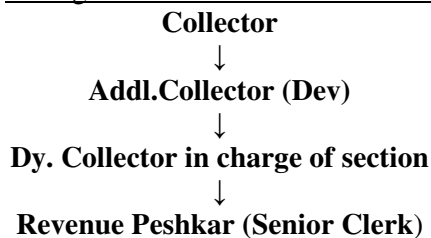


INFORMATION U/S 4 TO OF R.T.I Act.

(Regarding R.M.Section as on 08.07.08)

1. The Revenue Munishikhana is one of the oldest Section in Birbhum Collect orate Set –up
(see sec 4 b i & ii).

Its Organization chart is as follows:-



Junior Clerk making various desk with Gr.D attached to section.

Functional Desks	Duties.	Dealing Assistant
A. Stamps	1. Vendor Licensing + Monitoring 2. Report Returns 3. Stamp Refund & stamp renewal matters. 4. Stamp Duty Valuation and referred	R.P Swarnamayee Dutta Ranjan Sarkar R.P
B. District Civil Suits (File/ Contest/ Appeal Execute).	1. Suri Sadar 2. Dubrajpur 3. Bolpur 4. Rampurhat.	M.Das Dalal A.Mukherjee A.Mukherjee Tapan Roy
C. Lawyer Engagement.	GP & Panel pleader engagement & renewal fees.	R.P
D. Bill of lawyers	Pay of fees bill of panel lawyer and contingent Expenditure.	Tapan Roy
E. High Court Civil Suits (Original /contest /appeal Execute)	All Benches	R.Haque & A.Dutta.
F. Tribunals Civil Suits (Contest /Appeal/ Execute)	SAT	R.Haque & A.Dutta.
G. Money lenders Licensing	New License Issued. Renewal. Monitoring Report Return	P.Sinha
H. Rent Control Cases.	Obligatory works as per rent Act. U/S-21 Rent Receipt U/S-17 Enhancement of rent. U/S-35Repairing. U/S27Electricity,Watersupply.Correspondance with Thana, Spl. LAO, Municipality etc. Issue Receipt of cases , Case filing Audit File of rent. P.L Account Register Court fee Register.	Dilip Basak & R. Mazumdar
I. Legal Heirs	Ascertain a) Family Members of Officials where Controlling Officers/Head Office of the District Magistrate. b) Miscellaneous matter referred by bodies like workmen Compensation Commissioner	R.majumdar
J. House Building Loan	1. HBG of Staff 2. Recovery,Mortgage & De-Mortgage of HBG	Sukumar Ch.Goswami
K. Enemy Property.	Enquiry of cases referred by liason with DL&LRO.	P.Sinha
L.Probate Valuation	Valuation of property for probate sent by Ld.Court ,Suri,Sadar ,Dubrajpur,Bolpur & Rampurhat,	P.Sinha
M. Disciplinary Matters	Giving Adverse report Clearance Liasoning D.P.	R.P

	Cases	
	Asset Declaration Filing	D.Basak
N. Electricity Duty	Assessment Realization for Sadar Report /Returns for District.	R.Sarkar
O. Miscellaneous	Security Deposit of Cashiers Miscellaneous Civil Suit related matters.	R.P
P. Typing Desk	Petitions, A.O's etc filed by collector Miscellaneous, Word processing including Notices Correspondences	S.Goswami
Q. Receipt/ Issue & Despatch	Receipt Dak. Specific to R.M Issue Correspondence Of R.M. Deliver local urgent dak to recipients	S.Dutta. Dulal Ch.Ghosh & Babul Hossain
R. RTI File	Grievance response to matters referred by OC RTI- Cell & P.I.O	S.Goswami
S. R.M.Establishment Matter.	Office work supervise/ Attendance /Meeting Matters Certificate power vesting/ Guard File maintained/Service matter of RM/ Roster Duty arrangement/ G.P opinion File/ Inspection/Audit Report Miscellanies.	R.P
T. C.L.Register	C.L.Register maintained	M Das Dalal
U. Stationery	Requisition & Stock Register maintained	A.kr.Mukherjee

1. Powers and duties of Official

(See Sec 4 b ii)

Group D : File movement, Dak delivery. D.Ghosh & B. Hossain

Group C : File maintainence, Filing paper examination/ processing/putting up
And acting on orders issued.

