

SHEET 1

Department Name : District Youth Officer , Nadia

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	
Name of all Staff present with designation and their responsibilities	
Name of Authorized Leave Substitutes	Sri Prallad Naskar , W.B.C.S. (Exe) , SDO Sadar
Present staff strength of section	UDA-1, LDA-2,Gr.D-3
Acts, Rules & Codes administered by the Section	Acts Rules & Codes as per (knowledge)'s administered by the Section.
Forms maintained	
Registers maintained by the Section	Issue Register / Receive Register/ C.L. Register./ E.L. Register./Station Stock Register / Dead Stock Register / Sports Goods Register / Bill Register / Movement Register / Attendance Register / Case Book Register etc.
No. of inspections carried out in the previous year	2
Major findings of inspections	
Action taken on inspections	
Audit objections pending, if any	

SHEET 2

1. Paresh Chandra Mondal W.B.C.S. (Exe) is the charge officer and draws pay for February 2011 Rs. 41639 /-
2. Remuneration of the employees enclosed here with file moved on note sheet Basis.
 - I. Ranjit Kumar Dutta U.D.A. Pay for February 2011 Rs. 27990/-
 - II. Indrajit Roy L.D.A. Pay for February 2011 Rs.13560/-
 - III. Pintu Karmakar L.D.A. Pay for February 2011 Rs.13560/-
 - IV. Asit Sengupta Night Guard Pay for February 2011 Rs.15466/-
 - V. Provash Chandra Dutta Peon Pay for February 2011 Rs.17650/-
 - VI. Samir Chatterjee Peon Pay for February 2011 Rs.13500/-
 - VII. Chanchal Ghosh O.A. of NDSS Pay for February 2011 Rs.15503/-