

**GOVERNMENT OF WEST BENGAL**



**ANNUAL ADMINISTRATIVE  
REPORT OF BIRBHUM  
COLLECTORATE  
2012 -2013**

**OFFICE OF THE DISTRICT MAGISTRATE &  
DISTRICT COLLECTOR, BIRBHUM**

*For Office Use Only*

## **FROM THE DESK OF THE DISTRICT MAGISTRATE, BIRBHUM**

*Annual Administrative Report is the reflection of multifarious activities of different Sections of the Collectorate. It is a valuable publication reflecting the Administrative Structure, Quality as well as the Quantity of work done, achievements and shortfalls and the future action plans. The Report reflects the health of a Collectorate.*

*Both regulatory and development programmes are taken up by the Collectorate. It also acts as an Office of records and plays the role of a mini Secretariat of the Government. It is the coordinating centre of various departments of the Central as well as State Government.*

*There might be some drawback in our activities which must be assessed and we should strive to establish a harmonious relationship between the general administration and the people. The Annual Administrative Report would become a powerful tool for such assessment. The gap between departments should be ameliorated. We should aim for "Faster, Sustainable and More Inclusive Growth" in the fore coming years.*

*I take this opportunity to thank all the Officers and staff who have put their effort to make the Annual Administrative Report a meaningful one. It is my conviction that the Report will be of immense help for all concerned.*

*Jagdish Prasad Meena, IAS*

*District Magistrate & District Collector*

*Birbhum*

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## **BRIEF PROFILE OF BIRBHUM DISTRICT**

### **BACKGROUND:**

Birbhum is one of the most important districts of the “Rarh” region of West Bengal and is situated in the western side of the state and is bounded by Santhal Parganas of Jharkhand State in the west and north, Murshidabad in the east and north east and Bardhaman in the south. The river Ajay forms the western boundary of the district separating it from Bardhaman. The latitudinal and longitudinal limits are from 24°35’ 00” North to 23° 32’ 30” South and from 88° 01’ 40” East to 87° 05’ 25” West. The total area of the district is 4511.2 Sq. Kms. which is 5.12 % of the total area of the state. It consists of three sub-divisions spread over nineteen development Blocks and six municipalities.

### **HISTORICAL BACKGROUND:**

Inhabited since pre-historic times, and with several archaeological findings dating back to the Stone age, this district is associated with Mahavir and was once a part of the Mauryan Empire, and later, also a part of the empires of the Guptas, Shashanka and Harshvardhan. After the end of Harshvardhan’s empire, the region came under the rule of the Pala and Sena dynasties, until the advent of the Muslim rulers in the thirteenth century. All the major Indian religions viz. Buddhism, Jainism, Hinduism and Islam have influenced the people of the district with their respective impact on the culture of the area. The land is also known as land of Shakti Pith. People believe that parts of dismembered body of Goddess Sati fell on several locations the district, and on this belief temples have long been founded in places such as Bakreshwar, Kankalitala, Labpur, Fullora and Nalhati. Tarapith is regarded as the most sacred Sidha Pith and a major place of attraction of religious tourist.

### **CULTURAL SETTING:**

Birbhum has a rich cultural heritage and is famous for its poets of Vaishnav and Shakta sect such as, Jayadev, the author of Geetagovinda, and Chandidas. It is also the land of Bauls or the roving minstrels. The internationally acclaimed University of Visva Bharati founded by

Rabinranath Tagore is also situated here. Fairs and festivals such as Paush Mela, Kenduli Mela, Patharchapuri Mela etc. form an important aspect of the culture of the district.

SOIL & RIVERS:

A considerable area of the district is characterised by undulating topography. The rocks of Choto-Nagpur Plateau have extended into the western portion of the district and the soil type of this region is red and laterite, which is light textured, porous, gravel and poor in organic matter. But the eastern, south-eastern, north-eastern and southern parts of the district are characterised by deposits of both old and new alluvium soil, which is mostly loamy medium in organic matter. The agriculture is also influenced by the presence of a number of rivers such as Mayurakshi, Hinglo, Bansloy, Kopai, Ajay, Bakreswar, Brahmani, Dwarka, Siddheswari, etc. and by several rivulets. Two important river projects of the district are Mayurakshi Reservoir Project and Hinglo Irrigation Project.

CLIMATE: The climate of the district is generally dry, mild and healthy. The hot weather usually last from the middle of March to the middle of the June, the rainy season from the middle of June to the middle of October, and the cold weather from middle of October to the middle of March. They do not always correspond to these limit. As a rule, the wind is from south-east in Summer and from the north-west in winter.

ADMINISTRATIVE DIVISIONS:

Sl. No.	Unit	Numbers
1	Sub Divisions	3
2	Blocks	19
3	Panchayat Samitis	19
4	Gram Panchayats	167
5	Mouzas	2473
6	Villages	2525
7	Municipalities	6
8	No of wards	100

CENSUS/DEMOGRAPHIC PROFILE:

In 2011, Birbhum had population of 3,502,387 of which male and female were 1,791,017 and 1,711,370 respectively. In 2001 census, Birbhum had a population of 3,015,422 of which males were 1,546,633 and remaining 1,468,789 were females. Detailed demographic information about the district is shown below.

DEMOGRAPHIC PROFILE OF BIRBHUM (AS PER 2011 CENSUS, PROVISIONAL)

Total Population	Total	35,02,387
	Male	17,91,017
	Female	17,11,370
Sex Ratio	956 no. of Females per 1000 Males	
0-6 Population	Total	4,33,186
	Male	2,21,877
	Female	2,11,309
Literacy Rate (%) (excluding 0-6 Population 2011)	Total	70.90
	Male	77.42
	Female	64.07

DEMOGRAPHIC PROFILE OF BIRBHUM (AS PER 2001 CENSUS)

Total Population	Total	3015422
	Male	1546633
	Female	1468789
Rural	Total	2757002
	Male	1414097
	Female	1342905
Urban	Total	258420
	Male	132536
	Female	125884

Sex Ratio <sup>1</sup>	Total	949
	Rural	949
	Urban	949
Literacy Rate (%) <sup>2</sup>	Total	61.5
	Male	70.9
	Female	51.6
Rural	Total	59.9
	Male	69.5
	Female	49.7
Urban	Total	77.7
	Male	84.7
	Female	70.2
Population Density		663.45

#### MINORITY PROFILE OF THE DISTRICT

Sl. No	Item	Total Population	Percentage
1	All communities	30,15,422	100.00
2	Muslim	10,57,861	35.08
3	Christian	7,382	0.24
4	Sikhs	347	0.01
5	Buddhist	222	0.007
6	Jains	1408	0.05
7	Others	3596	0.12

<sup>1</sup> Females per 1000 males

<sup>2</sup> Percentage in respect of total population excluding 0-6 population

## BPL POPULATION, SC POPULATION & ST POPULATION

Sl. No.	Category	Number	Percentage
1	BPL population	276809	42.33
2	Scheduled Caste	8,89,894	29.51
3	Scheduled Tribe	2,03,127	6.74

### EMPLOYMENT & INDUSTRY:

Birbhum is predominantly an agricultural district. Despite of its close proximity to the mining and industrial belt of Bardhaman district, no large industrial unit is located here except Bakreswar Thermal Power Plant. The shares of the primary, secondary and tertiary sectors in the net District Domestic product were 38.51, 10.93 and 50.56 percent respectively (2003-04). The share of the primary sector has declined over the years with a steady rise in the share of the tertiary sector. But it is a matter of concern that the share of the secondary sector has remained almost static over the years. Per unit employment in factories has been recorded as 47.09 only, compared to 112.22 of the state average.

Birbhum ranks 4th in the state in terms of per unit employment generation which is 6.46% against the state average of 5.98%. In the handloom sector nearly 24,000 persons are benefited directly or indirectly. Income generation activities have also been taken up by the SHGs under SGSY. Till now 15,353 groups have been formed out of which nearly 75% have been graded and provided with revolving fund for taking up economic activities. Linkage with banks has been made possible for 873 groups for taking up projects and for this portion Rs. 1887.50 Lakhs has been disbursed out of which credit is Rs 1127.63 Lakhs and Govt. subsidy is Rs. 759.87 lakhs. Also, 9321 group members have benefited through this bank linkage scheme.



LAND USE DETAILS :

(Area in '000 Hectares)

Total area	Forest	Non-Agri use	Culturable waste	Fallow land	Cultivable land	Others
451.12	15.85	91.77	3.53	3.36	320.61	16.00

NATURE OF INDUSTRIES REGISTERED IN BIRBHUM:

Sl. No	Type of industries	Number registered
1	Large Scale	1
2	Medium scale	7
3	Registered M & SSE in the District	6,205
4	Unregistered SSI units	10,987

WORKING POPULATION:

Type	Total	Male	Female	% of total Population
Main workers	831699	713072	118627	27.6
Marginal workers	296798	126802	169996	9.8
Non Workers	1886925	706759	1180166	62.6
Total	2183723	1546633	1468789	72.4

EDUCATION & LITERACY:

Traditionally, Birbhum has been a centre of education and learning. The world renowned Santiniketan was established by the Nobel laureate Rabindranath Tagore in this district. As regards literacy, the literacy rate of the district as under 2011 Census provisional data has jumped to 70.90% from the 2001 Census figure of 61.5%.

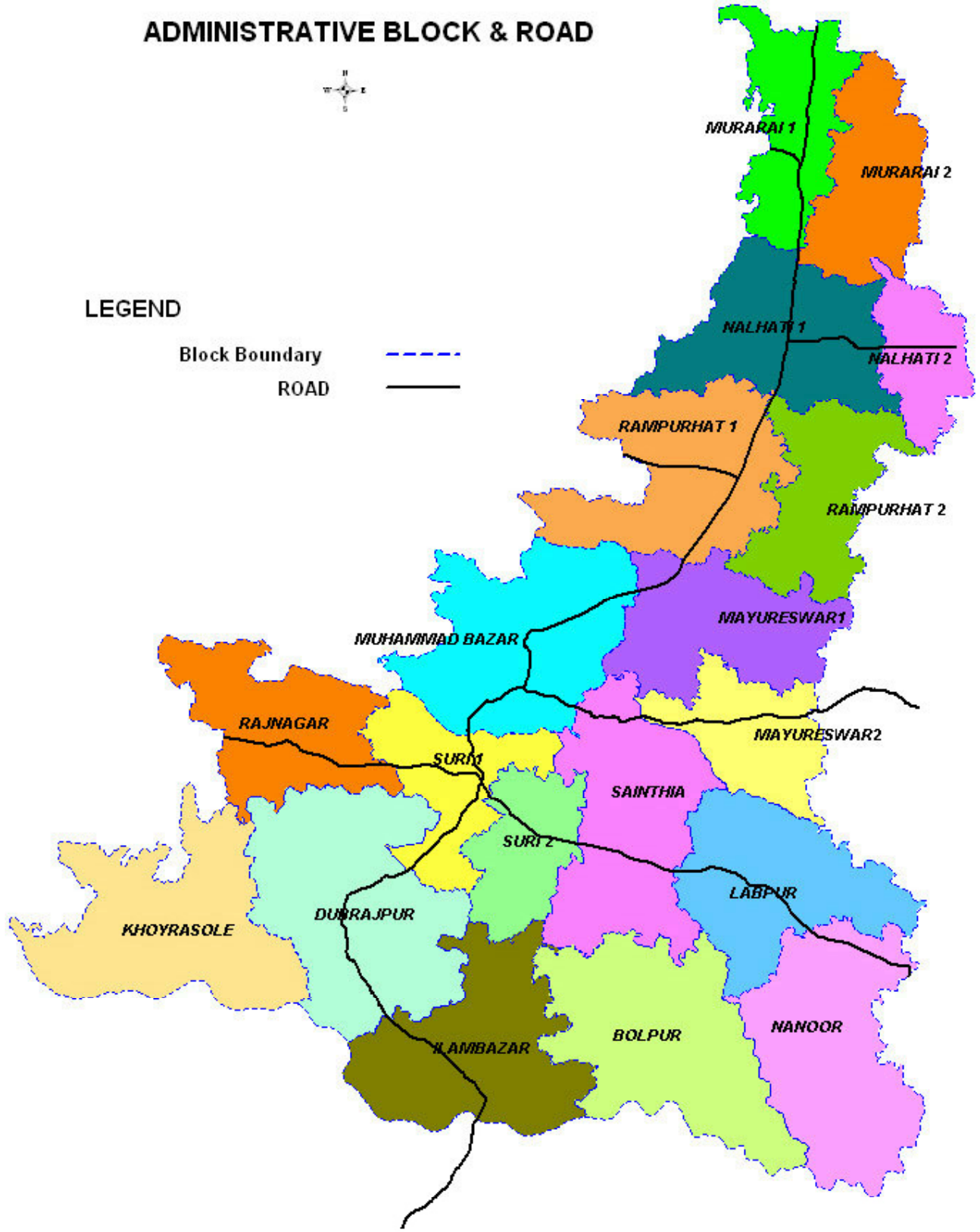
	2011 Census			2001 Census		
	Male	Female	Total	Male	Female	Total
Literacy (%)	77.42	64.07	70.90	61.48	70.89	51.55

# BIRBHUM DISTRICT ADMINISTRATIVE BLOCK & ROAD



## LEGEND

Block Boundary     - - - - -  
ROAD                    —————



## ESTABLISHMENT SECTION

1	Name of Addl. District Magistrate in-Charge since Charge taken	1) Krishna Mardi, WBCS(Exe.) Additional District Magistrate(Development) (From 01.04.2012 to 05.09.2012 ) 2) Devi Prasad Karanam IAS Additional District Magistrate(General) (From 06.09.2012 to 31.03.2013 )												
2	Name of Officer in-Charge since Charge taken	1) Subhas Chandra Shikari, WBCS(Exe) Senior Deputy Collector, Birbhum From 01.04.2012 to 04.06.2012 2) Ranjan Chakraborty, WBCS(Exe) Senior Deputy Collector, Birbhum From 05.06.2012 to 31.3.2013												
3	Staff Position	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Staff Pattern</th> <th style="text-align: center;">Sanctioned</th> <th style="text-align: center;">Existing</th> </tr> </thead> <tbody> <tr> <td>U.D.C.</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> <tr> <td>L.D.C.</td> <td style="text-align: center;">04</td> <td style="text-align: center;">03</td> </tr> <tr> <td>Group-"D"</td> <td style="text-align: center;">02</td> <td style="text-align: center;">01</td> </tr> </tbody> </table>	Staff Pattern	Sanctioned	Existing	U.D.C.	10	10	L.D.C.	04	03	Group-"D"	02	01
Staff Pattern	Sanctioned	Existing												
U.D.C.	10	10												
L.D.C.	04	03												
Group-"D"	02	01												
3A	Whether any redeployment of staff has been done keeping view the work load.	No												
4	Nature of work	-Preparation of: i) Pay Bills ii) TA Bills iii) G.P.F Advance Bills iv) CAS Benefits etc. -Appointment of LDC under Birbhum Collectorate -Proposal of Superannuation Pension etc. -Transfer and Posting of Staff and Officers etc. -Promotion of Staff -RTI Case -S.F. of court Case -Gradation List of Staff												
5	Acts, Rules & Regulations if deals with	-WBSR Part-I & Part-II -WBSR-Vol-01 -T.R. Vol-01 & Vol-02 -DCRB Rules, 1971 -Board wise Rules -ROPA Rules 1961,1970,1981,1998 & 2009 -G.P.F. Rules -W.B. SC & ST Vacancies Act, 1976 -G.I.S. 1983 & 1987 -Medical Rules												

6	Name of Registers maintained	Issue, Receipt, Allotment, T.A. Bill Register C.L., G.P.F. of Group "D", Peon Book, Pay Bill, Attendance Register, 100 Point & 50 Point Roster, Vacancy Register of Group "C" & Group "D"	
7	No. of Receipt & Issue in the year (Form 01.04.2011 to 31.03.2012)	Receipt Issue	2203 2896
8	Financial allotments revived head wise & expenditure incurred		
9	Performance report on different schemes( physical & financial target and achievement)	Performance in respect of different kinds of bills and other establishment work (related to West Bengal Government Employee under Birbhum Collectorate) are very good.	
10	When last inspected maintaining major faults found and their corrective majors have been taken	No such fault has been occurred	
11	Report on audit quarries	No Pending	
12	Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room	Good	
13	In case of Establishment/ Nazareth Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated	Action used to be taken in proper manner	
14	Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the section of the Section and which is worth special mention)	One Family pension case which was stopped due to court affected since 2000 has been disposed and full pensioner benefits have been given to the incumbent concerned.	
15	Whether work diary every staff is being maintained and quality of the diary	No	
16	Status of computerization	Almost all of the cases have been computerized.	
17	Remarks, if any	The work of section are being done smoothly and regularly	

## REVENUE MUNSHIKHANA (R.M.) SECTION

- |                        |                              |
|------------------------|------------------------------|
| 1. a) A.D.M.-in-charge | Sri Devi Prasad Karanam ,IAS |
| b) Officer-in-Charge   | Sri Saibal Nandi ,WBCS (Exe) |
| c) Clerk -in-Charge    | Sri Madhusudan Roy, HC(SL)   |

Staff Position Category	Sanctioned strength	Present Strength	Vacancy.
B & C	25	11 (6 U.D.C + 5 L.D.C.)	14
D	03	02	01

3. Whether any redeployment of staff has been done keeping view the work load :- 1 (one) L.D.C. from Estt. Section.

4. Nature of work assigned to the Section in brief

- i) High Court cases and SAT Cases, Engagement of State Advocates in relation to High Court Cases and SAT cases
- ii) Notice U/S. 80 C.P.C.
- iii) Civil Suits
- iv) Civil Rules
- v) Stamp Refund
- vi) Stamp Vending Licence
- vii) Probate Cases
- viii) Ascertainment of Legal Heirs/Family membership certificate .
- ix) H.B.Loan
- x) Stamp Duty
- xi) Security Deposit
- xii) Assets Statement of the staff
- xiii) Appointment of G.P.& A.G.Ps.
- xiv) Disciplinary proceedings
- xv) Money Lending Licence
- xvi) Rent Control
- xvii) Electricity duty, assessment and collection
- xviii) Collection of Stamp duty
- xix) Enemy property
- xx) Fees bill of G.P. & A.G.Ps
- xxi) All types of Labour Matter
- xxi) Miscellaneous Civil type cases of 4(four) Lower courts of this District.

5. Acts, Rules and Regulations the Section deals with:

- i)C.P.C.
- ii) Indian Stamp Act.
- iii) W.B. Stamp Act.

- iv) Prevention of under valuation Rules .
- v) Bengal Electricity Duty Act and Manual
- vi) Hindu Succession Act.
- vii) Mahamedan Law
- viii) Transfer of property Act.
- ix) L.R. Manual .
- x) Board Mise.Rules
- xi) Rent Control Act.
- xii) W.B. Service Rules .
- xiii) Financial Rules.
- Xiv) Premises Tenency Act.
- xv) Eney Property Act.
- xvi) Limitation Act.
- xvii) W.B.S.R. Part I & II.

