

Government of West Bengal
Office of the District Magistrate, Birbhum
M.A Section

Memo. No. _____ / M.A

Dated _____ / 2008

To
The Officer-in-charge
Revenue General (R T I)
Birbhum Collectorate

Ref :- Your Office memo no.1450 (14)/1(4)/R.G/RTI
dated 17.7.08

In inviting a reference to your letter no. cited above, the under signed submits the following information in seriatim for your kind perusal.

Sl. No.	Salient Point	Required Information
1.	Particulars of its organization, functions and duties :-	Municipality Affairs Section is a Section of District Administration implementing Orders as and when issued by the Govt.
2.	Powers and duties of its Officers and employees:-	Municipal Affairs Section is mainly looking after the financial and development aspects of the Municipalities. Allotment of fund under different Plan & Non-Plan heads are directly allotted by the Govt. in favour of the Municipalities. The District Magistrate is empowered to draw and disburse the fund under respective L.F. Accounts of the Municipalities. The Section has to check and verify the bills alongwith relevant Utilization Certificate and the guideline issued for this purpose during release of the fund. The Executive Officer of the concerned Municipalities are also entrusted to look in to the financial matters of the Municipality.
3.	Procedure followed in the decision making process including channels of supervision and accountability :-	To initiate notes for implementation of Govt. Orders and obtain approval followed by draft letters.
4.	Norms set by it for the discharge of its functions :-	Concerned authority chalks out working plan for discharging its function.
5.	Rules, regulations, instructions manuals and records held by its employees for discharging its function :-	To follow the West Bengal Municipal Act. and Rules with reference to the relevant guidelines issued by the Govt. from time to time.

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6.	Statement of categories of documents that are held by it or under its control:-	The Section has to maintain the following (a) Cash Book (b) Bill Book (c) Allotment Register (d) Cheque Book (e) Issue Register (f) Receipt Register etc.	
7.	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of :-	There is no provision for implementation of such policy.	
8.	Statement of the boards, councils, committees..... or the minutes of the meeting are accessible for the public :-	There is no provision for implementation of such policy.	
9.	Directory of its Officers and employees:-	The Section runs with One Officer-in-charge one C-in-C, One U.D.C and a Contingent menial staff.	
10.	Monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulation :-	Name of Officer and staff	B.Pay
		Shri Avijit Roy WBCS(Exe) Officer-in-charge	8,275/-
		Sri Pranab Kumar Deb UDC C-in-C	7,850/-
	Sri Dinabandhu Mondal UDC	7250/-	
11.	Budget allocated to each of its agency, indicating the particulars all plans, proposed expenditures and reports on disbursements made :-	No such budget allocated, Allotment received for Municipalities from time to time against which bills are placed by the Municipalities for obtaining countersignature by the authority	
12.	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :-	No provision exists	
13.	Particulars of recipients of concession, permits or authorization granted by it :-	This column is not related to this Section	
14.	Details in respect of the information, available to or held by it, reduced in an electronic form:-	The salient particular as required to be preserved are yet to be taken-up for computerization, as there remains no such facility in the section as yet.	
15.	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :-	Any citizen may get information from the concerned Municipalities on submission of requisition under this Act, and on production of fees as required for the purpose.	

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16.	Names, designations and other particulars of the public information Officers :-	Sri Avijit Roy WBCS (Exe) & Senior Deputy Collector, Birbhum Collectorate is the S. P.I.O in respect of the Section.
17.	Such other information as may be prescribed and thereafter update these publications every year :-	As and when required.

**Officer -in-Charge
M.A.Section**