

**ITEM-WISE INFORMATION U/S r OF THE R.T.I. ACT,2005 UNDER DISTRICT
PANCHAYAT AND RURAL DEVELOPMENT OFFICER,BIRBHUM.**

1	Name of the Section	District Panchayat and Rural Development Section																												
2	Name of ADM In-charge & Officer In-charge, Clerk-In-charge	Sri Subrata Sarkar,WBCS(Exe), ADM(ZP) Sri Debasish Chakraborty,WBCS(Exe),DP&RDO,Birbhum																												
3	Staff pattern sanctioned strength existing UDC,LDC,Group-D	<table border="0"> <tr> <td><u>Panchayat Section</u></td> <td><u>Vacancy</u></td> </tr> <tr> <td>1. DP&RDO-1</td> <td>1. Panch.Peon(HQ)-1</td> </tr> <tr> <td>2. Dy.DP&RDO-1</td> <td></td> </tr> <tr> <td>3. PDO(HQ)-1</td> <td></td> </tr> <tr> <td>4. PA&AO(HQ)-1</td> <td></td> </tr> <tr> <td>5. Panchayat Clerk-2</td> <td></td> </tr> <tr> <td>6. Panchayat Typist-1</td> <td></td> </tr> <tr> <td>7. Driver- 1</td> <td></td> </tr> <tr> <td>8. Panchayat Peon-2</td> <td></td> </tr> <tr> <td><u>R.D.Section</u></td> <td><u>Vacancy</u></td> </tr> <tr> <td>1. U.D.C.- 1</td> <td>1. L.D.C. -2</td> </tr> <tr> <td>2. L.D.C.- 2</td> <td>2. Gr.-D - 1</td> </tr> <tr> <td>3. Group- D</td> <td></td> </tr> <tr> <td>4. C.C.T – 1</td> <td></td> </tr> </table>	<u>Panchayat Section</u>	<u>Vacancy</u>	1. DP&RDO-1	1. Panch.Peon(HQ)-1	2. Dy.DP&RDO-1		3. PDO(HQ)-1		4. PA&AO(HQ)-1		5. Panchayat Clerk-2		6. Panchayat Typist-1		7. Driver- 1		8. Panchayat Peon-2		<u>R.D.Section</u>	<u>Vacancy</u>	1. U.D.C.- 1	1. L.D.C. -2	2. L.D.C.- 2	2. Gr.-D - 1	3. Group- D		4. C.C.T – 1	
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4	Whether any staff has been re-deployed in view of the above	NO																												
5	Nature of Works	<p>Panchayat Section :-</p> <ol style="list-style-type: none"> 1. Estt.of Panchayat staff & Transfer and Posting thereof. 2. Transfer, posting etc. of G.P.staff 3. Sub-allotment of fund under P.R.Bodies under head of A/c 2515-Panchayat. 4. Court case relating to Die-harness of G.P.staff as well as Panchayati Raj Bodies. 5. Misc. Files of P.R.Bodies. <p>R.D.(under C.D.) Set-up :-</p> <ol style="list-style-type: none"> 1. Estt. of R.D.(CD) Set-up. 2. Transfer, Posting etc. of above staff. 3. Sub-allotment of fund under head of A/c 2515-RD, 2515-RHP etc. 4. Misc. Court case under R.D.staff. <p>R.W.P. Set-up :-</p> <ol style="list-style-type: none"> 1. Estt.of SAE(RWP) posted at Block as well as District HQ. 																												

		<p>2. Estt of UDC(RWP)/CCT,Gr.1/Accounts Clerk posted at Block as well as District HQ</p> <p>3. All the establishment matter of RWP set-up are dealt with this section.</p> <p>4. Sub-allotment of fund under head of A/c 2505-RWP</p>
6	Acts, Rules and regulation it deal with	<p>Panchayat Section :-</p> <ol style="list-style-type: none"> 1. W.B.Panchayat Act,1973 2. W.B.Panchayat(G.P.Administration)Rules,1981 3. W.B.Gram Panchayat Misc. Accounts & Audit & Budget Rules,2007 4. W.B.Panchayat Election Act,2003 5. W.B.Panchayat Constitution Rules,1973 6. W.B.Panchayat Samiti Administrative Rule,1981 7. D.C.R.B. Scheme,1985 <p>R.D. Set-up & R.W.P. set-up :-</p> <ol style="list-style-type: none"> 1. W.B.S.R.,Part-1 2. W.B.S.R.,Part-II
7	Name of the Register maintained	<ol style="list-style-type: none"> 1. Receipt Register 2. Issue Register 3. C.L.Register 4. Attendance Register 5. Stock Register of Stationery articles 6. Bill Register 7. Allotment Register(General)/NSAP/11th.F.C./12th. F.C./Untied fund/ other Misc. fund. 8. Token Register(Panchayat) 9. Cash Book 10. Peon Book.
8	No. of receipts and issues of correspondence	<p>Receipt – April,2007 to March, 2008 -- 5415 nos.</p> <p>Issue - April,2007 to March,2008 --18856 nos.</p>
9	Financial allotment head-wise & expenditure thereof	<ol style="list-style-type: none"> a) 2515-Panchayat Allotment received & Expenditure which shown in separate sheet in Annexure : 'A' b) 2515-R.D. allotment received by G.O.No. & Date— <ol style="list-style-type: none"> i) 18(Sanction)/RD/N/2F-1/2007 dt.26.4.07 Rs.12986088/- ii) 143(Sanction)/RD/N/B/2F-1/2007 dt.3.9.2007 Rs.16467243/-