6. Names of the Registers maintained in the section

- i) Receipt Register, Form No, 16.
  - ii) Issue Register, Form No. 19.
  - iii) Stamp inspecting cases , Form No. 47.
  - iv) Register of application for refund of the value/ renewal of stamps,W.B. Form No.3069
  - v) Form of application for refund / renewal of stamps, Form No. 2.
  - vi) Stamp Vendors Licence Register, Form No. 72.
  - vii) Security Deposit Register, Form No. 73.
  - viii) Probate case Register, Form No. 36.
  - ix) Register of Assets statement received and preserve.
  - x) Forms of Decleration on Assets statement, W.B. Form No. 34A.
  - xi) Inspection Book, Form No. 26.
  - xii) Register for disciplinary proceeding ,
  - xiii) Electricity Duty Register.
  - xiv) Assessment order in Form No. I
  - xv) Civil Suit Register, Form No. 87 .
  - xvi) Civil Rule Register.
  - xvii) Demand Register for Electricity Duty
  - xviii) Register of H.B. Loan
  - xix) Allotment Register of H.B. Loan
- Total receipts 3150 Nos.  
Total Issue 2256 Nos

7. Issue and Receipts during the 01.04.2012 – 31.03.2013.

8. Financial Allotment Received and expenditure incurred ( Head wise allotment of fund is not required ). Fees bill for G.P. and A.G.Ps (Civil side)

(a) Allotment received during the year 2012-2013 (under head 2014-00-114-MP-003 ) Rs. 7,50,000.00

Expenditure incurred during the year 2011-2012. Rs. 7,41,376.75

Allotment received during the year 2011-2012 (under head 2014-00-105-CN-001 )1<sup>st</sup> track court. Rs. 25000

Expenditure incurred during the year 2011-2012	Rs. 6750
9. Performance report on different schemes (Physical & financial target and achievement)	No schematic programme dealt with this section.
10. When last inspected maintaining Major faults founds and their corrective measures have been taken.	Nil
11. Report on Audit queries	No Audit Queries pending.
12. Physical condition of the section	Good
13. In case of Establishment/Nezarath section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated	Does not arise.
14. Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of entered the section and which is worth special mention).	Court Cases are now maintained using Computer
15. Whether work diary for every staff is being maintained and quality of the diary.	No
16 Status of computerization	Only one computer machine and a printer does not fulfill the work of this section. It is immediate require one sets of computer and a printer for smooth running the allotted works for this section.

Performance during the Year

High Court Cases:

No. of writ petition received	No. of state advocate engaged to defend the case	No. of cases disposed of by the Hon'ble High Court/WBAT	No of cases disposed by the Hon'ble High Court directing D.M. for passing reason orders	No. of cases disposed off by D.M. after hearing
W.P.-206	206	27	28	26
O.A.-08	08	01	01	01
Total-214	214	28	29	27

Civil Suit Case:

Name of court	No. of summons in civil Suit case received	No. of paneled GP/AGP engaged
Suri Court	66	66
Dubrajpur Court	47	47
Rampurhat Court	276	276
Bolpur Court	48	48
Total	437	437

Probate cases:

No of cases received	Sent to Spl. L.A.O./B.D.O. for Assessment of valuation	No. cases return from Spl. L.A.O./B.D.O.	No. of cases Disposed of from our end
23	23	5	6

Legal Heirs Certificate Cases:

No. of cases received	No. of cases sent to B.D.O. for enquiry	No. of cases Received back From B.D.Os	No. of cases disposed of from our end
138	125	131	124

Stamp Duty Cases:

Target	Actual collection on Stamp duty	Total percentage
Rs. 3000 Lakhs	Rs. 23,33,02,012	77.76%

Electricity Duty Charges report:

Target	Actual collection on Stamp duty	Total percentage
Rs. 8,00,000/-	Rs. 390812/-	48.85%

Stamp Refund Cases:

Total case received	Total refund case allowed	No of cases cancelled
08	08	NIL



## JUDICIAL MUNSHIKHANA (J.M.) SECTION

- 1 Name of ADM-in-Charge since Charge taken: - I) Smt. Krishna Mardi, W.B.C.S. (Exe) from 18/06/2012 to 05/09/2012.  
II) Sri Devi Prasad Karanam, I.A.S. from 06/09/2012 to till date.
- 2 Name of Officer-in-Charge since Charge taken: - I) Sri Ranjan Chakraborty, W.B.C.S. (Exe), from 01/03/2012 to 02/05/2012.  
II) Sri Sudip Chakrabarti, W.B.C.S. (Exe), from 03/05/2012 to till date.
- |                      |               |            |          |
|----------------------|---------------|------------|----------|
| 3.A Staff Position:- | Staff Pattern | Sanctioned | Existing |
| 3.A Staff Position:- | U.D.C.        | 4          | 7        |
|                      | L.D.C.        | 4          | 1        |
|                      | Gr. 'D'       | 2          | 1        |
- 3.B Whether any redeployment of staff has been done keeping view the work load:- Yes.
- 4 Nature of Work:-  
1. All criminal cases at District level courts.  
2. Examination of Police reports in criminal cases.  
3. Administration of Ld. P.P. & Panel Lawyers.  
4. Sanction of Prosecution U/S 25/ 27/35 of the Arms Act.  
5. Issue and Renewal of Arms Licences and Purchase of Cartridge etc.  
6. Works under Indian Explosive Acts.  
7. Issue and Renewal of Cinema & Video Licences.  
8. Examination of monthly return of Cinema Hall, Entertainment Tax.  
9. Permission of holding Fair, Yatras etc.  
10. Permission for use of Microphone.  
11. Administration of District Correctional Home.  
12. Investigation & Prevention of Crime against Women.  
13. Explosives Substance Act, 1908.  
14. Misc. Petition.  
15. Law & Order.  
16. Power of Exe. Magistrate.  
17. Cable T.V. Network Act.  
18. Permission for Delayed Registration of Birth & Death.  
19. Works relating to Registration of Newspaper etc.  
20. Works relating to Registration of Sarai Etc.  
21. E.C. Act.  
22. Selection, Appointment & all other things related to the Non-official Marriage Officer.  
23. Inquest.  
24. Dying Declaration.  
25. Sanction of prosecution u/s 196(1) of Cr. P.C.

- 5 Acts, Rules & Regulations if deals with:-
1. The West Bengal Cinema (Regulation) of public Exhibition Act, 1954.
  2. The West Bengal Cinema (Regulation) of public Exhibition Rules, 1956.
  3. The W.B. Cinema (Regulation) of public Exhibition Act, 1976.
  4. The W.B. Cinema (Regulation) of public Exhibition Act, 1987.
  5. The Copy Right Act 1957.
  6. The Copy Right Act, 1958.
  7. The Arms Act 1959.
  8. The Explosive Act 1983.
  9. The Explosive Act 1984.
  10. The Explosive Substance Act 1908.
  11. The W.B. Entertainment cum Amusement Tax Act 1982.
  12. The Bengal Amusement Tax Act 1922.
  13. The Indian Evidence Act.
  14. Cr. P.C.
  15. I.P.C.
  16. The W.B. Religious Buildings and Places Act.
  17. Police Regulation of Bengal.
  18. Sarai Act 1867.
  19. Sarai Rules 1868.
- 6 Names of the Registers maintained:-
1. Register of Cinema Operator's License, (Bound) Vol - I & II,
  2. Register for permanent Cinema License (Bound) Plain Register.
  3. Register for temporary Cinema License (Bound) Plain.
  4. Video License Register (Bound) Plain Register.
  5. Yatra, Circus License Register (Bound) plain Register.
  6. Birth & Death Register (Bound) 2 nos plain Register.
  7. Explosive License Register (Bound) in form no156.
  8. Temporary Fire-Work License Register (Bound) in form no156.
  9. Sulpher storage license Register (Bound) in form no 156.
  10. Carbide License Register plain Register.
  11. Storage of K' Oil License 2Vols plain Register.
  12. Gun License Register maintained Police Station wise in form in. 139(III) in Ledger-56 Nos.
  13. Gun license application Register -maintained Police Station wise.
  14. Acetone Licence Register one no plain Register.
- 7 No. of Receipt & Issue in the year: - (From 01/04/2012 to 31/03/2013)
- No. of letters issued: - 2555.  
No. of letters received: - 2958.
- 8 Financial Allotments received & Expenditure incurred:-
- Nil.
- 9 Performance Report on different schemes under the Section (In brief):-
- i) Fire Licences for M.R. Shops renewed during the period: - 747 out of 840 and renewal fee deposited at Rs. 3,94,999/-.
  - ii) Total No. of Licence for S.B.B.L./D.B.B.L. issued during the period: - 06.
  - iii) Total No. of Licence for Small Arms issued during the

period: - 1. iv) Total No. of Licence for

S.B.B.L./D.B.B.L./Small Arms renewed during the period: - 1135. v) Total No. of Gun Licence are in the district : -

a) S.B.B.L./D.B.B.L. – 4539.

b) Small Arms – 330.

vi) N.O.C. for Explosive Licence issued during the period: - 02.

vii) N.O.C. for LPG Gas and Petrol Pump issued during the period: - a) LPG - 04.

b) Petrol Pump-05.

viii) Cinema Licence issued during the period : - Nil.

ix) No New Video Licence or Temporary Licence issued during the period.

x) The performance of Public Prosecutor, Govt. Pleader, A.P.P.s and A.G.P.s are being monitored regularly from this section. Meeting with them are being held in the District and Sub-divisional level in order to improve the quality of Investigation and ensure trials of cases conducted properly. The copy of minutes of the said meetings are sent to the Govt. regularly.

The Revenue Collection Report of this section during the period is enclosed herewith in a separate sheet.

10 When last inspected maintaining major faults found and their corrective major faults found and their corrective majors have been taken: - Last Inspection of the Section conducted by Sri Bhabani Prasad Dey on 06/01/2012.

11 Report on Audit queries: - Report to Audit queries has been furnished within due time.

12 Physical condition of the Section in terms of Cleanliness, Neatness, Condition of Files & Furniture and the Room: - The Section is Neat & Clean. Files are properly maintained.

13 Outstanding Achievement (A brief note be included which you consider as the Outstanding Achievement of the Section and which is worth special mentioned):- Works of this Section is mostly regular in nature.

14 Whether Work diary of every staff is being maintained and quality of the diary: - Work diary is maintained and the quality is satisfactory.

15 Status of Computerisation: - Computer with Printer has been installed and work of the Section is done with the help of Computer.

16 Remarks, if any: - One Photocopier Machine may be installed in the Section.

## **REVENUE GENERAL (R.G )SECTION**

### 1.Name of In-charge with period

Name of ADM-in-Charge since Charge taken Sri Devi Prasad Karanam ,I.A.S

Name of Officer-in-Charge since Charge taken Smt Paramita Mondal , W.BCS(Exe.)

Name of Clerk-in-Charge  
1. Sri Swapan Sarkar, O.S.,  
2. Sri Akshay Kumar Das,H.A.

### 2.Staff Pattern

	Sanctioned Strength	Present Strength	Vacancy
O.S	1	1	0
H.A	1	1	0
B.T.	1	1	0
Group-C	10	9	1
Group-D	4	0	4

### 3.Nature of Work (In brief)

This section relates to the preparation of budget estimates and net grant statements covering all heads of accounts of the Collectorate;  
Dispatching of expenditure statement;  
Receipt of allotment orders of fund under various head of accounts issued in favour of the district Magistrate / Collector and their subsequent sub -allotments to various subordinate department and section ;  
Monitoring audit queries of different sections of t

he Collectorate and different departments of the district with regard to replies from concerned sections and or departments to I.R's of A.G West Bengal / C.A.G including comments of District Magistrate;

Issuance of identity cards for different groups of Govt. employees; receipt of different types memorandum and public petitions and processing them for further follow up action;

Maintaining the central dispatch unit of the Collectorate including the District Magistrate's Bungalow Office by using franking machine;

Files relating to Right to Information Act, 2005, National & State Human Rights Commission , West Bengal Commission of Women ;

Files relating to training and examination matters of IAS & WBCS (Exe.) Officers ; All sorts of letters receipt through registered / Speed Post/ Currier / Ordinary Mails addressed to District Magistrate are being sent by the Central receive section of the Collectorate to the general section for their further monitoring / Supervision and distribution the concerned section/ Departments; Miscellaneous work as assigned by the District Magistrate.

4. Acts, Rules and Regulations the Section Deals With:

Bengal record Manuals/ Board's Misc. Rules, W.B Practice & Procedural Manual, W.B.S.R Part-I & II, and other acts as are necessary.

5. Name of Registers maintained in the Section:

- 1) Receipt Register, (Ordinary & Registered letters),
- 2) Movement register,
- 3) Issue Register,
- 4) Index Register of files,
- 5) Issue of Identity Cards Register,
- 6) Allotment Register,
- 7) Date wise application Register (Flat / Quarters etc.),
- 8) Parliamentary and Assembly Questions Register,
- 9) Despatch issue Register,
- 10) Despatch A/C Register,
- 11) Pass Book for Franking Machine,
- 12) Register of R.T.I. Act,
- 13) Land Loser Register

6. Performance during the Year

- The Training Calendar of an IAS Officer Trainee and 3 WBCS (Exe) Probationers has been prepared by the Section
- Files relating to Police Verification have been forwarded to the SP, DIB of the district and no case is pending at the end of the Section. The cases shown as pending below are at the side of the Police.

Total No. of Police Verification Cases Received	814
Disposed of	661
Pending Cases	153

- A total of 13 Parliamentary and Assembly Questions were received by the Section and were forwarded to the concerned authorities for follow up action
- As regards Financial and Medical Assistance:

Particulars	Total Application Received	Forwarded with recommendation
Financial Assistance	10	10
Medical Assistance	76	76

## Details of Fund Allotment

Fund Received	Rs.203135309.00
Fund Disbursed	Rs.203135309.00

- On Political Matters, the following table shows the number of Petitions received. All have been processed for follow up action.

Sl. No.	Particulars	Recd.	Dispd.
a)	Receipt of different types of memorandum submitted by different Political and non Political Organisation on various issues. No of letter received during 2011-12	130	120
b)	i) Public Petitions received from individuals.	150	142
	ii) Public Petitions received through CM's Secretariat, Other than C.M's Secretariat. and Governor's Secretariat.	13	13
c)	Mass Petition on various issues	60	60
T O T A L		353	335

## PERFORMANCE IN RESPECT OF RESOURCE MOBILISATION

Sl. No.	Name of the Department/ Section	Year 2011-12	Year 2012-13	Rate Percentage of
1	D.L.&L.R.O.	340369952.00	408544618.00	20.03%
2	Commercial Tax	458675000.00	568338000.00	23.91%
3	Professional Tax	67965990.00	69885271.00	2.82%
4	District Register	374091807.00	452263389.00	20.90%
5	Excise	714668031.00	920727149.00	28.83%
6	R.T.O.	179092963.00	241627147.00	34.92%
7	Mining Office	8836510.00	14361249.00	62.52%
8	A.I.T.O.	4576812.00	5765141.00	25.96%
9	Legal Metrology	3920931.00	2449621.00	-37.52%
10	Certificate Section	25721.00	25300.00	-1.64%
11	J.M. Section	360250.00	338079.00	-6.15%
12	Small Savings Section	383400000.00	617100000.00	60.95%

## JUDICIAL GENERAL (J.G.) SECTION

- 1 Name of ADM-in –Charge since taken:- Sri Devi Prasad Karanam, IAS
- 2 Name of Officer-in-Charge since taken:- Sri Rajib Mondal, W.B.C.S (Exe) - 01.04.2012 to 02.05.2012  
Smt. Koyelee Das, W.B.C.S (Exe) - 03.05.2012 to 18.05.2012  
Smt. Paromita Mondal, W.B.C.S (Exe) - 18.05.2012 to 31.03.2013
- 3A Staff Position:-
- | Staff Pattern | Sanctioned | Existing |
|---------------|------------|----------|
| U.D.C         | 4          | 4        |
| L.D.C         | 3          | 1        |
| Group “D”     | 3          | 2        |
- 3B Whether any redeployment of staff has been done keeping view the work load:- No.
- 4 Nature of Work:- Different files related to Health, Different files related to Education, Welfare of Ex-Service Personnel, Freedom Fighter, Political Sufferer, Army, Domicile Certificate, Police Recruitment, Army Rally, Civil Defence, NCC, NVF, Republic Day, Independence Day, Flag Day, Observation of National/State Day etc.
- 5 Acts, Rules & Regulations if deals with:- All such works as stated in column 4 are being done as per Government Order.
- 6 Name of Registers maintained:- Issue, Receipt, Freedom Fighter, Political Sufferer, Domicile Certificate, Red Cross, Armed Forces Flag Day.
- 7 No. of receipt & Issue in the year:- (From 01.04.2011 to 31.03.2012)  
Issue : 6138  
Receipt : 2181
- 8 Financial allotments received head wise & expenditure incurred:- Allotment of Amount Rs. 2206200 for the period of April-2011 to March 2012 Received from Assistant Secretary Govt. of WB, Department of Civil Defence, Writers’ Building, Kolkata-700001.
- 9 Performance report on different schemes (Physical & financial target and achievement):- No Schematic Programme dealt with this section.

10	When last inspected maintaining major faults found and their corrective major faults found and their corrective majors have been taken	No Inspection during Financial year
11	Report on audit queries	None
12	Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room:-	Satisfactory
13	In case of Establishment/ Nazareth Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated:-	NA
14	Outstanding achievement ( A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention):-	-
15	Whether work diary for every staff is being maintained and quality of the diary	Every staff of the Section has already been instructed to maintain work diary.
16	Status of computerization:-	Good
17	Remarks, if any:-	One Data Entry Operator is very much needed for this section.



## NEZARATH SECTION

- 1 Name of ADM-in-Charge since taken :- a) Sri Amitava Sengupta, W.B.C.S(Exe) 24-03-2010 to 18-06-2012  
b) Sri Devi Prasad Karanam, I.A.S 06-09-2012 to till date
- 2 Name of Officer-in-Charge since taken :- Sri Achintya Kumar Das, W.B.C.S.(Exe) 30-06-11 to till date
- 3A Staff Position:
- | Staff pattern                                   | Sanctioned | Existing |
|-------------------------------------------------|------------|----------|
| U.D.C                                           | 2          | 5        |
| L.D.C                                           | 2          | 3        |
| P. Server                                       | 5          | 5        |
| Group-"D"<br>(including Faras +<br>Night guard) | 4          | 7        |
- 3 Whether any redeployment of staff has been done keeping view the work load:- No
- B Nature of work:-  
(a) Drawing bills from Treasury / Disbursement of Cash, Cheque and Draft etc.  
(b) Preparation of contingent bills.  
(c) Upkeeping of Circuit house.  
(d) Servicing of summons, letters etc.  
(e) Maintenance of stationery Register, Dead stock Register, Observance of National Ceremonies and programmes relating to SHG, Literacy, Rally etc, Maintenance of P.L A/c of D.M. Renovation / beautification work of Collectorate Building including ISO. Submission of Net Grant/ Audit Report/IR Broad sheet replies etc.
- 5 Act, Rules and Regulation the Section deals with WBSR Part I & II, Bengal Record Manual, W.B. Treasury Rules Circuit House DDO's Hand book
- 6 Name of Registers maintained in the Section :- Cash Book (Main and subsidiary), Bill Register, Transit Register, Allotment Register, Contingent Register, Stock Register for Stationery etc, Dead Stock, DCR Stock Register, Inventory, Receipt Register, CL Register, Circuit House Booking Register, PLA Allotment Register, PLA cheque issue Register, Desktop Register etc.
- 7 No of Receipt and Issue in the year (From 01-04-2011 to 31-03-2012) Issue - 4364 nos.  
Receipt- 3345 nos.
- 8 Financial Allotments received head wise & expenditure incurred :- Enclosed in separate sheet.

