

SHEET 1

Department Name : Self Help Group & Self Employment

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| Name of the Officer-in-Charge Contact No. 9434309426 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 | No staff is so far engaged by SHG & SE Deptt. One staff by name Dipak Kumar Bhattarjee by designation Assistant Manager appointed by Managing Director , Society for Self Employment of Unemployed Youth , WB looks at the entire works of the section. |
| Name of all Staff present with designation and their responsibilities | Sri Paresh Chandra Mondal, W.B.C.S.(Exe) Deputy Magistrate & Deputy Collectorate. |
| Name of Authorized Leave Substitutes | |
| Present staff strength of section | |
| Acts, Rules & Codes administered by the Section | Acts Rules , Codes as per knowledge is administered by the section. |
| Forms maintained | BSKP application forms |
| Registers maintained by the Section | Issue Register / Receive Register./Station Stock Register / Dead Stock Register / BSKP subsidy Register / Bill Register / Interest subsidy Register / Allotment Register / File Index Register etc |
| No. of inspections carried out in the previous year | 2 (two) 1. 01/01/2010 to 30/06/2010 2. 01/07/2010 to 31/12/2010 |
| Major findings of inspections | Nil |
| Action taken on inspections | Nil |
| Audit objections pending, if any | Nil |

SHEET 2

- 1) District Self Help Group & Self Employment Section is a newly setup
- 2) Staff is so far engaged in the section D.M. is the D.D.O. of the section.
- 3) Sri Paresh Chandra Mondal, W.B.C.S.(Exe) Deputy Magistrate & Deputy Collectorate is the charge officer of the section. Mr. Mondal draws pay & allotment for January 2011 –Rs. 41639/-
- 4) Dipak kr Bhattacharyya , retired person appointed by Society for Self Employment of Unemployed Youth , WB looks after the entire works of the section. Mr. Bhattacharyya draws remuneration for January 2011 Rs. 19696/-
- 5) Files move on note sheet. Note Sheets prepared & sent to Additional District Magistrate (Development) and District Magistrate (if necessary) for approval.
- 6) Subsidy : Bank claims subsidy for BSKP loan proposals. Claims of subsidy are sent to the Managing Director, Society for Self Employment of Unemployed Yough , WB. Managing Director releases subsidy cheques in favour of Bank Branches and the cheques are handed over to Bank Branches.