		<p>iii) 272(Sanction)/RD/B/B/2F-1/2007 dt.28.1.08 Rs.9792258/-</p> <p>-----</p> <p>Total Rs. 39245589=00</p> <p>Total amount sub-allotted amongst the 19 Blocks under District Birbhum.</p> <p>c) 2217-Urban Dev.-05-191-Assistance to local Bodies.</p> <p>i) G.O.No.23(Sanction)/5/RD/N/B/2F-12/2007 dt. 4.5.07 Rs.148560/-</p> <p>ii) 151(Sanction)/5/RD/N/B/2F-12/2007 dt.11.9.07 Rs.189080/-</p> <p>iii) 338(Sanction)/RD/N/B/2F-12/07 dt.10.3.08 Rs.112528/-</p> <p>-----</p> <p>Total Rs. 450168=00</p> <p>Total amount sub-allotted amongst the 4 nos. Blocks under Birbhum District.</p>
	Financial allotment head-wise & expenditure thereof	<p>2505- RWP (Received)</p> <p>No.20(Sanction)/RD/N/B/2F-10/2007 dt.27.4.07 Rs.3381753/-</p> <p>No.153(Sanction)/RD/N/B/2F-10/2007 dt.12.9.07 Rs.4304241/-</p> <p>No.261(Sanction)/RD/N/B/2F-10/2007 dt.16.1.08 Rs.2561903/-</p> <p>Total amount sub-allotted amongst the 19 Blocks and District HQ.</p>
10	Performance in respect of different scheme(Physical target and achievement)	NSAP Target - 85000 including Municipality.
11	Report on audit queries	The replies of Audit queries is being process on for submission
12	Physical condition of section including cleanliness etc.	Condition of the new repaired office building of the DP&RDO,Birbhum is now OK and maintaining cleanliness. The latrine and urinal are being constructed shortly.

13	Date of last Inspection	Inspected by Shri D.Chakraborty, WBCS(Exe),District Panchayat and Rural Dev. Officer, Birbhum on 8.2.2007 for the period from 1.4.2006 to 28.2.2007 & 1.3.2007 to 29.2.2008
14	In case of Establishment /DP&RDO,Birbhum the action taken to deduct leave for continuous absence/late attendance or other wise should be started	In case of DP&RDO,Birbhum there is no such case for deduction of leave for continuous of absence and other-wise.
15	Outstanding performance	N I I
16	Whether work diary for every staff is being maintained and quality of the work	The staff of DP&RDO,Birbhum maintaining daily work diary regularly.
17	Status of computerization	3(Three) nos. of Computers installed in this office. One for office use of P&RD section, another for SSK/MSK and other misc. reports & returns for SRD and meeting. All are running smoothly for the purpose of various kinds of Official works.
18	Remarks & suggestions	N i l

District Panchayat and Rural
Development Officer,Birbhum

**STATEMENT OF FUND RECEIVED FROM THE COMMISSIONER, P&RD,
WEST BENGAL FOR P.R.BODIES DURING 2007-08 AND UTILISED
THEREOF BY SUB-ALLOTMENT**

Head	Fund Received 2007-08	Utilised 2007-08 so far
Salary received for Gram Panchayat staff	Rs.9,82,00,000/-	Rs.9,82,00,000/-
Salary received for Panchayat Samiti staff	Rs.47,61,500/-	Rs.47,61,500/-
T.A.&D.A. of Office bearers of Panchayat Samiti	Rs.28,76,500/-	Rs.28,76,500/-
T.A. & D.A. of Office bearers of Gram Panchayat	Rs.69,94,000/-	Rs.69,94,000/-
Remuneration of Collecting Sarkar	Rs. 5,37,600/-	Rs. 5,35,200/-
LUMP Grant for Gram Panchayat	NIL	NIL
Discontinuation of Collection of Tax	NIL	NIL

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District Panchayat and Rural
Development Officer,
BIRBHUM

**STATEMENT OF FUND RECEIVED FOR GOVT. STAFF UNDER DISTRICT
HD. QTRS. AND PANCHAYAT STAFF IN BLOCK ESTT. FOR 2007-08 AND
UTILISED THEREOF**

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For 2007-08 (SO FAR)			
DP&RDO's Estt. For District HQ	SALARY	T.E.	O.E.
Fund Received	13,70,000/-	55,000/-	39,000/-
Fund utilised	12,60,092/-	27,048/-	37,166/-

Fund for Panchayat Staff in Block Establishment	SALARY	T.E.	O.E.
Fund received	74,00,000/-	2,16,500/-	59,900/-
Fund utilized	74,00,000/-	2,16,500/-	59,900/-

District Panchayat and Rural
Development Officer,
BIRBHUM

Government of West Bengal
Office of the District Magistrate, Birbhum
(Panchayat and R.D. Section)

Memo No. _____/P

Dated ____/____/08

To
The District Magistrate,
Birbhum
(R.G.Section)
Suri, Birbhum.

Sub:- Annual Administrative Report for the year 2007-08.
Ref:- Your No. 1021(55)/(Genl.)/RG/ADMN/V-2 dated 4.6.08.

Sir,

In reference to the above, sending herewith the Annual Administrative Report for the year 2007-08 as per questionnaires with a brief write up as to the overall activities of this section .

This is for favour of your kind information and taking necessary action.

Yours faithfully,

District Panchayat and Rural
Development Officer,
BIRBHUM