- |    |                                                                                                                                                             |                                                                                                                                                                                                                                 |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | Performance Report on different schemes under the section ( Physical & financial target and achievement):-                                                  | Does not arise                                                                                                                                                                                                                  |
| 10 | When last inspected maintaining major faults found and their corrective major faults found have been taken:                                                 | No inspection conducted during the year                                                                                                                                                                                         |
| 11 | Report on audit queries                                                                                                                                     | Report on audit queries satisfactory.                                                                                                                                                                                           |
| 12 | Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room:-                                            | Good                                                                                                                                                                                                                            |
| 13 | In case of Establishment/ Nezarath Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated:-         | Action taken as per rule by the Establishment Section.                                                                                                                                                                          |
| 14 | Outstanding achievement ( A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention) | Nezarath Section is an ISO: 9001:2008 Certified Section and this year, the Section successfully organized Pather Chapri Mela, Book Fair, Programmes in connection with Vivekananda birth day , Independence Day & Republic Day. |
| 15 | Whether work diary for every staff is being maintained and quality of the diary                                                                             | At present work diary is not maintained in this section.                                                                                                                                                                        |
| 16 | Status of computerization:-                                                                                                                                 | All letters, statement etc are being done with 3 Computers                                                                                                                                                                      |
| 17 | Remarks, if any                                                                                                                                             | NIL                                                                                                                                                                                                                             |



Art Exhibition during Patharchapuri Mela 2013



Cultural Programme during Patharchapuri Mela 2013

## PUBLIC GRIEVANCE & ASSISTANCE CELL

- |     |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | a) A.D.M-in-charge<br>b) Officer-in-charge<br>c) Clerk-in-charge                                                                                            | Shri D.P. Karanam, I.A.S.<br>Shri K.P. Halder, WBCS (Exe)<br>Shri Abdur Rahman, UD Asstt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.  | Staff Position      Sanctioned strength                                                                                                                     | Present strength      No. of vacancies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | -                                                                                                                                                           | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|     |                                                                                                                                                             | 1 (one) HC (SL),<br>1 (one) UDC and<br>1(one) Group "D"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3.  | Whether any re-deployment of staff has been done keeping view the work load                                                                                 | One newly recruited LD Asstt. deployed and is working in "MAY I HELP YOU " Counter in the ground of this Collectorate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.  | Nature of work assigned to the Section in brief                                                                                                             | Complaints petitions/ suggestions in relation to Public Grievance & Assistance Cell which are received - due acknowledgement is being issued and these are taken up with the concerned Officials/ Deptt. for enquiry and after receiving report, suitable reply is being sent to the complainer. Beside that, one 'MAY I HELP YOU' Counter has been set up in the ground floor of this Collectorate, where one L.D. Assistant posted who guided the visitors related to the section for which they came. That Assistant also helps the blind/ illiterate visitors for writing out applications on different issues whenever required. . |
| 5.  | Act, Rules and Regulation (Manuals)                                                                                                                         | Memo. no. 1838(150)- PAR(AR) dated 23.12.1998 of Chief Secretary, West Bengal's instruction is being followed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6.  | Financial allotment received head wise & expenditure incurred.                                                                                              | Not arise.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7.  | When last inspected and whether any major faults found and corrective measures have been taken.                                                             | Last inspected on 24.04.2012 (for the year 2011-12) and no major faults were found.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8.  | Report on audit queries.                                                                                                                                    | Internal-audit of ISO 9001-2008 was held on 12.04.2012 and no non-conformance was reported thereon.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9.  | Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture and the room.                                           | PG&A Cell is very neat & clean. As this section is under ISO Certification – files, furniture etc. are being kept properly as per Standard Operation Procedure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10. | Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention.) | Certification of ISO 9001-2008 has been received from Bureau of Indian Standards for providing quality, transparent and timely public service as per commitment mentioned in the Standard Operation Procedure.                                                                                                                                                                                                                                                                                                                                                                                                                          |

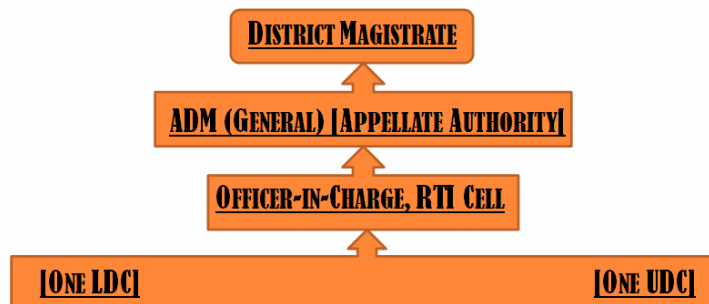
11. Whether work diary of every staff is being maintained and quality of the diary. Matter relating to maintaining of Work Diaries for every staff of this Cell is being initiated.
12. Status of Computerization. Entry of every complaint/ petitions/ suggestions in the computer is being done through NIC made software and that will be upgraded very soon. .
13. Remarks, if any. This Cell is very neat & clean. Behaviors of all the staff members of this Cell are good and their dealings with visitors are very satisfactory. .
14. Nature of Registers maintained
- i) Receipt register (for public petitions)
  - ii) Receipt register (for MP, MLA & Sabhadhipati)
  - iii) Suggestion register.
  - iv) Receipt Register (for Misc. State)
  - v) Issue Register including - Docket register (for docketing general petitions, NIC messages and also fax messages

Performance during the Year

Sl. No.	Period of receipt / issue	From which register	Previous pending	No. of petition received	No. of petition disposed of	Carried forward.
1.	01.04.2012 to 31.03.2013	Receipt – Public Petitions	94	101	125	70
2.		Receipt – MPS, MLAs, Sabhadhipati	-	-	-	-
3,		Suggestion register	-	-	-	-
Total			94	101	125	70
4.	01.04.2012 to 31.03.2013	Receipt Register (Misc.State/Dist.)	05	05	03	07
5.		Receipt Register (for docketing general petitions including FAX, NIC messages etc.)		4429 nos	Taken up with the concerned O/Cs for appropriate action.	
6.		From Issue Register = 220 nos. of letter issued.				

## R.T.I CELL

### 1. Administrative Hierarchy



### 2. Registers Maintained at the Cell:

- Information Supplied Register
- Issue and Receipt Register maintained by RG Section

3. Computerization: Computerized Date & Year Wise details of documents of different type of petition Under RTI Act – 2005, govt. level letter of different department under RTI Act-2005 and action taken report is kept in the Computer.

4. Disposal System at RTI Cell: On receiving the application under RTI Act-2005 every petition is scrutinized, entered into the proper register and then put up note sheet to the Officer-in-Charge, RTI and ADM(G) for order. After getting the order of ADM(G) letter is prepared and despatch the same to the concerned department with the request to provide required information direct to the petitioner with an intimation to the information seeker.

In case of appeal petitions both parties are called for hearing and some times the appeal petitions are also be sent to the concerned department with the request to provide required information direct to the petitioner within the time limit (10 or 15 days) with an intimation to the information seeker.

### Performance for the year:

Total No. of General Petitions received under RTI ACT and action taken during 2012-13	Total No. of Appeal Petitions received under RTI ACT and action taken 2012-13	Total No. of Misc. Petitions received under RTI ACT and action taken during 2012-13
483	167	189

## ELECTION SECTION

1 Name of the ADM-in-Charge since taken Shri Amitava Sengupta, WBCS(Exe.) for 1.4.2012 to 18.06.2012, Smt. Krishna Mardi, WBCS(Exe) for 19.06.2012 to 07.09.2012 Shri Devi Prasad Karanam, IAS from 07.09.2012 to 31.03.2012

2 Name of the Officer-in-Charge since taken 1. Shri Ranajoy Chakraborty, WBCS(Exe.) for 01.04.2012 to 23.05.2012. 2. Shri Binayak Ghosh Choudhury, WBCS(Exe) from 23.05.12 to 31.03.13

	Staff Pattern	Sanctioned	Existing Nil (Vacant-I)
3A Staff Position	System Manager	1	1
	HC(SL)	1	1
	UDC	4	4
	LDC	4	3
			1
	Data Entry Operator	2	(Vacant-I)
	Group "D"	4	2

3B Whether any re-deployment of staff has been done keeping view the work load. No.

4 Nature of the Work

1. Conduct of General Election and Bye-Election to the House of People and Legislative Assembly of the State
2. Conduct of General and Bye-election to 6(six) Municipalities of Birbhum
3. Preparation and Correction of Electoral rolls through Summary Revision of electoral roll as well as Continuous Updation
4. Data Entry work for preparation of Electoral roll
5. Preparation of EPIC
6. Preservation of EVMs and Ballot Boxes and election related forms and stationary
7. On line data entry of EVMs through EVM Tracking Software, information relating to the BLOs and management of On Line Complaining Monitoring System
8. Sub-allotment of Funds under head of A/C 2015-Election
9. Conduct of meeting with the EROs, BDOs, political parties and other stake holders from time to time.
10. Preparation of Electoral Roll for Service Voters
11. Implementation of provisions of RTI Act, 2005,
12. Rationalisation of polling stations
12. Delimitation of constituencies and reservation of seats as per provisions of law

5	Acts, Rules & Regulation if deals with	<ul style="list-style-type: none"> <li>• Constitution of India-particularly relating to Articles 79 to 85, 101 to 104, 168 to 174, 190 to 193, 324 to 334.</li> <li>• Representation of People Act, 1950.</li> <li>• Representation of People Act, 1951.</li> <li>• Delimitation Act, 1972.</li> <li>• Returning Officers Hand Book.</li> <li>• Indian Penal Code-sections-153-(A,B,C,D,E,F,G,H,I).</li> <li>• The Registration of electors Rules, 1960.</li> <li>• The Conduction of Election Rules, 1961.</li> <li>• The Election Symbols (Reservation and Allotment) Order, 1968.</li> <li>• The Constitution (Schedules Castes) Order, 1950.</li> <li>• The Constitution (Schedules Tribes) Order, 1950.</li> <li>• The Parliament (Prevention of Disqualification) Act 1959.</li> <li>• The West Bengal Legislature (Removal of Disqualifications) Act, 1952.</li> <li>• Election Laws and Compendium of Instruction on Conduct of Election.</li> <li>• West Bengal Municipal Act / Municipal Election Manual.</li> </ul>
6	Name of Registered maintained	Attendance Register/ Receipt Register/ Issue Register/Casual Leave Register/Earned Leave Register/ Register for Sub-allotment of Funds/Stationary Stock Register (office use)/ Stock Register of Election related Forms & Stationary/ Master Stock Register of EVMS and Ballot Boxes/ Hologram Register/ Register for Digital Camera / Service Voters' Register/ Complaint Register/ Issue of Duplicate and Corrected EPIC Registers for use at the Permanent EPIC centre.
7	No. of receipt & Issue in the Year (From 01.04.2011 to 31.03.2012)	1. Receipt of letters: 1893 nos. 2. Issue of letters: 1048 nos.
8	Financial allotments received head wise & expenditure incurred	1. Total allotment Received : Rs. 3,18,68,636/- 2. Expenditure : Rs. 3,18,68,636/-
9	Performance report on different schemes(Physical & financial target and achievement)	Not applicable.
10	When last inspected maintaining major faults found and their corrective major fault found and corrective majors have been taken	Not applicable.

11	Report on audit queries	No audit queries are pending.
12	Physical condition of the Section in terms of cleanliness, neatness, condition of files & furniture & the room.	Optimum level of cleanliness and neatness required for a good and healthy working environment is maintained in the section. Due care and caution is taken for maintaining the files and furniture in proper condition. This Section has achieved ISO 9001:2008 certification on 22nd November,2011.
13	Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the Section and which is worth special mention):-	<ol style="list-style-type: none"> <li>1. 100% EPIC and PER Coverage - This was the 2nd district, after North 24 Parganas, to achieve this distinction of having 100% EPIC and PER Coverage</li> <li>2. Celebration of NVD, 2013 - National Voters Day was celebrated with much fan fare on 25.01.2013</li> <li>3. Display of Tableau on Republic Day - A tableau beautifully decorated with the theme of 'Greater Participation for Stronger Democracy' and carrying the models of Electronic Voting Machine was displayed in the Republic Day Celebration of Birbhum District</li> <li>4. Rationalisation of Polling Stations - A very important and huge exercise of rationalisation of polling stations were successfully completed raising the no. of polling stations from 2018 to 2962. After the exercise, the average elector per polling station came down to 766.</li> <li>5. Preparation of BLO Register - In pursuance of order of the CEO, West Bengal, BLO Registers have been prepared for all the 2962 parts of Birbhum. This makes possible correct determination of Elector Population Ratio and other indicators for checking the fidelity of rolls.</li> <li>6. Summary Revision of Electoral Rolls, 2013 - SRER, 2013 was successfully completed</li> <li>7. Bye Election to 293, Nalhati AC - Bye Election to 293, Nalhati AC was successfully completed.</li> </ol>



## MGNREGA CELL

1	Name of ADM-in-Charge since charge taken	Sri Amitava Sengupta,WBCS(Exe) ,01-04-12 to 18-06-12 Smt. Krishna Mardi,WBCS(Exe) ,19-06-12 to 05-09-12 Sri Devi Prasad Karanam,IAS ,06-09-12 to 31-03-13																																													
2	Name of Officer-in-Charge since charge taken	Sri Supriya Adhikari,WBCS(Exe), 01-04-12 to 27-09-12 Sri Biswajit Modak,WBCS(Exe), 28-09-12 to 31-03-13																																													
3	Staff Pattern Sanctioned	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Staff Pattern</th> <th style="text-align: center;">Sanctioned</th> <th style="text-align: center;">Existing</th> </tr> </thead> <tbody> <tr> <td>Jt.BDO(HQ)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Nil</td> </tr> <tr> <td>Retired UDC</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Retired AE</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Programme Manager(MIS)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Asst. Programme Manager(MIS)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Programme Manager (Accounts)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Accounts Cleark</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Co-ordinator(SA&amp;G)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Co-ordinator(Trg. &amp; IEC)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Technical Assistant</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Programme Assistant</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Office Assistant</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Data Entry Operator</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Daily Rated Worker</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> </tbody> </table>	Staff Pattern	Sanctioned	Existing	Jt.BDO(HQ)	1	Nil	Retired UDC	1	1	Retired AE	1	1	Programme Manager(MIS)	1	1	Asst. Programme Manager(MIS)	1	1	Programme Manager (Accounts)	1	1	Accounts Cleark	1	1	Co-ordinator(SA&G)	1	1	Co-ordinator(Trg. & IEC)	1	1	Technical Assistant	1	1	Programme Assistant	1	1	Office Assistant	1	1	Data Entry Operator	2	2	Daily Rated Worker	2	2
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Daily Rated Worker	2	2																																													
3A	Wheather any redeployment of staff has been done keeping view the work laod	Yes																																													
4	Nature of Works	MGNREGA aims at providing 100 days employment to the rural people along with serving other objectives like generating productive durable assets, protecting the environment, empowering rural women, complain & greivance redessal, reducing rural-urban migration and fostering social equity and equality in the district and financial management therefor,regular monitoring and conducting inspection for qualitative and quantative achievement of targets set																																													
5	Acts, Rules & Regulations (if dealt with)	National Rural Employment Guarantee Act,2005. No.42 of 2005, MGNREGA Guidelines & Manuals, Government Orders etc.																																													

6	Name of Registers Maintained	Receipt Register, Issue Register, Courier Register, Movement Register, Cheque Issue Register, TDS Register, Bill Register, Complaint Register, Action Plan Register, MIS Data Entry Register, Stock Register
7	Number of Issues & Receipts in the year [from 01/04/2012 to 31/03/2013]	Number of Issues: 14382 Number of Receipts: 1741
8	Financial Allotments received head-wise and expenditure incurred	Total Allotments received : Rs. 341,84,74,353 Total Actual Expenditure Incurred : Rs. 341,47,33,727 Total Due Payment : Rs. 63, 84, 85,235
9	Performance report on different schemes [showing physical and financial targets and achievements]	ANNEXTURE
10	When last inspected [mentioning major faults found and the corrective measures taken]	Major Fault: Work executed without vetting & checking. Date of opening Tender not maintained within 15 days. Tender not circulated properly. Short Notice permission was not sought for. Payment made without deduction of Royalty, N.S. not issued working certificate in M.B. Not maintained vetting Register, Tender Opening Register etc. <u>Corrective Measures:</u> Register etc. Corrective Measures: The Programme Officer & Block Development Officer was asked to take corrective measures.
11	Reports on audit queries	Nil
12	Physical condition of the section in terms of cleanliness, neatness, condition of files, furniture & the room.	Cleanliness and neatness of the section as well as files are better from the previous years. This section has been achieved ISO 9001:2008 certification on 22nd November, 2010
13	In case of Establishment/Nazarath Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated:-	NA

14	Outstanding Achievement [a brief note may be included which you consider as the outstanding achievement of the section & which is worth special mention]	Avg. Persondays/GP= 1,14,253 (Highest in State) Avg. Expenditure/GP= 2,42,70,772 (Highest in State) Total HH completed 100 days= 39,228 ( Highest in State) Total Expenditure Incurred =405,32,18,962(2nd Highest inState) Total Persondays generation =1,90,80,302 (2nd Highest in State)
15	Whether work diary for every staff is being maintained and quality of the diary	Yes
16	Status of computerization	The section is fully computerized. The section has 11 computers, 2 Printers, 1 scanner and one Xerox machine cum printer
17	Remarks, if any	

### Annexure

In the year of 2012-13, Birbhum has witnessed spectacular growth in respect of implementation of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS). A total Rs. 341,47,33,727 has been utilized under this scheme which provided work to 3,50,514 households. The figure depicts growth of 33% in respect of expenditure

Financial Year	House-Hold Provided Employment	Total Persondays Generated	Total Availability (in Rs)	Total Actual Expenditure incurred (in Rs)	Expenditure Payment Due (in Rs)	%of fund Utilization	% of Women Person days
2010-11	44400 9	1361456 4	270,12,61,20 7	252,80,80,17 3	0	93.59	31.17
2011-12	32263 3	1708139 7	306,74,63,04 8	299,85,17,69 5	0	97.75	22.78
2012-13	35051 4	1908030 2	341,84,74,35 3	341,47,33,72 7	63,84,87,235	99.89	27.02

Sl. No.	Key Indicator	
1	Total Job Cards were issued.	660075
2	Total job card holder families worked in 2012-13	350514
3	% of families participated	53.10%
4	Total Expenditure	341,47,33,727
	Expenditure Payment Due	63,84,87,252
5	Expenditure increased with respect to previous year	12%
6	Average expenditure per GP	2,04,47,507
7	% of Total fund utilization	99.89%
8	Total no. of families completed 100 days	40109
9	Total no of schemes taken up	29979

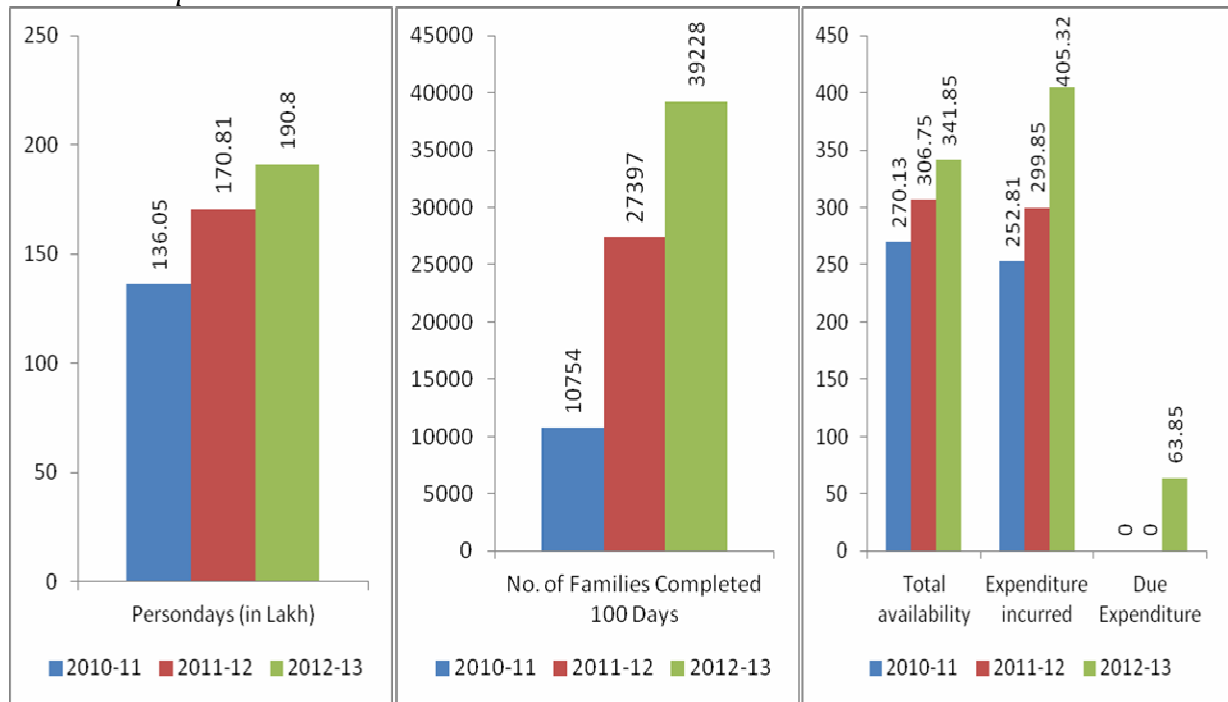
10	Total persondays generated	19269299
11	Persondays increased with respect to previous year	11.70%
12	Average persondays per GP	114253

Our District – normally being in arid zone, a conscious effort has been put in to boost plantation both for Horticulture and forestry. Local Self Help Group members are taking self sustaining Nurseries to feed to the demand of plantation under both categories



Nursery bed at Alunda Gram Panchayat Under Suri-I Block

*In comparison to the last financial year, Birbhum has made progress in every indicator of MGNREGS implementation*



Now is well known that the main goals of NREGS, rechristened as Mahatma Gandhi NREGS are providing at least 100 days of manual works to any willing families in rural areas and creating productive rural infrastructure. Till now our focus was on wide coverage of poor families under the scheme. Within its guideline of universal coverage we took special care to focus on unprivileged section of rural society i.e. SC. ST communities. Last year our focus was on creating as much persondays as possible. This effort resulted in creation of 19080302 person days, which is an increase of 43 % from last year's figure. Birbhum was able to provide on an average 54 days work to working households. Among them 39228 families completed 100 days work in this Financial Year.