Group A : Examining and suggesting decision or deciding course of action
(In routine matters) Monitoring and supervision.

2. Procedure Followed in Decision (See sec 4 b iii)

A. Routine Matter	Examined & processed by	D.A → Decided by O/C R.M
B. Non Routine/ Policy/ Financial Matters	Initial Examine/ Process by	D.A → R.P → O/C R.M → Final decision by ADM(Dev) or in policy Matters by Collector

K. Norms for Discharge of functions.(see sec 4 b iv)

A. All function attended to promptly on first come first serve basis. Exception is made for very urgent public interest matters.

B. For routine matters, disposed by 24-48 hours normally.

C. For non-routine matters- Disposed normally by 48-72 hours except in complicated/policy cases

3. Rules/Regulation manuals.(see sec 4 b v)

*1) C.P.C 11) Indian stamp Act. 111) W.B.Stamp Act.IV) Prevention of under valuation Rules, V) Bengal Electricity Duty Act and Manual. VI) Hindu Succession Act. VII) Transfer of property Act. VIII) LR Manual. IX) Boads Misc Rules. X) Rent Control Act. XI) W.B.Service (CCA) Rules. XII) Financial Rules. XIII) Premises Tenancy Act. XIV) Enemy property Act. XV) WBSR Part-1 & 11.

4. Statement of categories of documents held.(see sec 4 b vi)

1. Running files of functions/ duties as stated.
 2. Some manuals ,G.O's in Guard file
1. Receipt Register,Form.No.16 II) Issue Register Form.No.19 III) Inspection Book ,Form No.26 . IV) Stamp Inspecting cases form No.47. V) Register of application for refund of the value/ renewal of stamp W.B form No.3069. VI) Form of application for refund /Renewal of stamp from No.2. VII) Stamp vender License Register Form No.72 VIII) Security Deposit Register form No.73 IX) Probate case Register Form No.36 X) Register of Assets Statement received and preserve. XI) Form of declaration of Assets Statement WB Form No.34A XII) Register for Disciplinary proceeding. XIII) Electricity Duty Register.

(IX) Directory of officials & Remuneration.(see sec 4 b ix & x)

Sl. No.	Name of the Officer & Staff Designation and Address	Basic Pay
1.	Samanjit Sen Gupta, WBCS(Exe), Dy magistrate & Dy Collector, in charge of Section. Suri, Govt Quarter	Rs.11625=00
2.	Minati Rani Das Dalal,UDCSuri,Nibeditapally	Rs.7050=00
3.	Swarnamayee Dutta,UDC, Suri ,Arabindapally	Rs.7050=00
4.	Tapan Kumar Roy, UDC Md.Bazar	Rs. 6525=00
5.	Dilip Kumar Basak, UDC Suri Chandnipara.	Rs.6700=00
6.	ShriPrabir Kumar Sinha UDC.(RP) Kalipur	Rs.6350=00
7.	Rejaul Haque, LDC Suri,Sehera para.	Rs.5625=00
8.	Ashis Kumar Mukherjee, LDC Vivekanandapally	Rs.6075=00
9.	Ranjan Sarkar,UDC Kalipur,Birbhum.	Rs.6175=00
10.	Rabisankar majumdar,UDC, Suri,Bazarpara.	Rs.6350=00
11.	Sukumar Chandra Goswami,LDC, Suri,Rabindrapally.	Rs.4800=00
12.	Anjan Kumar Dutta, LDC, Suri, Ramkrisnapally	Rs. 6075=00
13.	Dulal Ghosh, G "D" Ranpur,Birbhum.	Rs.4400=00
14.	Babul Hossain,Gr "D" Haraipur	Rs.4100=00

XI. Budget.(see sec 4 b xi)

Major head of Account: 2014 ADMN of Justice-00-114-NP-003 etc

Detailed Account No:

NP-Non-Plan/ND-Non-Plan(Developmental) SN-state plan(Ninth plan-Committee)Name of the scheme	Actual Expenditure For the year 06-07	Budget estimate For the year- 07-08	Received Budget estimate for the year.07-08	Budget estimate for the year.08-09
28-payment for professional and Spl.Service	Rs.7,19,944.00	Rs.10,00,000.00	Rs.18,00,000.00	Rs.18.00.000.00
Total	Rs.7,19,944.00	Rs.10,00,000.00	Rs.18.00.000.00	Rs.18.00.000.00

XI)

Particulars of permit holders granted by this section.

