - I**

Department Name : Revenue Munshikhana, Nadia Collect orate.

Name of the Officer-in-Charge Contact No. E-mail ID	1. Sri Ratan Kr. Nath(WBCS-Ex) upto 17.12.2010 2. Sri Keshab Kr. Bagchi, (WBCS-Ex) w.e.f. 18.12.2010
Name of the Officers present with designation and their responsibilities.	Sri Keshab Kr. Bagchi, (WBCS-Ex) and Officer-in-Charge, R.M. Section.
Name of all staff present with designation and their responsibilities.	1. Smt. Debjani Saha, Addl. Supervisor. (2) Smt. Jayashree Mukherjee, UDC (3) Sri Pranab Kr. Sarkar, UDC (4) Sri Moley Chakraborty, UDC, (5) Sri Rabindra Nath Tribedi, UDC. They are all performing their duties as specified by the Officer-in-Charge, R.M. Section time to time.
Name of Authorized Leave Substitute	Sri Prabir Chakraborty, (WBCS-Ex) & O/C J.M. Section.
Present staff strength of the Section.	HC. UDA. LDA. Gr.D, PS. Actual Staff Strength 1 4 Nil 4 Nil UDA-5, LDA-11, Gr.D-5=21
Acts. Rules & Codes administered by the Section	1. Legal Remembrancer Manual 1971, 2. Bengal Record Manual, 1943 3. Practice and Procedure Manual, 1964, 4. W.B. Forms manual, 1954. 5. SARFAESI Act, 2002.
Forms maintained	Yes. All statutory registers are being maintained.
Registers maintained by the Section.	Yes. 2010 under the full supervision of Addl. Supervisor, Mrs. Debjani Saha.
No. of inspections carried out in the previous year	Yes. 2010 in 2010 - Only one.
Major findings of inspections	All sectional works appears to be O.K. Timely disposal.
Action taken on inspection	Persuades is being made to take follow up activities in scheduled time as specified by the authority.
Audit objections pending, if any.	Audit report O.K. No objection from Audit team.

Revenue Munshikhana in the Collectorate primarily looks after the Revenue Collection and deals with different Court cases. The cases against state at Supreme Court, Division Bench, High Court, Administrative Tribunals are maintained by this section. This section writes to Ld. Legal Remembrancer, West Bengal, Kolkata for appointment of Ld. Advocate for the state. Besides, the cases in the district and Sub-Divisions are also dealt with by this section and this section writes to Ld. G.P. for engagement of Associates Government Pleaders in respective Sub-Divisional Court.

Apart from the above other significant functions of the R.M. Section is to deal with the matter of stamp duty and refund of un-used stamps by the Vendors, stamp impound and adjudication. Ascertainment of Legal Heirs of the deceased employees of the Government for meeting out pensionary benefits and expending relief measures to family members of the deceased is also being conducted from R.M. Section. This section also co-ordinates the collection of Electricity Duty.

Further more, with the application of SARFAESI Act. 2002 this section assists different financial institutions to realize their outstanding amount from different loanees.

  
**Officer-in-Charge,**  
**Revenue Munshikhana.**

JS  
 23/02/11