## Case Study Medicinal (Herb) Plantation

Name of the Beneficiary:- Jadu Rai Memorial & Public Institution

Village:-Kalipur  
Gram Panchayat : - Karidhaya

Post Office :- Barabagan  
Suri-I Development Block



This Herbal Garden containing 68 types of rare but indigenous medicinal plants has been nurtured in the premises of Karidhya Jadu Roy Memorial and Public Institution through NREGA programme conducted by Karidhaya Gram Panchayat under Suri-I Development Block.

This unique scheme gives birth of many new concepts regarding other innovative schemes.

These types of schemes may also be preferred when four/five level cultivating schemes will be taken.

### **Objective**

Generally School Students read about various medicinal plants from their text books of Science, but they are unable to identify those plants properly. Moreover, due to wrong identification of plants, they cannot recognize their true values. The *Laterite* soil of this area is unproductive, nutrient-deficient and infertile. For this reason, the cultivation of such herbal plants in area adds to the practical knowledge of the students. Not only the students but local people too are immensely benefitted by this herbal garden. Cultivation of such plants can generate additional income of small and marginal farmers. For the reasons stated above the said garden in miniature form has been set up in this institution. Their merits are values are numberless. Following are some of their values:

“*Amlaki*” fruits are sources of iron and folic acid and they are highly anti-oxidant. Consumption of those fruits enhances learning capacity of the students. “*Aloevera*” helps in healing wounded burns and removes constipation and it is widely used as sun –screen lotion. “*Olat-Kambal*” is another valuable plant, the roots of which are used by the local tribal women for their gynecological problems. “*Vasak*” and “*Tulsi*” are popular for their medicinal values. Local people use them on a large scale. “*Gurmar*” is chiefly used by the diabetic patients.

In short the said herbal garden is helping in promoting awareness about the medicinal values of the herbal plants. The students and the local people can now identify those plants at first sight. For certain superstitious beliefs, the root of some important medicinal plants likes "swetberela" etc. are being destroyed. Lack of awareness is giving rise to such incidents. After the opening of the garden, the Students are increasingly recognizing their curative power and therapeutic effect. Ours is a step in the direction of removing superstition from their minds.

The utility of the herbal garden is thus manifold. This project in miniature form thus helps in identification, conservation and dissemination of knowledge among school



The Pradhan of Karidhya Gram Panchayat & Head Master of Jadu Roy Memorial High School, (the campus of the school, where the scheme has been taken place) were very much interested in this scheme.

Their heartiest helpings and the interest of BDO, Suri- I Dev. Block and M.G.N.R.E.G.A Staff of the said block also very much excited about the fulfillment and success of this scheme.

It is very much appreciated and welcomed by all the spectators and inhabitants of the nearby localities also.

Other GPs and Blocks of this district are also looking forward to have this kind of schemes at their places also.





Name of Scheme:- Medicinal Plantation of Jadu Rai High School at Kalipur  
under Karidhya Gram Panchyat at Suri-I Development Block

Code Number: -- 320317003/DP/084(2012-13)

Estimated Cost:- Wages:- 32232.00 , Material:-- 18300.00

Man days: -- 237

Actual Cost:-Wages: -- 11016.00, Material:--8757.00

Man days: -- 81

Date of Commencement: ---- 20/08/2012

## MID DAY MEAL SECTION

- a) Additional District Magistrate (G)  
(in charge of Mid-Day Meal): i) Sri Devi Prasad Karanam, I.A.S.
- b) Officer-in-Charge, Mid-Day Meal i) Smt. Paramita Mondal W.B.C.S.,(Exe)

### 2) Staff Position

<b>Staff Pattern</b>	<b>Sanctioned</b>	<b>Existing</b>
UDC	1	1
Retired Person on Contractual basis	1	1
Data Entry Operator	1	1

### 3) About the Scheme:

National Programme of Nutritional Support to Primary Education, popularly known as the Mid-Day Meal Scheme (MDM) was started in 1995 in an attempt to enhance enrolment, retention and attendance while simultaneously improving nutritional levels among children in school. It currently covers nearly 12 crore children. The main objectives of the scheme (as per the 2006 revision) are to:

- Improve the nutritional status of children in classes one through five in government schools and government aided schools
- To encourage children from disadvantaged backgrounds to attend school regularly and help them concentrate in school activities.
- As well as provide nutritional support to students in drought- ridden areas throughout summer vacation.

In October 2007 the scheme was revised to cover children in the upper primary section as well i.e. classes VI to VII. The Scheme estimates a cooked mid-day meal with a minimum of 300 calories and 8-12 grams of protein to all children studying in classes I - V. Upper Primary meals consist of 700 calories and 20 grams of protein by providing 150 grams of food grains (rice/wheat) per child/school day. The central government supplies state and union territory government with free food grains (wheat/rice) at 100 grams per child per school day from the nearest Food Corporation of India (FCI) go-down and compensation of the cost of transporting



the food grains from the nearest FCI to the Primary school. The scheme provides assistance for meeting the cooking cost of Re 1 per child per school day.

The programme is being carried out by local authorities with assistance from village panchayats, village education committees, school management committees, parent teacher associations, etc. In rural areas the cooking is being done by women self-help groups.. Free mid-day meals can achieve a great deal with regard to child education and health. They promote the participation of the child in school, reduce classroom hunger, facilitate the healthy growth of a child, promotes good eating habits like washing ones hands, finishing ones food, etc, and fosters social and gender equality as all children get the same food and must eat together.

There are broadly four stages in the implementation of the MDM Scheme. They are as under:

- Drawl of fund and lifting of food-grains and arranging distribution of the same to each and every school
- Actual implementation of supply of cooked mid day meal to school children between Class I to Class VIII in Government and Government aided schools.
- Management, Monitoring and Evaluation of the overall implementation of the scheme
- Submission of reports and returns as per Govt. norms

#### Entities involved in implementation of MDM

- The Project Director, CMDMP is the CEO of the MDM Project at state level. The overall supervision and monitoring of the Project at the State Level is entrusted on him. He also collects monthly reports from the districts and allocates funds to the districts. Maintenance of liaison with the Govt. of India as well as with the Food Corporation of India (FCI), Food Department etc. is another major responsibility of the CEO. He also investigates malpractices in the implementation of the Scheme.
- The District Magistrate is the Nodal Officer at the District Level. He will execute the Mid-Day Meal Scheme with the help of Additional District Magistrate, Officer-in-Charge, Mid-Day Meal, Sub-Divisional Officers and Block Development Officers.
- The Sub-Divisional Officer is the Chairman, Sub Div level Monitoring Committee for implementation of MDM in his sub-division.
- Block Development Officer is overall In-Charge at Block Level for effective implementation of Mid-Day Meal Scheme.

- The School Education Department is the Nodal Department for execution of Mid-Day Meal Scheme in the state of West Bengal.
- The Head Master/Head Mistress/Teacher In-charge is the pivotal person in running MDMP in the school. He will ensure uninterrupted running of the programme at his institution. He is to ensure that good quality food is served to the children and the act of cooking, serving and eating is done in a spirit of togetherness under hygienic condition and in an orderly manner, so that the entire process of MDM is carried out efficiently and completed within 30 - 40 minutes. He is also to ensure that food prepared for MDM is tasted by two three community members including at least one teacher before it is served to the children.

Norms for Allocation for Food Grains and Cooking Cost:

Sl. No.	Category	Allocation of Food grains per child per Day	Allocation of Cooking Cost per child per day
a)	Primary Stage Class I-V	100 grams.	Rs. 3.51
b)	Upper Primary Stage Class VI-VIII	150 grams.	Rs. 5.00
c)	NCLP Schools	150 grams.	Rs. 5.00

] Nature of Work of Mid-Day Meal Section:

- a) Receiving allotment of fund and Food grains from state level.
- b) Monthly distribution of fund and Food grains among the B.D.Os as per requirement.
- c) Submission of online report and returns on Monthly and Quarterly basis.
- d) Maintenance of Accounts and submission of Utilization Certificate.
- e) Issue and Receipt of report and returns.
- f) Preparation and sending of Annual Budget Estimate.
- g) Arrangement for Training on various matters related to Cooked Mid-Day Meal Programme.
- h) Holding meetings, Seminars etc. on Cooked Mid-Day Meal Programme.
- i) Monitoring and Supervision of Mid-Day Meal Scheme.
- j) Online Data entry in [www. trgmdm.nic.in](http://www.trgmdm.nic.in)
- h) Others miscellaneous matters

Physical Status of Mid-day Meal

Programme of the Birbhum District

The coverage details of C.M.D.M. Programme are given below:-

PRIMARY STAGE (CLASS I- V)

<i>Category of Institutions</i>	<i>Total No. of School.</i>	<i>Total Children</i>	<i>Schools covered under C.M.D.M.</i>	<i>Children covered under C.M.D.M.</i>
Primary	2402	257944	2402	255058
S.S.K	684	48084	684	47324
M.S.K	114	6135	114	6046
High school	558	61504	558	60377
Madrassa	45	4262	45	4248
<i>Total</i>	<i>3803</i>	<i>377929</i>	<i>3803</i>	<i>373053</i>

NCLP SCHOOLS

<i>Category of Institutions</i>	<i>Total No. of School.</i>	<i>Total Children</i>	<i>Schools covered under C.M.D.M.</i>	<i>Children covered under C.M.D.M.</i>
<i>NCLP School</i>	<i>49</i>	<i>2450</i>	<i>49</i>	<i>2450</i>

UPPER PRIMARY STAGE (CLASS VI- VIII)

<i>Category of Institutions</i>	<i>Total No. of School.</i>	<i>Total Children</i>	<i>Schools covered under C.M.D.M.</i>	<i>Children covered under C.M.D.M.</i>
H.S.School	152	81566	152	79971
High school	196	71078	196	70266
M.S.K	114	16434	112	16216
Jr. High	210	14676	210	13999
Madrassa	41	8933	41	8894
<i>Total</i>	<i>713</i>	<i>192687</i>	<i>711</i>	<i>189346</i>

Component	Balance position as on 31/03/13
Cooking Cost(Pry)	64995702
Cooking Cost(U-Pry)	93657940
Cooking Cost(NCLP)	3956205
Cost of Foodgrains (Pry)	11490682
Cost of Foodgrains (U-Pry)	14506677
Cost of Foodgrains(NCLP)	427102
Honorarium (Pry)	19855000
Honorarium (U-Pry)	16176000
MME (Pry )	10206391
MME ( U- Pry)	237423
Transport (Pry)	11159746
Transport (U-Pry)	744627
Kitchen Shed (Pry)	73355901
Kitchen Shed (U-Pry)	16440000
Kitchen Device	10795252
LPG	34235
Interest	22049722
G.I. Aid	20
Total:	370088625

Achievements of the District in MDM Scheme:

- The district has achieved 99.7 % MDM Coverage in its Schools.
- All Primary Schools in the Village have been covered under the MDM (3803 Schools).
- All NCLP Schools have been covered under MDM in the district (49 Schools).
- 711 of 713 Upper Primary Schools have MDM running.
- Completed release of fund for construction of Kitchen shed to all Primary, Upper Primary & Jr. High School.
- The district has completed more than 90 percent data entry in the national MIS relating to MDM, namely, [www.trgmdm.nic.in](http://www.trgmdm.nic.in)
- Local complaints are solved and at present the programme is running smoothly.
- Regular inspections of MDM are conducted.

Regular monitoring of the implementation of the Scheme is being coordinated at the district level.

Cooked Mid-Day Meal Programme of Birbhum District



Kulera Prathamik Vidyalaya  
Enrolment of Students nos. 110  
Students are taking Mid-Day Meal  
Suri-II Block



Kotasur J.B. School  
Enrolment of Students nos. 125  
Students are taking Mid-Day Meal  
Mayureswar-II Block



Haranath Mondal Adarsha Prathamik Vidyalaya  
Enrolment of Students nos. 305  
Students are taking Mid-Day Meal  
Suri-I Block



Haranath Mondal Adarsha Prathamik Vidyalaya  
Enrolment of Students nos. 305  
Students are being informed about the matter  
of Hygiene & Health Suri-I Block

## **SARVA SIKSHA MISSION, BIRBHUM**

- 1 Name of ADM-in-Charge since taken : Smt. Krishna Mardi, ADM (D), Birbhum
- 2 Name of Officer -in-Charge since charge taken : Sri Anindya Mandal (WBCS EXE), DPO, SSM, Birbhum
- 3 A Staff Position
- | Staff Pattern | Sanctioned    | Existing |
|---------------|---------------|----------|
| UDC           | 1             | 1        |
| LDC           | HQ-2 CLRC-32  | 34       |
| Group-'D'     | HQ-3, CLRC-32 | 34       |
- 3B Whether any redeployment of Staff has been done keeping view the work load: Not applicable
- 4 Nature of work Implementation of SSM in the district
- 5 Acts , Rules & Regulation if deals with : Right to Education Act, Instructions of SPD, West Bengal

### Status of Opening of New Primary / Upper Primary Schools under SSA:

(a) New Primary Schools:

- ✓ No. of Schools sanctioned for the district : 25
- ✓ No. of Schools started functioning : 25

(b) New Upper Primary Schools:

- ✓ No. of Schools sanctioned for the district by state authority : 280
- ✓ No. of Schools, for which proposal sent : 281
- ✓ No. of Schools recognized by WBBSE & WBBME : 258
- ✓ No. of Schools where Ad-hoc Committee Formed : 193
- ✓ No. of Schools started functioning : 193
- ✓ No. of Guest Teachers engaged : 82
- ✓ No. of Permanent Teachers engaged : 398
- ✓ Enrolment : 12776

IEDSS Scheme:

Total 881 Students with Special needs have been benefitted with Scholarship and others allowances @ Rs.600/- i.e. Rs.528600/-.

Teachers Training-Primary and Upper Primary (2012-13):

Primary:-

Sl. No.	Subject	No. of Days	No. of RPs	No. of Participants (Teacher,Para-teacher,VRP,Spl.Educator, Sahayika)
1	New Syllabus & Curriculum	6	64	10570

Upper Primary:-

Sl. No.	Subject	No. of Days	No. of RPs	No. of Participants (Teacher,Para-teacher,VRP,Spl.Educator, Sahayika)
1	New Syllabus & Curriculum	4	140	Not done till today

Status of distribution of different Grants:

Following Grants has been released

1. TLM Grant:-

No. Of teachers : 13711 (Primary, Upper Primary & Para Teacher), VRP & Special Educator.

2. TLE Grant:- No. Of Primary School -13

3. School Grant:-

- i) No. Of Primary School- 2403
- ii) No. Of Upper Primary Schools- 481

4. Maintenance Grant:

- i) No. Of Primary School- 2396
- ii) No. Of Upper Primary Schools- 481

5. Free Text-Book Grant: No. Of Students of class VI TO VIII : 1,74,202

6. CLRC Grant (contingency, meeting / TA, TLM & maintenance) : for 32 CLRCs

7. CRC Grant has been released (contingency, meeting / TA, TLM & maintenance) for 179 CRCs.

WORK DONE REPORT ON I.E. (INCLUSIVE EDUCATION) 2012-13

Assessment & Screening: Assessment & Screening camps organized at 32 CLRCs, total 1132 children with special needs have been selected.

Identification of Low-Vision & Hearing Impaired:- Identification of Low-vision & Hearing impaired children has done at 32 CLRCs and total 543 children were identified for this category.

Corrective Surgery:-

Two children with low-vision identified for surgery and surgery has become successful.

Orientation of Special Educators:- 5 days CRE program for the special educators done at the district level in collaboration with Rehabilitation Council of India (R.C.I).

Orientation on Low-Vision & Hearing Impaired:-

2days orientation on Low-vision and one day orientation on Hearing impaired done at District level for the special educators in collaboration with the National Association for the Blind and Pratibandhi Kalyan Kendra.

Orientation for the Parents of CWSN:- 2days orientation on Inclusive Education done at CLRC level for parents of the CWSNs.

Orientation of KRPF Volunteers:- 5 days orientation for the KRPF Volunteers (Key Resource Person from the Family of CWSN) done at District level.

Observation of World Disabled Day:- World Disabled Day observed in all 32 CLRCs on 3<sup>rd</sup> December, 2012.

Inter School Bocce Competition:- Inter School Bocce Competition held at all 32 CLRC on 3<sup>rd</sup> December,2012 in Inclusive Mode.

Inclusive Games & Sports:- Inclusive Sports has been organized with Annual Sports Meet of Birbhum District Primary School Council.

State level Sports Meet:- 15 members of CWSN (Mentally Challenged) participated in the State Level Sports meet held at SAI Complex, Kolkata and owned 23 Gold, Silver & Bronze medals.