Name of stamp vendor (see sec 4 b xiii)

1.Suri Sadar

1. Sri Lakshminarayan Roy.
2. Sri Gopal Ch.Ghosh
3. Sri Sisir kr Roy
4. Sk.Salim Hossain
5. Sri Saktipada Mondal
6. Sri Profulla kr Mukherjee
7. Goutam kr Ghosh
8. Sri Ramsanjoy Nayek
9. Utpalendu Goswami
10. Ashok Kumar Mukherjee
11. Sri Ramsudip Nayek
12. Sri Biswajit Ghosh
13. Smt Mithu Ghosh
14. Sri Ram Biswajit Nayek.

Bolpur Sub-Division.

1. Sri Natabar Dutta Mudi
2. Abdu Rouf
3. Sri Mathura Behari Bosu
4. Sri Krishna Ch.Mondal
5. Sri Tamal Krishna Roy
6. Jagadish Ch Singha
7. Sri Uday Chowdhury
8. Sri Narayan Ch Pal
9. Sri Ganapati Mondal
10. Md.Rafique
11. Sri Dilip Kr Dey
12. Sri Rabindra nath Saha
13. Abdul Hasib Mollah
14. Smt Rehati Mondal
15. Sri Manas Nag
16. Sri Sanatan Gorain
17. Smt Alpana Mondal.

Rampurhat Sub-Division.

1. Md Jamaluddin
2. Sri Ratan Ch Dutta
3. Sri Prodyut Kr Dutta
4. Sri Nimai Ch Dutta
5. Sri Prasanta Kr Dutta
6. Sri Profulla Kr Singh
7. Sri Krishna Prasad Paul
8. Sri Dilip Kr Ghosh
9. Sri Ganesh Ch Ghosh
10. Sri Krishna Du Mondal
11. G.Q.G.Rasul Siddique
12. Sri Nirmal sharma
13. Sandip Kr Dutta
14. Abdul Gani
15. Nata narayan Paul
16. Haridas Pal
17. Goutam Biswas
18. Md Babar Ali
19. Musaraf Ali
20. Md Khaza Omar
21. Habibur Rahaman
22. Kamala Ranjan Mondal
23. Md Kamal Hossain
24. Shiba Ram Saha
25. Shiba Nath Das.

XV) Facilities to public and working hours (see sec 4 b xv)

Working hours

: - As per W.B.Govt Rules.

Facilities to public

: - Public may approach

Dealing Assistant concerned direct. For any further clarification he can contact R.P or the O/C. if still unsatisfied he can contact ADM(Dev) or Collector on appointment or during visiting Hours.

XVI) Names of public Information Officer. (See sec 4b xvi)

The PIO of Collect orate of Birbhum, Sri Avijit Roy, Sr, DC also is by default PIO for this Section in RM, matters O/C, RM gives him relevant information for onward transmission.

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR BIRBHUM
R.M.SECTION

Memo. No. _____/R.M

Dated Suri the. _____/

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

Sub:- Item wise information u/s-4 of R.T.I.Act-2005

Ref:- Memo.No.1267/1(33)/RG/RTI dated.30.06.2008.

Sir,

The item wise information of the R.M.Section is sent herewith for favour of your kind perusal and taking necessary action.

Enclo:-2 (Two) sheets.

Yours faithfully.

Officer-in-In charge
R.m.Section

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR BIRBHUM
R.M.SECTION

Memo. No. _____/R.M Dated Suri the. _____/

TO
The Special Land Acquisition Officer
Birbhum.Suri.

Sub:- Submission of report as to whether there is adverse any thing and Court Case lying pending against the under mentioned Gr "D" Employee.

Ref:- Your Office memo.no.627/LA dt.24/06/2008.

In reference to above this is to inform you that nothing is found adverse any thing against the below noted Gr "D" Employee concern as per record maintained in the R.M.Section

1. Sri Damadar Debnath Gr 'D'
2. Sri Ananga Mohan Mondal, Gr."D"
3. Sri Babul Hossain,Gr 'D'
4. Mirza Safique Hossain, Gr.`D`
5. Sri Santosh Kr Mal,Gr "D"
6. Sri Baidya Nath Das ,Gr"D"

It is also found that no court case is lying pending against each as per records available in this section.

FOR COLLECTOR, BIRBHUM