


SHEET – 1
NAME OF THE DEPARTMENT : TOUZI

Points given	Pointwise Reports
Name of the Officer-in-Charge Contact Number E-Mail ID	Taraknath Biswas No Official Extn Number, Personal Mobile No 9434553285 No E-Mail ID for this Section
Name of the other Officers with Designations and Responsibilities	The District Compensation Officer is the ex-officio Officer-in-Charge of the Touzi Section in Nadia district and there is no other Officer or Group-C staff in this Section to assist him.
Name of the Staffs with Designations and Responsibilities	There is no Group-C staff in this Section There is only one Group-D staff named Haradhan Chatterjee
Name of the Authorised Leave-Substitutes	As there is no Group-C staff in this Section, so there is no question of Leave-Substitutes
Present Staff-Strength	H.C. = 0, U.D.A. = 0, L.D.A. = 0, Group-D = 1
Acts / Rules administered	Tenancy Act Bengal Registration Act Bengal Touzi Manual Relevant Government Rules and Circulars
Forms maintained	The forms as provided and in vogue by the Govt of W.Bengal as and when necessary
Registers maintained by This Section	Attendance Register Issue, Receipt and Movement Registers Leave Register Miscellaneous Petition Receipt Register Register for Right to Information Act, 2005
No of inspections carried out In the previous year	06.04.2010 by the Officer-in-Charge, Touzi Section 30.12.2010 by the Officer-in-Charge, Touzi Section
Major findings of Inspections	This Section is suffering from shortage of staff. The age-old Registers and other official documents most of which are damaged in course of time may be consigned to the Record Room after being enlisted by any Group-C staff if posted / deputed for this purpose.
Action taken on inspection	
Audit objections pending, if any	No such audit-objections are pending in this Section.


OFFICER-IN-CHARGE, TOUZI SECTION AND
DISTRICT COMPENSATION OFFICER
N A D I A

SHEET – 2 OF TOUZI SECTION
RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES U/S 4(1)(b)

SI No	Points given	Pointwise Reports
(i)	The particulars of its organisation, functions and duties	Touzi Section is concerned with the arrear payment of Touzi dues (viz Arrear Land Revenue, P.W.D. Cess etc) for the adjustment against compensation payable to the-Ex-Intermediaries.
(ii)	The powers and duties of its officers and staff	No Group-C staff is posted in this Section and naturally there is no output.
(iii)	The procedure followed in the decision-making process including channels of supervision and accountability	Same as point (ii) of this report
(iv)	The norms set by it for the discharge of its functions	Same as point (ii) of this report
(v)	The Acts, Rules, Regulations etc held by it or under its control or used by its employees for discharging its functions	Tenancy Act Bengal Registration Act Bengal Touzi Manual Relevant Government Rules and Circulars
(vi)	A statement of the categories of documents that are held by it or under its control	The Registers maintained in this Section are clearly stated under point 8 of sheet-1 enclosed herewith.
(vii)	The particulars of any arrangement that exists for consultation with or represented by the members of the public in relation to formulation of its policy or implementation thereof	Same as point (ii) of this report
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons for the purpose of advice etc and whether such meetings are accessible for public	Same as point (ii) of this report
(ix)	A directory of its officers and staff	Same as point (ii) of this report
(x)	The monthly remuneration received by each of its officers and staff including the system of compensation as provided in its regulations	Monthly salary-payments are disbursed from the Land Acquisition Section.
(xi)	The budget allocated to each of its agency including the particulars of all plans, proposed expenditures and reports on disbursements	The list of stationery articles for the next financial year is generally forwarded to the A.D.M.(L.R.) in the form of note sheet and after getting his approval, is sent to the Nezarath Deputy Collector for onward actions.
(xii)	The manner of execution of subsidy programmes including the amounts allotted and the details of beneficiaries of such programme	Not related to this Section
(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it	Not related to this Section
(xiv)	Details in respect of the information available to or held by it reduced in an electronic form	Not related to this Section
(xv)	Particulars of facilities available to citizens for obtaining information including the working-hours of a library or reading room, if maintained for public use	Not related to this Section
(xvi)	The names, designations and other particulars of the Public Information Officers	Tarakanth Biswas Officer-in-Charge, Touzi Section
(xvii)	Such other information as may be prescribed and thereafter update these publications every year	Requisite staff may be posted to this Section for consignment of old records to the Record Room.


OFFICER-IN-CHARGE, TOUZI SECTION AND
DISTRICT COMPENSATION OFFICER, NADIA