Resource Room Service:- Total 51 Resource Rooms are giving service in this District under CLRC & GP Level towards the CWSN through Special educators.

Therapeutic Support:- Therapeutic services are going on at 32 no. of Resource Rooms under the 32 CLRCs with help of the National Association for the Blind(NAB) selected by the State Project Office (PBSSM).

Supply of Braille Printed & Large Print Books: 121 sets of Braille Printed Books and 643 sets of Large Print Books supplied to 19 CLRCs as required for Blind & Low-vision Children.

- Travelling and Escort Allowances:

1691 number of C.W.S.N. benefitted with Travelling & Escort Allowances who have been attended for Resource Service at various Resource Rooms.

- Meeting with Special Educators & Others:



Total 5 (Five) number meeting done in this year, i.e. 2012-13.

- Monitoring & Supervision:

Monitoring done at C.L.R.C. level and some school level from district level regularly.

- Distribution of Aids & Appliances:

- ✓ Total 462 C.W.S.N. benefitted with aids and appliances, i.e. Tricycle, Wheel chair, Crutches and Hearing aids.
- ✓ Total 983 Low-vision children have been benefitted with Low-vision aids and spectacles.
- ✓ Total 429 numbers of Hearing Impaired Children were benefitted with Soft Ear mould.

Status of 'Bhartikaran Karmasuchi'-2012 :

To implement the RTE Act 2009, 'Bhartikaran Karmasuchi' was taken in the month of June-July, 2012 so that the children from 5+ to 13+ age group and the children with special need from the age group up to 18 years in VEC/WEC specific can take admission in formal schools or its equivalent.

To make this programme successful 'Bhartikaran Saptaha' was observed throughout the district from 18<sup>th</sup> June, 2012 to 23<sup>rd</sup> June, 2012. Due to this programme it was possible to enroll a large number of Out of School Children (1059) in schools.

⇒ Siksha ka haq Abhiyan :

'Education is the right of children' to spread this message the programme 'Siksha ka Haq Abhiyan' has been taken. To implement this programme Block level Voluntary working groups have been formed with Teachers, Retired Teachers, Government Employees, Social Activists etc. After forming the block level Voluntary working group (570 volunteers) they have been given training for the school visit and this school visit was organized by these voluntary groups.

⇒ To implement Right of children to free and Compulsory Education Act, awareness programme was taken in each primary and upper primary school of the district through wall writing in Bengali to highlight the main issues regarding right of children in school.

⇒ To generate awareness among the common people programme like Broadcasting through FM Channel AIR Santiniketan, Exhibition Stalls in Melas, Advertisement in Souvenirs, Tableau for exhibition, display banners, printing of leaflets, Padayatra with Tableau, cultural programme etc. were undertaken.

⇒ Special Training for Out of School Children :

To be at par with other students Special Training Programme has been taken for the out of school children enrolling them to their age appropriate classes. As per the report of Bhartikaran Karmasuchi-2012, 4849 nos. of out of school children will have to be given special training. For this 386 nos. of school (venue for special training) have been identified and 2 teachers from each school have been given training in this regard. Special Training programme has already been started from the month of May 2013.

⇒ Preparation of Child Register :

To keep booth wise details information of the children in a register, house to house survey have been done. The preparation of Booth wise Child Register have been completed.

### Observation of Book Day 2013:

In the light of RTE Act, 2009 every year the enrolment day also book day was observed 2<sup>nd</sup> January, 2013. In this connection it is also stated that the teachers and numbers of V.E.C. /W.E.C. /S.M.C./ M.T.A. were participated in the Rally for wide circulation regarding for observing the book day & enrolment day in the whole district in every Primary & Upper Primary School through distributing class wise books to the enrolled student in the presence of some parents on that day.

### Nirmal Vidyalaya Saptaha 2013:

The SSM of Birbhum organizing Nirmal Vidyalaya Saptaha 8-13<sup>th</sup> April 2013 in all school including Primary & Upper Primary Level. A sit & draw competition on “wash theme” was organized most of the school for implementation the object. A district level monitoring team undertakes rapid assessment of schools on randomly sampled basis.

### Activities undertaken for Girls Education / NPEGEL (National Programme for Education of Girls of Elementary Level) / KGBV(Kasturba Gandhi Balika Vidyalaya)

#### Girls Education :

- ☞ On 26<sup>th</sup> September Marti Sachetanata Diwas was observed at all CLRC level. To aware the mother group about the importance of Girl's Education and for getting more participation of mother this programme has been taken.
- ☞ For improving the knowledge about Astronomy “ Astronomical Show” were organized in 17 nos. of Upper Primary Schools for the Girls student.
- ☞ ‘First Aid Training’ was conducted in 39 nos. o schools preferably for the class VIII girls student. This training was conducted through the Indian Red Cross Society. Averagely 150-200 nos. of girls student from each schools have received the training.
- ☞ To experience Mathematics in everyday life Mapan Mela were organized in and around the school in 20 CLRCs including all stake holders – Children, Teacher, Educational functionaries and the community.
- ☞ As a life skill training “Karate Training” were organized in 15 nos. of Girls Upper Primary Schools. About 50 nos. of Girls Students have been covered from each school.

#### N.P.E.G.E.L :

- ☞ Under this scheme different type of life skill training as well as vocation training for 3 months duration was under taken in 30 nos. of Model Cluster Resource Schools for Gor;s and in some attached Primary Schools where the enrolment of Girls student  $\geq 70$ .

The stream of training are as follows :

- ☞ Tailoring/Knitting/Stitching;
- ☞ Dance/Song/Drawing;
- ☞ Computer literacy;
- ☞ Educational Tour/Exposure visit in the locality.

#### K.G.B.V. :

Under Kasturba Gandhi Balika Vidyalaya five nos. of Residential Hostel for Girls are running in Dubrajpur, Rajnagar, Md. Bazar, Murari-I and Murarai-II Block and the name of school where the hostels are located respectively are as follows

- ☞ Chinpai High Schools (H.S.)
- ☞ Rajnagar Sisal Firm High School.
- ☞ Maladang Seharakuri B.D. School.
- ☞ Duria Ekram Ali High Schools and
- ☞ Jogai-Andipur High School.

The Enrolment capacity of these 5 KGBVs are follows given below :

Sl. No.	Name of the KGBV School	Enrolment Capacity	Remarks
1	Chinpai High School	100	At least 75% of the girls are belonged to SC/ST/Minority and OBC and 25% are belonged to General(BPL)
2	Rajnagar Sisal Firm High School	100	
3	Duria Ekram Ali High School	50	
4	Jogai-Andipur High School	50	
5	Maladang Seharakuri B.D. High School	50	

The following supports are given for the boarder of the KGBV Hostel :

- ☞ Maintenance cost of Girls such as meal, tiffin, two sets of uniform including show & socks.
- ☞ Monthly stipend @ Rs. 50/- per month.
- ☞ Educational stationeries.
- ☞ Life Skill and Vocational Training.
- ☞ Lady Tutor facilities in the Hostel.
- ☞ Medical Care contingencies and others.

Research-Evaluation- Monitoring-Supervision (REMS) & Innovative Activity (SC / ST / Minority):

❖ The following activities were undertaken in the area of REMS:

1. School Efficiency Study: Cohort Study was undertaken in all Upper Primary Schools which have established in or before 2008-09. Total Upper Primary Schools covered by the study was 406 in 32 CLRC areas. Report will be prepared after the software receiving from the State Project Office.
2. School based Action Researches were undertaken in 25 Primary and 21 Upper Primary Schools on the various areas as identified by the selected Teachers covering 23 CLRC in

the district. The Teachers are submitting the reports at District Project Office. After completion of submission a set of those reports will be submitted to the State Project Office and those reports will be printed at district level as book form for dissemination with the teachers at CLRC level.

3. Monitoring of SSA activities were done from CLRC level by the CPCs as well as Sub-Division level by the Sub divisional Working Groups and District level by the District Inspectors( Secondary & Primary).
4. Booth level Child Register preparation activity was undertaken by the Community Mobilisation Section of SSM in all the booths in the district and a part of expenditure has been borne from REMS fund as per guideline of State Project Office.

❖ The following activities were undertaken in the area of Innovative Activity (SC/ST and Minority)

A. Innovative Activity( SC / ST)

1. Science Exhibition activity was undertaken at three subdivision level in the district. The Upper Primary Schools having the SC enrolment more than 60% and ST enrolment more than 50% are the percipients in the said examination. Total SC dominated schools were 72 and ST dominated were 21 and covered student SC 11552 and ST 1015.
2. Karate Training was undertaken in 6 (six) Girls' Upper Primary Schools covering students 300 in the 4 (four) CLRC areas in the district.

B. Innovative Activity( Minority)

1. Educational Tour for Minority dominated Upper Primary Schools. As per U-DISE report 2012 total 13(thirteen) Upper Primary Schools having Muslim enrolment more than 97% were covered by this activity in 9(nine) CLRC area in the district and total No of participant was 715.
2. Karate Training was undertaken in 20 (twenty) Girls' Upper Primary Schools covering students 1000 in the 13(thirteen) CLRC areas in the district.

CIVIL WORKS COMPLETED DURING 2012-2013

SL NO.	ACTIVITIES	COMPLETED
1	NSB (PRIMARY)	43
2	NSB (UP.PRIMARY)	138
3	ACR	6635
4	CRC	170
5	Girls' Toilet	1045
6	Toilet / Urinals	483
7	DW Facility	229
8	BARRIER FREE TOILET	23
9	M.REPAIR	274
10	Boundary Wall	225
11	Head Trs Room (P)	215
12	Head Trs Room (UP)	77
13	Aug of Trg in BRC	10
14	CFE	1023
15	School Library (P)	2281
16	School Library (UP)	417
17	Ramps with Handrails	67
18	Handrails in Existing Ramps	107

Activity Pictures:



Karate Training at Narayanpur Mission Girls High School.



Sit & Draw competition on Nirmal Vidyalaya Abhijan



Rally / Door to Door campaign on occasion of Nirmal Vidhyalaya Abhijan.



Construction of Child Friendly Element

## DISTRICT ICDS CELL

1. Name of ADM-in-charge since taken Mrs. Krishna Mardi, Additional District Magistrate(Dev.) since 09-11-2010
2. Name of Officer-in-Charge since charge taken Mrs. Runa Ray Chattopadhyay since 24-05-2011
- 3.A Staff Position
- | Staff Pattern         | Sanctioned | Existing |
|-----------------------|------------|----------|
| Head Clerk            | 1          | 0        |
| Statistical Assistant | 1          | 1        |
| UDA                   | 1          | 0        |
| LDA                   | 1          | 1        |
| Peon                  | 1          | 1        |
- 3.B Contractual Staff
- |                          |   |   |
|--------------------------|---|---|
| District Coordinator, PD | 1 | 1 |
| Dist. MIS Coordinator PD | 1 | 1 |
- 3.B Whether any redeployment of Staff has been done keeping view the work load :- Yes. One re-employed clerical Staff is working since 01/08/2012.
- 4 Nature of work:- The Integrated Child Development Services (ICDS) programme is a globally recognized community based early child care programme which addresses health, nutrition and education needs of children, expectant, nursing mothers and adolescent girls across the life cycle in a holistic manner.

ICDS is India's response to the challenge of breaking a vicious cycle of malnutrition, impaired development, morbidity and mortality in children, working in convergence with other flagship programmes such as NRHM, SSM and others, has emerged as the most effective integrated programme for contributing to the fulfillment of children's rights to survival, growth and development.

To achieve these objectives, the scheme aims at providing a package of following inter related services:

<i>Beneficiaries</i>	<i>Services</i>
1. Expectant & Nursing Mothers	i. Health check up
expectant mothers	ii. Immunisation of
	iii. Referral Services

Nutrition	iv. Supplementary
Education	v. Nutrition and Health
2. Other Women Education	i. Nutrition and Health
3. Children less than 3 years Nutrition	i. Supplementary ii. Immunization iii. Health Check up iv. Referral Services
4. Children between 3 – 6 years Nutrition	i. Supplementary ii. Immunization iii. Health Check up iv. Referral Services
Non formal Pre-school education	v.

Apart from the above mentioned services, Positive Deviance Programme has been launched in Birbhum District in the year 2006. Positive Deviance Programme is a step to accelerate the process of reduction and prevention of under nutrition among the age group of (0-3) yrs. underweight children, by enabling the communities to adopt the 'best local quality improvement tool for ICDS, to improve the process as well as outcome variables.

- |     |                                                                      |                                                                                                                                                                                                                             |
|-----|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05. | Acts, Rules & Regulations if deals with:-                            | This Section deals with Govt. acts, Rules & regulations relating to ICDS.<br>This Section also deals with the Maintenance & Welfare of Parents and Senior Citizens Act,2007.                                                |
| 06. | Name of Registers maintained                                         | 1. Attendance Register;<br>2. Docket Register;<br>3. Issue Register;<br>4. Bill Register;<br>5. Allotment Register;<br>6. Fixed Asset Register;<br>7. Leave Register;<br>8. Resolution Register &<br>9. Stationery Register |
| 07. | No. of receipt & Issue in the year:- (From 01.04.2012 to 31.03.2013) | No. of receipts : 753<br>No. of Issues :- 712                                                                                                                                                                               |

09. Performance report on different schemes (physical & Financial target and achievement):-

No. of ICDS Project : 24 ICDS Projects  
 No. of Rural Project : 19 ICDS Project  
 No. of Tribal Project : 05 ICDS Project  
 No. of Anganwadi Centre Sanctioned: 4796 Nos.  
 No. of Anganwadi Centre Operational: 4796 Nos.

No. of CDPOs : 24 13  
 No. of ACDPOs : 6 2  
 No. of Supervisors : 211 100  
 No. of Anganwadi Workers : 4796 4640  
 No. of Anganwadi Helpers : 4796 4237

District Census Population (2011) : 3502387 Nos.  
 Population as per MPR-March-2013 : 383763 Nos.  
 No. of Children under 6 years : 348460 Nos.  
 No. of Pregnant & Lactating Women : 71557 Nos.

SNP Beneficiary:

Pregnant & Lactating Women : 71557 Nos.  
 Children under 6 years : 348460 Nos.

PSE Beneficiary:

Enrolled Boys : 73689 Nos. Enrolled Girls : 72104 Nos.

Nutritional Status: (0-6 yrs)

Children Weighed :88.55%  
 Normal Children :74.24%  
 Moderately underweight children: : 24.32%  
 Severely underweight children: :01.30%

Status of Anganwadi Buildings:

Having own buildings : 2412 Nos.  
 Yet to be constructed : 2384 Nos.

Status of Sanitation of AW Centres:

Having own Sanitations : 1136 Nos.

Status of Drinking water of AW Centres:

Having own Drinking water facility : 903 Nos.

Positive Deviance: The appointment of all PD personnel has been completed during this year. 2776 AWCs has been covered under Positive Deviance Programme.



- |                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. When last inspected maintaining major faults found and their corrective majors have been taken                                                                | File arrangements could not be completed due to shortage of Staffs.                                                                                                                                                                                                                                                                                               |
| 11. Report on Audit queries                                                                                                                                       | No Audit was done during the year                                                                                                                                                                                                                                                                                                                                 |
| 12. Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room:-                                              | Physical condition of this office is not satisfactory. The DPO(ICDS) chamber is too small. Files arrangement could not be completed due to shortage of Staffs.                                                                                                                                                                                                    |
| 13. In case of Establishment / Nezarath Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated:-          | N/A                                                                                                                                                                                                                                                                                                                                                               |
| 14. Outstanding achievement ( A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention):- | <p>1. Reducing Malnutrition both Moderate &amp; Severe form 27.13% to 24.32% and 1.31% to 1.30% through effective implementation of Positive Deviance Programme.</p> <p>2. New recipe under Supplementary Nutrition Programme instead of regular Khichuri has been introduced on experimental basis in five Centres at Khatanga G.P. at Suri-I, ICDS Project.</p> |
| 15. Whether work diary for every Staff is being maintained and quality of the diary:-                                                                             | No                                                                                                                                                                                                                                                                                                                                                                |
| 16. Status of computerization:-                                                                                                                                   | This Section is fully computerized.                                                                                                                                                                                                                                                                                                                               |
| 17. Remarks, if any                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                   |

## **RSBY CELL**

RSBY scheme has been launched to provide medical insurance facilities to all people

- |    |                                                |                                                                                                                                                                                                                                                                                                                                            |            |          |
|----|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| 1. | Name of ADM-in-Charge since:-                  | Sri Devi Prasad Karanam, I.A.S                                                                                                                                                                                                                                                                                                             |            |          |
| 2. | Name of Officer-in-Charge since charge taken:- | Sri Saibal Nandi , W.B.C.S ( Exec.)                                                                                                                                                                                                                                                                                                        |            |          |
| 3. | Staff Position:-                               | Staff pattern                                                                                                                                                                                                                                                                                                                              | Sanctioned | Existing |
|    |                                                | H.C.S.L.                                                                                                                                                                                                                                                                                                                                   |            |          |
|    | Staff Position:-                               | U.D.C.                                                                                                                                                                                                                                                                                                                                     |            | 1        |
|    |                                                | Group "D"                                                                                                                                                                                                                                                                                                                                  |            | 1        |
| 4. | Nature of work:-                               | 1) Acts as District Nodal Agency to distribute RSBY Smart Card<br>2) Implement RSBY Scheme in different GPs of the District.<br>3) Conduct District level training & workshops on RSBY<br>4) Maintaining Liaison with Hospitals providing healthcare services under RSBY<br>5) RSBY Grievance redress<br>All Rules related to RSBY Schemes |            |          |
| 5. | Acts, Rules & Regulations if deals with:-      |                                                                                                                                                                                                                                                                                                                                            |            |          |
| 6. | Name of Registers maintained                   | 1) Register of FKO Card Issued<br>2) Register of Recharging & Surrender of FKO Cards<br>3) Empanelment of Hospital Register with contact details                                                                                                                                                                                           |            |          |

under below poverty line category. In this scheme, the BPL families can avail the medical facilities up to Rs.30000.00 per year on payment of Rs.30/- only for registration. Maximum 05 members of a family including a new born will be covered under this scheme. The treatment facilities under RSBY scheme are available in empanelled Nursing Homes in this District.

Up-to-date report on the scheme are as follows.

- 1) Total No. of BPL Families are 424717 (No of BPL/Non-BPL families identified) for enrolment on 3<sup>rd</sup> phase in 19 Blocks & 6 Municipalities.
- 2) 3<sup>rd</sup> phase enrolment on R.S.B.Y. scheme has been completed.
- 3) 31(thirty one) nos. Nursing homes in our district have been empanelled including Sadar Hospital ,Suri.

4) Enrolment completed for 337155 families in 3<sup>rd</sup> phase enrolment.

5) Percentage of enrolment 79.33%.

6) Health Smart card issued to all 337155 beneficiaries.

Period	Total nos of BPL/Non- BPL families	Total enrolment of BPL/nonBPL	No of RSBY beneficiaries	Amount expended on the scheme
01.08.2010 to 30.09.11.	2,37,507( BPL)	1,91,811	5,797	Rs. 3,26,31,925
01.10.2011 to 28.02.13.	3,94,904	3,13,211	22,701	Rs.13,82,42,963
01.03.13. to 30.04.13.	4,24,717	3,37,155	1,476	Rs.75,45,075

## DEVELOPMENT & PLANNING SECTION

- |        |                                                                  |                                                                                                                                                                                                                                           |                   |                                       |
|--------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------|
| 1.     | Name of the Section                                              | Planning Section                                                                                                                                                                                                                          |                   |                                       |
|        | Name of ADM-in-Charge since charge taken :-                      | Smt. Krishna Mardi, WBCS(Exe)                                                                                                                                                                                                             |                   |                                       |
| 2.     | Name of Officer-in-Charge since charge taken :-                  | Sri Ranajoy Chakraborty, WBCS(Exe)<br>District Planning Officer                                                                                                                                                                           |                   |                                       |
|        |                                                                  | Sri Biswajit Modak, WBCS(Exe)<br>District Planning Officer<br>From 31/08/2012 to till date                                                                                                                                                |                   |                                       |
|        |                                                                  | Name & Designation                                                                                                                                                                                                                        | Sanction Strength | Present Strength                      |
|        |                                                                  | Economist-cum-credit Planner                                                                                                                                                                                                              | 1                 | 1                                     |
|        |                                                                  | SAE                                                                                                                                                                                                                                       | 1                 | 1                                     |
|        |                                                                  | DPS                                                                                                                                                                                                                                       | 1                 | x                                     |
|        |                                                                  | BPS                                                                                                                                                                                                                                       | 2                 | x                                     |
| 3. (A) | Staff Pattern – Sanctioned :-                                    |                                                                                                                                                                                                                                           |                   | No. of Vacancies                      |
|        |                                                                  |                                                                                                                                                                                                                                           |                   | Deputation from CADC                  |
|        |                                                                  |                                                                                                                                                                                                                                           |                   | -                                     |
|        |                                                                  |                                                                                                                                                                                                                                           |                   | 1 (From 1.1.07)                       |
|        |                                                                  |                                                                                                                                                                                                                                           |                   | 2                                     |
|        |                                                                  |                                                                                                                                                                                                                                           |                   | Three employees have been re-deployed |
|        |                                                                  | UDC                                                                                                                                                                                                                                       | 6                 | 10                                    |
|        |                                                                  | LDC                                                                                                                                                                                                                                       | 7                 | 1                                     |
|        |                                                                  | Assistant Statistician                                                                                                                                                                                                                    | 1                 | 1 (Contractual for NRDMS)             |
|        |                                                                  | Gr"D"                                                                                                                                                                                                                                     | 5                 | 2                                     |
|        |                                                                  |                                                                                                                                                                                                                                           |                   | 3                                     |
| 3. (B) | Whether any staff has been redeployed keeping view the work load | Yes. Three employees have been redeployed                                                                                                                                                                                                 |                   |                                       |
| 4.     | Nature of works                                                  | Developmental works through DPC/MPLADS/ BEUP/PUP/ RSVY/ Science & Technology/ Tourism/ Bakreswar Catchments/ Backward Village Intervention fund/ ASIDE/ National Fiber Mission/ ADMI                                                      |                   |                                       |
| 5.     | Acts, Rules & Regulations if deals with:-                        | W.B.S.R., Inter se Seniority Rules, 1981. Guidelines of MPLADS, BEUP , PUP, RSVY and Manuals, All Election related orders, department administrators guidelines Circulars, Orders from Govt. of India and State department administrators |                   |                                       |

		a) Block wise allotment register for salary of the employee for plan set up.						
		b) Cash Book						
		c) Cheque registers for individual schemes MPLADS, RSVY, Bakreswar Catchment Tourism, Science & Technology , ASIDE						
		d) MP wise scheme register						
		e) MLA wise allotment registers and scheme registers						
		f)Scheme Inspection register for MPLADS						
		g) RSVY sector wise register						
		h)Allotment register of Paschimanchal Unnayan Parshad(PUP)						
6.	Name of Registers maintained:	i)Consignment register						
		j) Inspection register in 26						
		k) Index register						
		l) Receipt register						
		m) Issue register						
		n) Register of registers						
		o) Register of Courts						
		p) Misc fund receipt register						
		q) Register of RTI						
		r) Register for inclusion/ deletion and correction as prescribed by the ECI						
		s) Register of ISO-9001						
		t) Register of National Fiber Mission						
7.	No. of Receipt & Issues in the year :- From 01.04.2012 to 31.03.2013	<table border="0"> <tr> <td></td> <td>Receipt</td> <td>Issues</td> </tr> <tr> <td></td> <td>7422</td> <td>1789</td> </tr> </table>		Receipt	Issues		7422	1789
	Receipt	Issues						
	7422	1789						
8	Financial Allotments received head wise & expenditure incurred:	The financial allotments in respect of District Plan/Block Plan Head Submitted in separate sheet (Annexure-A)						
9	Performance report on different schemes (showing physical & financial target and achievements)	Submitted in separate sheets MPLADS report in Annexure-B BEUP report in Annexure – C PUP report in Annexure D DIF Report in Annexure - E						
10.	When last inspected main-taining major faults found and their corrective major faults found and their corrective majors have been taken	28/09/2010 by District Planning officer, Birbhum						
11.	Report on audit quarries	Last audit was held for the period from 01/03/2011 to 28.02.2012. All audit quarries have been replied. Except one which is pending with Executive Engineer, Mayurakshi South Canals Division, Bolpur						
12.	Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room.	Condition of the section cleanliness, neatness, condition of files & furniture and the room are satisfactory.						

13.	In case of Establishment /Nezarath Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated	Nil
14.	Outstanding achievement. (A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention):	<p>1) The Section has achieved the I.S.O. 9001</p> <p>2) The District has Updated the MPLADS/ BEUP software supplied by Development &amp; Planning Department as well as Web reporting in respect of MPLADS,</p> <p>3) The Leather Project under ASIDE is going to be completed very soon.</p> <p>4) Approval for Tasar Project at Tantipara under ASIDE has been obtained.</p> <p>5) One display board placed outside the Section for General Publics showing monthly achievements of the MPs and MLAs</p> <p>6) Total fund for District Innovation Fund for Rs.65.185 lakh towards development of three Sub-divisional Hospital and culvert at Suri II by the Birbhum Zilla Parishad have been made.</p> <p>6) Digitization of thematic maps under NRDMS.</p> <p>7) A good no. files/records have been consigned.</p>
15.	Whether work dairy for every staff is being maintained and quality of the dairy	Most of the staffs maintained work dairy satisfactorily
16.	Status of Computerization	<p>Software's supplied by the Development &amp; Planning Department in respect of MPLADS/BEUP were updated. Sector-wise Status of RSVY/PUP was maintained through computer. Digitization of thematic maps under NRDMS. Various Reports &amp; Returns were prepared and send through NIC website</p>
17	Remarks & Suggestions if any:	<p>One DPS and two BPS have been retired on superannuation and one UDC was transferred to Agri-Irrigation Department without any replacement. Also another two UDC have been transferred /promoted without substitute. Section is running shortage of staff.</p>

### DIF Report 2012-2013

Sl.No.	Name of the Scheme	Total Project Cost	Amount Utilised	Scheme Status	Remarks
1.	Equipments for the 3(three) hospitals within the District of Birbhum viz: 1) Suri 2) Rampurhat and 3) Bolpur SD Hospital	Rs.49.84 lakh	Rs.49.84	Utilisation certificate for Rs.44.84 received from C.M.O.H. Birbhum has already been sent	U/C for Rs.49.84 lakh has already been sent
2	Construction of 4MX4M 8 vented RCC Box culvert over Chandrabhaga river at Koma under Suri II(including approach road)	Rs.66.13	Rs.26.955	The balance sanctioned fund yet to received.	U/C for Rs.26.955 lakh has already utilised
	Total	Rs.115.97	Rs.76.795		

### MPLADS Report 2012-2013

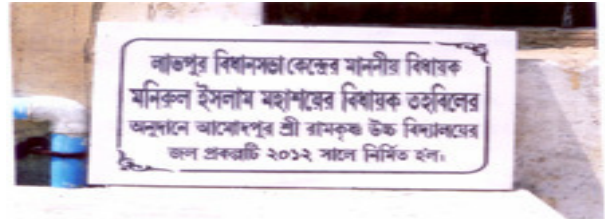
Sl.No.	Name of M.P.	RS/LS	Total fund received	Total fund recommended	Fund sanctioned	Schemes completed	Total U/C received
1	Sri Pradip Bhattacherjee	MP (RS)	50400000	74452100	33288150	9370250	14383992
2	Dr. Ram Chandra Dome	MP(LS)	83451625	147597997	101927310	47214415	63076425
3	Smt Satabdi Roy	MP(LS)	134711458	134108103	96204840	55073170	71051190
4	Sri Abani Roy	MP (RS)	315,415	315287	304983	247330	262329
5	Sri Monoj Bhattacherjee	MP (RS)	227081	227081	197460	171408	196399
6	Arjun Kumar Sengupta	MP (RS)	953360	953360	743020	743020	743020
7	Sri Mukul Roy	MP (RS)	2946038	2946038	2925072	2925034	2925034
8	Sri Swapan Sadhan Bose	MP (RS)	1784000	1735000	1735000	1735000	1735000
9	Smt. Brinda Karat	MP (RS)	11655000	11655000	9631000	7136223	8073200
10	Sri Shyamal Chakraborty	MP (RS)	11864000	2500000	2500000	2500000	2500000
11	Sri Bimal Jalan	MP (RS)	2289000	2220000	2104000	220000	1620000
12	Dr. Barun Mukherjee	MP (RS)	1910300	1900000	1900000	300000	300000
13	Ahmed Saeed Malihabadi	MP (RS)	9539000	9400000	8246000	5100000	7518000
14	Sri Sitaram Yeachuri	MP (RS)	17854900	17500000	10261000	0	0
15	Sri Tapan Sen	MP (RS)	3095000	3095000	595000	595000	595000
16	Sri Ram Ch. Singha	MP (RS)	500000	500000	500000	500000	500000

**BEUP Report**

Sl. No.	No. & Name of Assembly Constituency	Name of MLA	Total Fund received from Nodal Deptt. Upto the quarter since inception	Total expenditure upto the end of the quarter	Balance of Fund
				Amt.	Amt.
1	284-Dubrajpur (SC)	Sri Bijoy Bagdi	120.00	60.06	59.94
2	285-Suri	Sri Swapan Kanti Ghosh	120.00	36.00	84.00
3	286-Bolpur	Sri Chandra Nath Sinha	120.00	42.00	78.00
4	287-Nanoor(SC)	Sri Gadadhar Hazra	120.00	59.57	60.43
5	288-Labpur	Sri Monirul Islam	120.00	40.28	79.72
6	289-Sainthia(SC)	Sri Dhiren Bagdi	120.00	37.31	82.69
7	290-Mayureswar	Sri Asok Kumar Ray	120.00	57.99	62.01
8	291-Rampurhat	Sri Asish Banerjee	120.00	74.15	45.85
9	292-Hansan	Sri Asit Kumar Mal	90.00	78.01	12.00
10	293-Nalhati	Sri Abhijit Mukherjee	90.00	27.35	62.65
11	294-Murarai	Nure Alam Chowdhury	120.00	69.39	50.61
Total :			1260.00	582.10	677.90

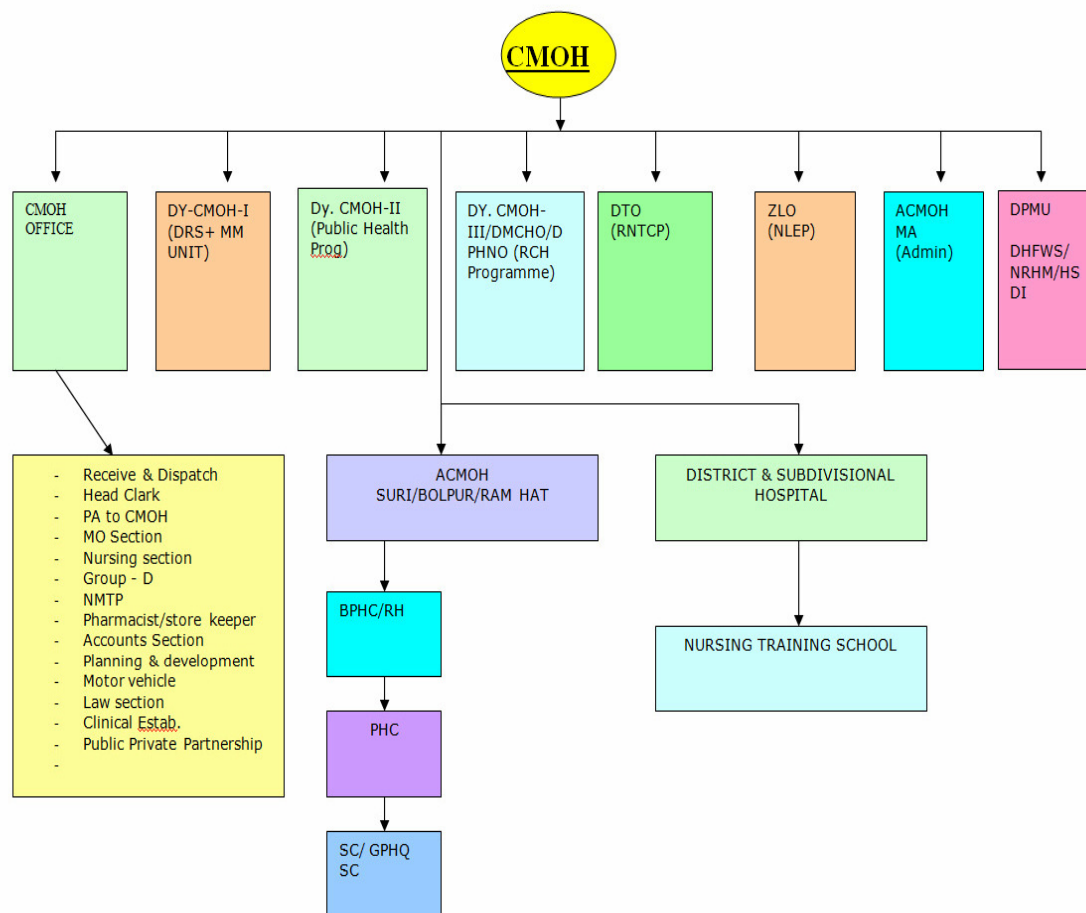


**PHOTOGRAPHS OF VARIOUS SCHEMES ( BEUP, MPLAD, PUP ETC)**



## HEALTH & FAMILY WELFARE DEPARTMENT

### Organizational Setup of Health & Family Welfare Department in Birbhum



### Health Infrastructure in the District

<b>HEALTH INSTITUTIONS</b>	
SC	484
PHC	58
BPHC	15
RH	04
SDH	02
TB Sanitorium	01
Police Hospital	01
Central Govt. Hospital-	01

BLOCK WISE SC/PHC/GP				
Sl. No.	BLOCK	No Of SC	No.of PHC	No. of GP
1	Suri-I	16	2	7
2	Suri-II	14	2	6
3	Rajnagar	16	2	5
4	Md.Bazar	25	4	11
5	Khayrasole	24	3	10
6	Sainthia	33	5	12
7	Dubrajpur	30	4	10
8	Bolpur	30	3	9
9	Nanoor	34	3	12
10	Labpur	31	4	11
11	Illambazar	24	2	9
12	Rampurhat-I	27	4	9
13	Rampurhat-II	28	4	9
14	Nalhati-I	35	3	9
15	Nalhati-II	18	2	6
16	Murarai-I	27	2	9
17	Murarai-II	29	4	7
18	Mayurwar-I	23	2	9
19	Mayurwar-II	20	3	7
	Total	484	58	167

UP GRADATION STATUS OF PHC /BPHC :-

Sl. no.	Up-gradation status	No. Sanctioned	No. Constructed
	BPHC Up gradation	11	11
	PHC Up gradation	30	30

NEW CONSTRUCTION & SERVICES :-

- 1) SNCU have been setup in Suri DH & Rampurhat SDH
- 2) SNSU at Bolpur has been completed and has started functioning
- 3) 14 numbers of SNSU at different BPHCs have been setup
- 4) Nutrition Rehabilitation Centre constructed and started functioning at Md. Bazar & Nanoor BPHC
- 5) Neo Natal Ward started at Suri Sadar Hospital
- 6) Patient Party Waiting Room constructed at Suri Sadar Hospital
- 7) MCH HUB at District Hospital Suri to be constructed

8) Work under process in Suri, Bolpur and Rampurhut Hospitals for Multi Speciality Treatments

SERVICE ISSUES - GP level Mobile Camp Performance

Year	Camp held	Patient treated
2011-12	2630	146314
2012-13	1567	84331

FAMILY WELFARE

Institutional Delivery at Health Facilities (April to March )

Unit	No.of unit	Delivery conducted at	2012-2013
SDH/DH	3	3	27093
RH BPHC	19	19	16066
PHC	58	28	1680
SC	484	188	515
Nursing home	-	-	2970
DISTRICT TOTAL			48324
% Age of Total reported delivery			77.10%

Janani Surksha Yojana

	Number of Mother received Rs. 500/-	No. of Mother received Rs. 200/-	No. of Mother Received Rs. 300/- (HSDI)
2011-12	43590	30626	
2012-13	20071	19146	6051

Audit of Maternal and Infant Death

		<i>No. of Infant Death Reported</i>	<i>No. Of Infant Death Audited</i>	<i>No. of Maternal Death Reported</i>	<i>No. Of Maternal Death Audited</i>
	2012-13	1373	1215	60	60

## MINORITY AFFAIRS & MADRASH EDUCATION DEPARTMENT

1	Name of ADM-in-Charge since taken:-	Krishna Mardi		
2	Name of Officer-in-Charge since charge taken:-	Manirul Islam		
3.A	Staff Position:-	Staff Pattern	Sanctioned	Existing
3.B	Staff Position:-	U.D.C	1	1 (contractual)
		L.D.C	2	1 (contractual)
		A.I of School	2	1 (contractual)
		Group-D	1	
3.B	Whether any redeployment of staff has been done keeping view the work load:-	-	-	-
4	Nature of work :-	Welfare of Minority		
5	Name of Registers maintained	Issue Register	Receipt Register	Stock Register
6	No. of receipt & Issue in the year:- (From 01.04.2012 to 31.03.2013)	No. of 983	No. of 2507	
		Bill Register	Transit Register	Allotment Register
		Cheque Register	Imam+Moazzin Register	

10	EWS Housing Scheme under MSDP & OTHERS MINORITY AFFAIRS IN THE DISTRICT OF BIRBHUM	18.84
11	EWS Housing Scheme under Gitanjali	761.52
12	EWS Housing for Destitute Minority Women	50.00

Various development programmes under MSDP have been taken in hand and these are running throughout 19 Blocks in the district. Some of the noteworthy programmes are as follows:

### Work done during the year 2012-2013 (MSDP)

Sl.No	Name of Scheme	Physical Achivement (Nos.)	Financial involvment (Rs. In Lakh)
1	Construction of Minority Bhaban at Suri	1	72.852
2	Construction of AWC	130	390.00
3	Construction of PHC	12	120.00
4	Construction of ACR(P)	79	237.00
5	Construction of ACR(U)	87	261.00
6	Construction of ACR (High School)	5	10.00
7	Construction of IAY	445	200.25
8	Construction of boundary wall of Graveyards	80	774.99
9	Instalation of Rigbore Tube well	40	37.00

13	Distribution of Ladies Bi-Cycles for Girls students of class IX to Xii	3521	101.47
14	Honorarium to Imams	1723	501.13
15	Honorarium to Moazzins	1214	140.81

Status of schemes under WBMDFC (2012-13)  
TERM LOAN SCHEMES

No. of applications received	No. of cases sponsored	No. of cases sanctioned	No. of cases disbursed	Total loan amt. involved (in lakhs)	Recovery percentage
1370	1166	1106	1106	1200.57	95.34%

Status for MWEF and Micro Finance Direct To SHG for the year 2012-2013

Nos of Groups	Nos of Beneficiaries	Amount in Lakh	Recovery
894	10138	1184.76	100%

Post-Matric (Central Govt. & State Govt. Sponsored)

No. of applications received	No. of cases sanctioned	Total scholarship amount involved	Total scholarship amount disbursed
8156	6856	272.47	272.47

Post-Matric Under Talent (State Govt. Sponsored)

No. of applications received	No. of cases sanctioned	Total scholarship amount	Total scholarship amount disbursed (in lakhs)
13385	4900	157.00	157.00

Pre-Matric (Central Govt. Sponsored)

No. of applications received	No. of cases sanctioned	Total scholarship amount involved (in lakhs)	Total scholarship amount disbursed (in lakhs)
137896	102750	1103.00	1103.00

Schemes	No of Madrasah	Fund Received (Rs. In Lakh)
Construction of ACR in Madrasah	16	64
Construction of Girls' Common Room Drinking Water in Madrasah	6	21
Equipment & Furniture Grant in Madrasah	7	3.50
Installation of Computer in Madrasah	1	4.21

**Photographs MSDP Works in the District**



Construction of Minority Bhaban at Suri.



ACR (Kabi Nazrul Shikshaniketan) at Murarai



ICDS Centre at Dubrajpur Block (Muthaberia)



Health Sub-Centre at Murari-II Block

## DISASTER MANAGEMENT SECTION

01. Name of the ADM-In-Charge since taken:- Smt. Krishna Mardi W.B.C.S. (Exe.)  
A.D.M. (D)
02. Name of the Officer-In-Charge since charge taken: Sri Krishna Pada Halder, W.B.C.S. (Exe.)  
District Disaster Management Officer,  
Birbhum  
From 01.04.2012 to till date.
03. Staff Position
- | Staff Pattern | Sanctioned | Existing |
|---------------|------------|----------|
| HC (SL)       | 01         | 01       |
| UDC           | 03         | 01       |
| LDC           | 04         | 01       |
| Gr - 'D'      | 03         | NIL      |
- 03B. Whether any redeployment of Staff has been done keeping view the work load NO
- 04 Nature of Work (in Brief) Relief Measures, etc.
- 05 Acts, Rules & Regulations the section deals with Relief Manual, Govt. Orders etc.
- 06 Name of the Registers maintained in the Section
- 1) Attendance Register
  - 2) C.L. Register
  - 3) Allotment Register
  - 4) Stock Register both tarpaulins & clothings.
  - 5) Stationary Stock Register.
  - 6) Rainfall Report Register
  - 7) F.I.R. Register
  - 8) Ex. Gratia Payment Register
  - 9) E.R. Grant Register
  - 10) House Building Grant (FIRE / N.C.)
  - 11) Construction of Relief Go-down and Relief shelters
  - 12) Normal G.R. Register
  - 13) Spl. G.R. Register
  - 14) Starvation G.R. (Cash)
  - 15) Relief Contingency
  - 16) Audit file
  - 17) Assembly question
  - 18) D.R.M.P.-II.
  - 19) Monthly meeting file
  - 20) Drinking Water
  - 21) Water Tanker
  - 22) S.A.R.
  - 23) Longitude & Latitude
  - 24) G.I.S. Map



- 25) Maintenance of Relief go-down
- 26) Administrative report file
- 27) Inspection File
- 28) Budget Estimate
- 29) Training of ATI / S.R.D.
- 30) C.R.F.
- 31) Surrendered of Savings file
- 32) Misc. Department correspondence
- 33) Country boats and speed boats.
- 34) Transport Charges & Remuneration charges of G.R. Dealers
- 35) Draught

07 Issue and Receipts  
during the period  
01.04.12 to 31.03.13

- i) Letter Receipt – 4909
- ii) Letter Issued – 4957

08

Financial allotment and expenditure  
incurred: (01.04.12 to 31.03.13)

	Allotment Received	Expenditure incurred
Ex-Gratia Grant	65,00,000/-	65,00,000/-
Relief Go- down cum Store	27,50,000/-	27,50,000/-
Flood Shelter	28,00,000/-	28,00,000/-
Starvation G.R.(Cash)	3,00,000/-	3,00,000/-
H.B. Grant (Fire)	20,17,500/-	20,17,500/-
D.R.M.P.-II	2,00,000/-	2,00,000/-
N.G.R.	1628 M.T.	1628 M.T.
Spl. G.R.	340 M.T.	340 M.T.
Relief Contingency	11,00,000/-	11,00,000/-
Remuneration Charge to Storing Agent	8,15,496/-	8,15,496/-
Remuneration of G.R. Dealers (NGR)	28,946/-	28,946/-
Transportation of N.G.R. (Wheat)	1,87,244/-	1,87,244/-
Awareness Generation	50,000/-	50,000/-
E.R.G.	3,40,000/-	3,40,000/-
NDDR	10,000/-	10,000/-

09	Performance reports on different schemes under the section (in brief)	Allotment Received	Expenditure incurred
	Ex-Gratia Grant-	65,00,000/-	65,00,000/-
	Relief Go-down cum Store	27,50,000/-	27,50,000/-
	Flood Shelter	28,00,000/-	28,00,000/-
	Starvation G.R.(Cash)	3,00,000/-	3,00,000/-
	H.B. Grant (Fire)	20,17,500/-	20,17,500/-
	D.R.M.P.-II	2,00,000/-	2,00,000/-
	Spl. G.R. (Rice)	340 M.T.	340 M.T.
	N.G.R.	1628 M.T.	1628 M.T.
	Relief Contingency	11,00,000/-	11,00,000/-
	Remuneration Charges to Storing Agent	8,15,496/-	8,15,496/-
	Remuneration of G.R. Dealers (NGR)	28,946/-	28,946/-
	Transportation of N.G.R. (Wheat)	1,87,244/-	1,87,244/-
	NDDR	10,000/-	10,000/-
	Awareness Generation	50,000/-	50,000/-
	E.R.G.	3,40,000/-	3,40,000/-

- 10 When last inspected maintaining major faults found and their corrective major faults found and their corrective majors have been taken None conducted
- 11 Report on audit queries Nil
- 12 Physical condition of the section in terms of cleanliness, neatness, condition of files & further & the room. Good Office Condition but white washing is required. Some old furniture may be replaced.
- 13 In case of Establishment / Nazareth Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated: Dealt in the General Establishment Section
- 14 Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention):- Work Shop training for S.A.R. equipments as well as D.R.M.P.-II programme has been scheduled and held in time.
- 15 Whether work diary for every staff is being maintained and quality of the diary No
- 16 Status of computerization: Office is Computerized.
- 17 Remarks, if any:-

## FOOD SECTION

1.	Name of Additional District Magistrate since taken Charge	Sri Devi Prasad Karanam, I.A.S.												
2.	Name of Officer-in-Charge:-	Sri Krishna Pada Haldar, W.B.C.S. Dy Magistrate & Deputy Collector, Birbhum												
3.A	Staff Position:-	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Staff pattern</td> <td style="width: 30%;">Sanctioned</td> <td style="width: 30%;">Existing</td> </tr> <tr> <td>U.D.C.</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>L.D.C.</td> <td style="text-align: center;">Nil</td> <td style="text-align: center;">Nil</td> </tr> <tr> <td>Group "D"</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </table>	Staff pattern	Sanctioned	Existing	U.D.C.	1	1	L.D.C.	Nil	Nil	Group "D"	1	1
Staff pattern	Sanctioned	Existing												
U.D.C.	1	1												
L.D.C.	Nil	Nil												
Group "D"	1	1												
3.B	Whether any redeployment of staff has been done keeping view the work load:-	Nil												
4.	Nature of work:-	<p>1) Issue of Renewal of License MS/HSD Oil (Petrol Pump)</p> <p>2) Issue of Selling License of HSD Retail Outlet.</p> <p>3) Issue of Selling License of L.P.G. Dealership.</p> <p>4) Approval of issuance of Baby Food license.</p> <p>5) Issue of renewal of Regd. Seller license of H.S.D. for Agril and Crusher prupose.</p> <p>6) Annapurna and Antyodaya Anna Yajana Schemes.</p> <p>7) Report and returns in different monitoring matter of E.C Act control order Food.</p> <p>8) Special Permit of K. Oil.</p> <p>9) Consumer affairs matters.</p> <p>10) Complains different matter relating to E.C. Food.</p> <p>11) A.A.Y/ A.Y/ B.P.L. Report.</p>												
5.	Acts, Rules & Regulations if deals with:-	E.C. Act 1955, MS/HSD Control order 1980, L.P.G. cooking Gas Control order 1985, Baby Food License Control order 1966												
6.	Name of Registers maintained:-	Issue Register, Received Register, Complain Register, MS/HSD License Register, MS/HSD Renewal Register, L.P.G. License Register, Movement Register, C.L. Register, Attendance Register.												
7.	No. of receipt & Issue in the year:- (From 01/04/12 to 31/03/13)	250 Nos (Receipt) 350 Nos (Issue)												
8	Finance allotments received head wise & expenditure incurred	There is no allotment received by this section so the question of allotment does not arise.												
9	Performance report on different schemes (physical & financial target and achievement):-	Various Complaint and allegation ageist M.R. Dealers has been sent to D.C.F.& S for enquiry and necessary action and other complaint are sent to respecting S.D.O's and B.D.O's for enquiry and report. Also See Annexure I.												

- |     |                                                                                                                                                              |                                                                             |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 10. | When last inspected maintaining major faults found and their corrective major faults found and their corrective majors have been taken                       | Nil.                                                                        |
| 11. | Report on audit queries:-                                                                                                                                    | No reply on Audit queries are pending now.                                  |
| 12. | Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room:-                                             | Good                                                                        |
| 13. | In Case Of Establishment/ Nazarath Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated:-          | NA                                                                          |
| 14. | Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention):- | Nil.                                                                        |
| 15. | Whether work diary for every staff is being maintained and quality of the diary:-                                                                            | Movement register are maintained for fill movement.                         |
| 16. | Status of computerization:-                                                                                                                                  | Computerization of records is not maintained for non-availability of D.E.O. |

#### Annexure I

#### Collection of Renewal fees for HSD/HSD Retail outlet/Cooking Gas of this district for the year 2012-13:-

Renewal fees from Bolpur S.D.O Office Rs. 30,600/  
(Cooking gas & Lubricants Oil)  
Renewal fees from Rampurhat S.D.O Office Rs. 62,000/-  
(Cooking gas & Lubricants Oil)  
Renewal fees from Sadar S.D.O Office Rs. 41,000/-  
(Cooking gas & Lubricants Oil)  
Renewal fees from District Food Section Rs. 4,53,000/-  
(Renewal fees of MS/HSD Retail outlet and New Selling License fees of MS/HSD and L.P.G. cooking Gas)

Total collection of this district amounting to Rs.5,86,800/-

## BCW DEPARTMENT

1. Name of ADM(Dev)-in-Charge since taken Smt. Krishna Mardi, WBCS(Exe), as on 01.04.2011 to till date.
2. Name of the Officer-in-Charge since charge taken 1) Sri Subhas Chandra Biswas, WBCS (Exe), P.O-cum-DWO,BCW, Birbhum as on 11.02.2012 to till date.
- 3 Staff position  
A.

Staff pattern	Sanctioned	Existing
U.D.C	08	02
L.D.C	07	03
Group-D	29	13
- 3.B Whether any redeployment of staff has been done keeping view the work load No.
4. Nature of work (in brief) Implementation of various welfare schemes for the benefit of SC/ST/OBC people living in the district such as:-
  - i) Educational development towards SC/ST/OBC students both for primary, secondary and post secondary stages.
  - ii) Community Development relating to the SC/ST people with necessary fund under SCA to SCP, SCA to TSP (S.H.G.) and 1<sup>st</sup> proviso of Art.275(i) of the Constitution under different sectors like a) Road development, b) Educational development
  - iii) which includes repair, renovation and construction etc. c) Irrigational facilities which includes construction of culvert, weir-bundh, supply of drinking water etc.
  - iv) Chapter-II A of W.B.L.R Act- Restrictions on Alienation of Land by scheduled Tribes .
  - v) To impart training to the SC/ST youths in the T.C.P.C. for shoe making as well as computer training through ECIL-ECIT.
  - vi) To boost up cultural activities amongst the S.T. people.
  - vii) A) Free of cost Computer Training by B.C.W., Department along with Stipends @ Rs.1000.00 per Trainer p.m.  
B) Free of cost JEE Training for

- viii) SC/ST Students.
- viii) Income generating Schemes under SCA TO TSP through eligible tribal S.H.G.
- ix) OBC loan to the unemployed OBC youths.
- x) OBC Loan to S.H.G., especially women groups under Micro-Credit Finance Scheme.
- xi) Old Age Pension scheme under BPL category S.T. People above 60 years age.
- xii) Processing the matter of issuance of SC/ST/OBC certificates .
- xiii) Enquiring of N.G.Os and sending proposals to the govt.
- xiv) Look after the reservation norms for S.C.,S.T.,OBC communities.
- xv) Implementation of "Recognition of Forest Rights" Act,2006.

5. Acts, Rules & Regulations if deals with

1. Prevention of atrocity Act'1995.
2. Act/Rules under Chapter-11-A of WBLR-Act-1955 on restrictions on alienation of Lands by Schedule Tribes.
3. Implementation of the Scheduled Tribes and other Traditional Forest Dwellers' (Recognition of Forest Rights) Act, 2006 and Rules'2008
4. WBSC & ST (Identification) Rules-1995 Govt. orders issued time to time.

6. Name of Registers maintained in the Section

- Every individual scheme has separate registers. Other Registers maintained include:
1. G.I.P.M. to SC / ST
  2. Hostel Charges for Secondary Schools
  3. Hostel Charges for Primary School.
  4. Feeder School .
  5. Book Grant to SC/ST Students
  6. Other Compulsory Charge to ST Students
  7. Pre-matric to OBC students
  8. Post Matric to OBC students.
  9. Additional Benefit for ST girls (Class-V to X)
  10. Special Scholarship to SC, ST students (Class IX to XII)
  11. Unclean Occupation .
  12. Upgradation to SC / ST Students
  13. Maintenance Charges to SC & ST students.
  14. Allotment Register –cum-Bill Register for Pay Bill & Others Bill.

7. No. of receipt & issue in the year (From 01.04.2012 to 31.03.2013)

Receipt  
2241

Issued  
2347

- |     |                                                                                                                                                            |                                                                                                                                                    |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.  | Financial allotments received head wise & expenditure incurred                                                                                             | The Section receives and disburses funds from BCW Department                                                                                       |
| 9.  | Performance report on different schemes (physical & financial target and achievement)                                                                      | Office goes on smoothly. G.O & Guidelines in this respect are followed. Everything is done in the public interest. Report is annexed at Annexure-I |
| 10. | When last inspected maintaining major faults found and their corrective major faults found and their corrective majors have been taken                     | No inspection conducted this year.                                                                                                                 |
| 11. | Report on audit queries                                                                                                                                    | All Audit Queries promptly replied.                                                                                                                |
| 12. | Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room                                             | Good Condition                                                                                                                                     |
| 13. | In case of Establishment / Nazarath Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated         | Does not arise                                                                                                                                     |
| 14. | Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the section and which is wroth special mention) | Please refer Annexure I                                                                                                                            |
| 15. | Whether work diary for every staff is being maintained and quality of the diary                                                                            | No                                                                                                                                                 |
| 16. | Status of computerization                                                                                                                                  | Good                                                                                                                                               |
| 17. | Remarks, if any                                                                                                                                            |                                                                                                                                                    |

Annexure - I

Performance Report

The Backward Classes Welfare Office, Birbhum is responsible for execution and supervision of the schemes relating to the SC/ST Welfare of Birbhum district. The District comprising 19 blocks with an overwhelming SC/ST population. Apart from normal Welfare schemes, such as, that of providing Book Grants and exam. Fees, Hostel Grants, Scholarships to the SC/ST students of post secondary stages, there are two central hostels for S.T. girl students, one at Suri and other at Nalhati. 1(one) TCPC (Leather) is also functioning at Abdarpurdanga to impart training for shoe making for SC/ST unemployed youths.

2. Proposal for starting 2 other new Central Hostels for S.T. boys has been sent to the B.C.W. Deptt. for immediate approval under Suri and Bolpur Sub-Division.

3. 21 nos. Ashram type hostels both for primary and secondary are running in the District accommodating 720 SC/ST boys and girls.

4. 66 schools attached hostels having accommodated SC-1850 ST-1560 students (boys and girls) are being benefited under hostel charge schemes of prematric education.

5. (i) During the year 2012-13, an amount of Rs.37,43,230/- under SCA TO SCSP, Article 275(i) amounting to Rs. 237 Lakh and SCA to TSP Rs. 15,82,316/- received from B.C.W. Deptt. has been utilized for the execution of community Development schemes in the district. During the year 2012-2013, no fund has yet been received.

6. Issue & Receipts:- Register is maintained properly and found correct.

7. G.P.F for Gr.-D:- G.P.F. account of Gr.-D is maintained properly.

8. Bill Register/Transit Register:- Maintained properly.

9. Service Book:- Maintained Properly.

10. Cash book:- Cash book is maintained properly.

11. There is vacancies of 6 U.D.Cs and 4 L.D.Cs in the office, Commissioner, B.C.W., has been moved vide office No.1301/B.C.W., dt.-19.04.2013 but posting of the same has not yet been made. Govt. in the B.C.W. Deptt. may be requested to fill up the vacancies early.

12. Last audit of A.G. West Bengal was held on 01.08.2009 to 31.03.2012.

Replies to the audit paras have been sent to the commissioner, B.C.W. vide memo no.-1379/BCW/ Birb. dt.23.04.2013.

Report on SC/ST./OBC Certificates

- Total number of SC Certificates issued during 2012 – 2013: 15758
- Total number of ST Certificates issued during 2012 – 2013: 2483
- Total number of OBC (A) Certificates issued during 2012 – 2013: 16319
- Total number of OBC (B) Certificates issued during 2012 – 2013: 8243

Old Age Pension for Tribals for the for the year 2012-13					
No. of Beneficiaries	Fund Received	Fund utilized	No. of Bank Account opened by Beneficiaries as on 19.11.12	Month up to which pension paid	Further requirement of Fund
14023	160970000/-	160103295/-	13440	Mar' 13	159960000.00 (Against sanctioned quota of 13330 nos. benef.)



## **NATIONAL INFORMATICS CENTRE (NIC)**

*National Informatics Centre (NIC) is a premier Information Technology Organization in India committed to providing state-of-the-art solutions for the IT needs of the Government of India at all levels. NIC carries the distinction of being the largest IT Organization in the Country and has set up a satellite based nationwide computer communication network called NICNET having over 1400 nodes connecting the National Capital, the State Capitals and the District Headquarters to one another. The IT services of NIC range from Consultancy, Software Design & Development, Office Automation and Networking Services to Training, Video Conferencing, CAD, EDI, Multimedia and Internet Services including Web Site Development and Hosting. NIC has a nationwide presence with its offices spread all across the Country, from Leh to Andaman & Nicobar Islands.*

*National Informatics Centre , Birbhum District Unit established on 1989 under the Planning Commission of Government of India. In the Year of 2000 the Organization moved to the **Ministry of Communication & Information Technology** under **the Government of India**. Since its inception NIC, Birbhum has been involved in promoting I. T. Culture among the District Administration and its lying Department by developing need based software and implementing them. Presently the centre hosts state-of-art I. T. Infrastructure including 2 Mbps Leased-Line Connectivity and Executive Video-Conference System (EVCS).*

*There are various sectors / departments in which NIC, Birbhum stepped in and got success by introducing the new instruments of changes. The Following are the few example .....*

<b>Srl No</b>	<b>Name of the Project</b>	<b>Brief Description of the Projects Running</b>
1	<b><u>Computerization of District Judges Court ( e-Court Project )</u></b>	<p>e-Court Project is one of the prestigious Mission Mode Projects of Government of India. The software developed by NIC-HQ, under guidance and direction from Judiciary Department, Government of India.</p> <p>The objectives of the project are :</p> <ul style="list-style-type: none"><li>• To help judicial administrations of the courts in streamlining their day-to-day activities</li><li>• To assist judicial administration in reducing the pendency of cases</li><li>• To provide transparency of information to the litigants</li><li>• To provide access to legal and judicial databases to the judges.</li></ul> <p>CIS Software has been successfully implemented at four locations ( District Judges Court at Suri, Bolpur Sub-divisional Court, Rampurhat Sub-divisional Court and Dubrajpur Taluka Court. )</p>

- 2 **Agricultural Marketing Board – Daily Market Data Transmission**
- The project is designed to establish a nationwide information network for speedy collection and dissemination of market information data for its efficient and timely utilization. Market price data is reflected in the AGMARKNET portal everyday and it is useful for the producers, marketers, and marketing organizations throughout the country. Implemented successfully at Three Market Nodes in Birbhum ( O/o DAMO – Birbhum, RMC- Bolpur, RMC-Rampurhat )
- PlanPlus is a software developed by NIC-HQ under guidance and direction from Ministry of Panchayati Raj, in order to demystify and strengthen the decentralized planning process. The software is a web-based software and captures the entire planning workflow starting from identification of needs, the plan approval process till the final approval by the District Planning Committee. The software is highly generic and can be extended to capture the plans prepared by line departments at the state and central level to generate the National Plan.
- 3 **Plan Plus Software for BRGE**
- Plan Plus S/W has been successfully implemented in Birbhum District. Annual Plan & Perspective Plans are fed from Block GP in regular basis.
- VAHAN** : An application developed by NIC Headquarter New Delhi for registration of vehicles and road tax clearance by the RTA. It helps the department to :-
- Register Vehicle.
  - Collection of tax.
  - Issue various certificates and permits.
  - Record the fitness of vehicles.
- 4 **Vahan & Sarathi Project**
- SARATHI** : An application developed by NIC Headquarter Delhi used by the RLA for
- Learner License
  - Permanent Driving License
  - Conductor's License
  - Driving School License.
- Vahan Software has been successfully implemented in Birbhum District and running since 2005. Integration with the State Vehicle Register Database done on 30/03/2010. Vahan & Sarathi S/W will be implemented at two ARTO Office at Bolpur & Rampurhat soon.
- 5 **Computerization of Registration of Documents (CORD) Project**
- CORD, Computerization of Registration of Documents, is an application package developed to automate the Registration Offices of the State of West Bengal. It is capable of registering documents online with speed, reliability and transparency. CORD integrates scanning of deed after the completion of deed. The total work flow for completion of Registration Process has been automated. Capturing of Photo & Fingerprint, generation of endorsement sheet has greatly reduced the total time taken to complete Registration. In fact within 30 minutes a registration can be completed. CORD S/W has been successfully implemented at all

the 10 nos. of DSR / ADSR / SR Offices in Birbhum District.

- 6 Computerization of Salary Accounts (COSA) Projects**
- COSA**, developed in Client-Server based paradigm, ensures accuracy and timeliness in the generation of Pay Bills, Schedules and other Annexure required for producing Salary Bills of the establishments of Government Departments. Support of COSA is being Offered about 15 DDO Offices from NIC District Centre and rest of the DDOs are getting support from the Vendor.
- Bhu-Adhigrahan software has been developed using VB.NET and Sql Server2000 keeping in view the new approach toward Land Acquisition
- The main features of this software are -
1. Integration of ROR Data from BHUMI with BHU-ADHIGRAHAN
  2. Bilingual interface with generation of reports in both English and Bengali
  3. Creation and Assignment of User Levels with respective permissions
- Test- run of Software has already done. Full fledged implementation will start soon after procurement of Hardware by user.
- 7 Bhu-Adhigrahan (New Approach Land Acquisition Monitoring System)**
- A state-level software has been developed to Monitor and Disburse Post Matric Scholarship to student belonging to SC/ST/OBC category by the BCW, Deptt., Govt. of West Bengal through the P.O-Cum-DWO of the District. The software is capable to store and retrieve data concerning student receiving financial assistance from government towards education and also generate bills to be placed before Treasury and disbursement of Scholarship through bank accounts of the beneficiaries.
- Post Matric Scholarship Monitoring Software has been successfully implemented at Office of the PO-Cum-DWO, BCW Section, Birbhum.
- 8 Post Matric Scholarship Monitoring System**
- RSBY has been launched by Ministry of Labour and Employment, Government of India to provide health insurance coverage for Below Poverty Line (BPL) families. The objective of RSBY is to provide protection to BPL households from financial liabilities arising out of health shocks that involve hospitalization. Beneficiaries under RSBY are entitled to hospitalization coverage up to Rs. 30,000/- for most of the diseases that require hospitalization. Coverage extends to five members of the family which includes the head of household, spouse and up to three dependents.
- Preparation of RSBY Template Database completed and submitted to State nodal agency in the month of May-2012. Total beneficiary is 4,24,717 BPL & APL ( MGNREGA ) families
- 9 Rastriya Swastha Bima Yojana (RSBY)**

- Certificate**
- 10 **Information System ( CIS S/W )** A software has been developed by NIC-Birbhum District Unit to handle day-to-day issuance of different type of certificates (Residential / Income / Character) at Office of Sub-Divisional Officer of the District. The software is capable of issuing certificates after requisite data entry and verification by the staff of the Sub-Division Office.  
CIS S/W has been successfully implemented at Office of the SDO-Sadar Suri, Birbhum.
- Arms License**
- 11 **Information and Monitoring System** The system is running at J.M Section, Birbhum Collectorate. The software is capable of handing day-to-day activities relating to Gun License like issue of Application for Gun License, Issue of Note sheet for internal processing, Sending letter to Office of Superintendent of Police and Issue of License after completion of the all necessary steps  
Arms License and Monitoring SW has been implemented at J.M. Section of Birbhum Collectorate and SDO Offices at Rampurhat and Bolpur.
- 12 **CONFONET Project** The department of Consumer Affairs under the Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India, has assigned the responsibility of Implementing the project on "Computerization and Computer Networking of Consumer Fora in Country" to NIC, as a plan scheme of Department. NIC provides Information technologies (IT) support in terms of study and analysis of application requirements at NCDRC, SDRC and District Fora and give technical solution for development and implementation of computer network based system for the application areas with main focus on Case Monitoring. Case Monitoring system is an intranet based application to record the proceedings of cases registered by complainants or appellants in consumer courts and provide an easy retrieval of information. Thus the job of monitoring the status of multiple cases as well as maintaining their statistics is highly simplified  
CONFONET Project has been successfully implemented at District Consumer Disputes Redressal Forum, Birbhum.
- 13 **On-line Web Based MPLADS Project** The developmental works suggested by Hon'ble MPs under Member of Parliament Local Area Development Scheme are monitored through this software MPLADS Works Entry - Module is for the district authorities, they can enter the works related data and generate reports. It is password protected and each district can enter data related to their own district only. MPLADS Reports - Module is for general Public. Anyone can access this and view the MPLADS reports generated here.  
MPLADS Project has been successfully implemented in Development & Planning Section, Birbhum Collectorate, Birbhum.

- An Web Based Software has been developed and hosted ( <http://castcertificatewb.gov.in> ) at the State level for capturing data related to SC/ST/OBC Certificate Application at the Block Development Officers or from any means at the website by the Applicant. The Software is a role based one, the Inspector of
- 14 **Online SC / ST /BCW verifies the documents submitted by the applicant and OBC Certificate electronically placed at the BDOs end. The BDO then verifies and Issuance ( OSCAR ) recommends to SDO for granting the Caste Certificate to the applicant. At every stage of the process of issuing the Certificate is visible by the applicant on a mouse click at the website. User Level Training has been imparted to the BDOs , Inspector of BCW posted at Blocks and Sub-Divisions. OSCAR S/W has been successfully implemented in all three Sub-Division Offices.**
- 15 **District Website of Birbhum** Official Website of Birbhum District ( <http://birbhum.gov.in> ) has been designed, developed and maintained by NIC-Birbhum District Unit in consultation with District Administration. The data of various Department / Section of the Collectorate has been put off for dissemination of information to the citizen. Maintenance and Up gradation of the Website is being done on daily basis to keep the content up-to-date.
- 16 **Preparation and hosting of District Primary School Council Website and its day to day maintenance** An Website has been prepared and hosted for District Primary Schhol Education Council by NIC Birbhum District Centre. Presently the Website is fully functional . The website is maintained and updated on day to day basis by NIC birbhum District Unit
- 17 **Preparation and hosting of Sainthia Municipality Website and its day to day maintenance** An Website has been prepared and hosted for Sainthia Munciplaity by NIC Birbhum District Centre. Presently the Website is fully functional . The website is maintained and updated on day to day basis by NIC birbhum District Unit
- 18 **Polling Personnel Deployment System** A software developed at State level to manage deployment of polling Personnel during Election for Loksabha / Bidhansabha / Municipality / Gram Panchayat Election.
- 19 **Public Grievance Monitoring System** The software is running at PG Cell, Birbhum Collectorate for monitoring Public Grievance related matter.
- 20 **National Animal Disease Reporting System** The National Animal Disease Reporting System (NADRS) will link each block, district and state headquarters through computer with a central disease reporting and monitoring centre in New Delhi. A new system is being worked out for linking block, district and state for animal diseases with a nodal central agency for better monitoring and control of trans-boundary diseases. This

programme will enable veterinary authorities to closely monitor, control and eradicate animal diseases, particularly those of a trans-boundary nature.

Hardware / Software has been installed, VPNoBB has been installed by BSNL The NADRS Software is now running successfully at BLDO Office Suri – II & BLDO Office Rajnagar is two pilot implementation block of Birbhum.

21 **Workflow based  
File Tracking  
System ( WFTS )**

**Workflow based File Tracking System** is web based application which helps in tracking the movements of file. The application enables the users to maintain a consistent watch over the movement of various important documents in the process of decision making. NIC WBSC developed the software and is being used at Writers' Building and other departments including districts of West Bengal. The Project will be started shortly.



## **BIRBHUM ZILLA PARISHAD**

- 1 Name of ADM-in-Charge since taken:- a) SRI SHYAMASIS ROY, WBCS(EXE), ADDITIONAL CHARGE OF AEO, BZP with effect from 01.04.2012 to 05.07.2012.  
b) SRI BIDHAN RAY, WBCS(EXE), with effect from 06.07.2012
- 2 Name of Officer-in Charge since charge taken:- SRI BIDHAN RAY, WBCS(EXE).
- |                      | Staff Pattern | Sanctioned | Existing                       |
|----------------------|---------------|------------|--------------------------------|
| 3.A Staff Position:- | UDC           | 9          | 10 (1 no. Superannuatory post) |
|                      | LDC           | 9          | 5                              |
|                      | Gruoup-D      | 25         | 21                             |
- 3.B Whether any redeployment of staff has been done keeping view the work load:- NA
- 4 Nature of Work:- Supervision & Monitoring the Development Programme executed through the P.S & Z.P. level.
- 5 Acts, Rules & Regulations if deals with:- West Bengal Panchayat Act, 1973 & W.B. Service Rules.
- 6 Name of Registers maintained:-  
a) Receipt Register  
b) Issue Register  
c) Cash Book  
d) Appropriation Register-I  
e) Appropriation Register-II (Own Fund)  
f) Stock Register of Cheque Books  
g) Cheque issue register  
h) Valuable Deposit of Security of Works  
i) Liquid Cash Book Register  
j) Register of Receipt of Cheque  
k) Impress Cash Register  
l) Advance Register  
m) Claim un-claimed bill register  
n) Bill transit register  
o) Provident fund Register  
p) Dead stock register
- 7 No. of receipt & Issue in the year:- (From 01.04.2012 to 31.03.2013) Letter Receipt: 9912 nos.  
Letter Issued: 4436 nos.

- |    |                                                                                                                                                               |                                                                                                                                                                     |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8  | Financial allotments received head wise & expenditure incurred:-                                                                                              | Enclosed: Cash Analysis Report from 01.04.2012 to 31.03.2013                                                                                                        |
| 9  | Performance report on different schemes (physical & financial target and achievement):-                                                                       | Enclosed: Physical & Financial Performance report of IAY, BRGF,3rd SFC, 13th FC, Amarthikana                                                                        |
| 10 | When last inspected maintaining major faults found and their corrective major faults found and their corrective majors have been taken                        | Last E.L.A. audit conducted by AGWB ( L.S.G.) on October-2012 for the year 2011-12. In the inspection report, no such major faults found.                           |
| 11 | Report on audit queries                                                                                                                                       | Preparation of audit inspection report is under process.                                                                                                            |
| 12 | Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room:-                                              | GOOD                                                                                                                                                                |
| 13 | In case of Establishment/Nazareth Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated:-            | Followed as per WBSR                                                                                                                                                |
| 14 | Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the section and which is worthy special mention):- | IAY - 10659 Houses constructed, NBA (TSC) - 2800 nos Pucca Toilet Constructed, 99% School provided Toilet Block.                                                    |
| 15 | Whether work diary for every staff is being maintained and quality of the diary                                                                               | No work diary is being maintained now.                                                                                                                              |
| 16 | Status of computerization:-                                                                                                                                   | IFMS for accounting, COSA, AWASSOFT FOR IAY MIS online reporting to MORD, Plan Plus for planning, Action Soft for work execution reporting under BRGF, e-Tendering. |
| 17 | Remarks, if any:-                                                                                                                                             | NIL                                                                                                                                                                 |



**MONTHLY PROGRESS OF REPORT ON EWS HOUSING SCHEME (AMAR THIKANA)  
FOR THE MONTH OF : MARCH-2013**

Name of the Department: Birbhum Zilla Parishad

Sl No	Name of the District / PS	Target	Unit Cost (Rs. In Lakh)	No of units sactioned so far	Administra tive Approval accorded (Rs. In Lakh)	Fund Releas ed so far (Rs. In Lakh)	Physical progress		
							No. of houses fully constructed		No of houses under construction during the current month Under report
							Monthly achievement during currnet month	Cumulati ve achievem ent upto the current month	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(10)	(11)	(12)
1	Birbhum	1489	0.45	1489	670.05	670.05	82	329	888

**EXPENDITURE STATEMENT OF 3rd S.F.C GRANT**

**District: Birbhum**

**Month : March-2013**

Rs. In Lakh

Grant received during the month	0
Total grant received up to the month	4489.73822
Expenditure incurrerd during the month	65.6209
Cumulative Expenditure up to the month	4139.72567

Sl No.	Scheme	Financial Target as per Annual Plan 2010-11	Op. Balance out of 3rd S.F.C. Grant	3rd S.F.C. Grant received during the month	Total Grant	Fund utilised during the month	Total expenditure up to the month	Balance	Remarks
	1	2	3	4	5	6	7	8	9
1	Creative / Devlopment of Assetts like								
a	Rural Connectivity	780	73.2411	0	1015.02	21.0273	962.806	52.21381	
b	Water Supply	361	14.556	0	476.73	8.08	470.254	6.476	
c	Sanitation & Drainage	300	28.256	0	289.62	10.014	271.378	18.242	
d	Solid & Liquid waste disposal	102	42.7942	0	108.5	14.65	80.3558	28.1442	

Sl No.	Scheme	Financial Target as per Annual Plan 2010-11	Op. Balance out of 3rd S.F.C. Grant	3rd S.F.C. Grant received during the month	Total Grant	Fund utilised during the month	Total expenditure up to the month	Balance	Remarks
e	SSK / MSK / ICDS / SHG Centres / Hat / Bazar	153	13.62	0	171.28	0	157.66	13.62	
f	PRI Building / Staff Quarter / Training Centre	16	8.59	0	12.8	0	4.21	8.59	
g	Ground / Park / Garden / Places of Social Interest	34	28.9	0	34.2	0	5.3	28.9	
h	Street Light	17	14.43	0	19.5	0	5.07	14.43	
i	Others (Specify)	4	2.7	0	12	0	9.3	2.7	
<b>2</b>	<b>Social aspects</b>								
a	Health Care	182	26.2125	0	283.7	3.87	261.358	22.3425	
b	Drinking water facility (PHE)	112	19.493	0	197.8	2.365	180.672	17.128	
c	Child & Woman Developmetn (Specify)	201	19.92	0	192.09	0	172.17	19.92	
d	Sports & Culture	94	19.0046	0	89.98	2.36	73.3354	16.64463	
e	Others (Specify)	255	7.53806	0	194.4677	0	186.93	7.53806	
<b>3</b>	<b>Maintenance of Existin PRI owned assetts</b>								
a	Drinking water sources	414	30.0123	0	439.7894	0	409.777	30.01228	
b	SSK / MSK / ICDS Centres	372	22.761	0	192.62	0	169.859	22.76102	
c	Road	613	27.3837	0	725.1126	3.1816	700.911	24.20206	
d	Hat / Bazar	33	14.5545	0	31.82	0.073	17.3385	14.48151	

Sl No.	Scheme	Financial Target as per Annual Plan 2010-11	Op. Balance out of 3rd S.F.C. Grant	3rd S.F.C. Grant received during the month	Total Grant	Fund utilised during the month	Total expenditure up to the month	Balance	Remarks
e	Picnic spot / Play Ground / Park / Garden / Places of Social Interest	8	1.66648	0	2.70848	0	1.042	1.66648	
f	Road	0	0	0	0	0	0	0	
g	Others (Specify)	0	0	0	0	0	0	0	
4	Contingency Expenditure	0	0	0	0	0	0	0	
5	Others (Specify)	0	0	0	0	0	0	0	
	Total	4051	415.633	0	4489.738	65.6209	4139.73	350.01255	

**Report on INDIRA AWAAS YOJANA (IAY ) [CONVERGENCE PROGRESS]**

Sl. No.	DISTRICT	HOUSES SANCTIONED DURING THE YEAR	BENEFIT AVAILABLE UNDER DRI	SANITARY LATRINES SANCTION AGAINST THE SANCTION OF HOUSES	SANITARY LATRINES CONSTRUCTED	SMOKELESS CHULLAHS CONSTRUCTED	BENEFIT AVAILED UNDER RAJIV GANDHI GRAMIN VIDUTIKARAN YOJANA	ENROLLED UNDER LIFE INSURANCE SCHEME		ENROLLED UNDER HEALTH INSURANCE "AROGYA RAKSHA" SCHEME
								JAN SHREE	AAM ADMI	
1	Birbhum	9374	0	6579	5083	2799	870	0	216	1165

## DP & RDO

1. Name of ADM-in-Charge since taken:- Sri Bidhan Roy, WBCS (Exe.), ADM (ZP), Birbhum.
2. Name of Officer-in-Charge since charge taken:- Sri Prabir Biswas, WBCS(Exe.), DP&RDO, Birbhum, upto 20.06.2012 & Smt. Anupama Purakayastha, WBCS(Exe.), DP&RDO, Birbhum from 20.06.2012 to 31.03.2013.
- 3.A Staff Position :-
- | Staff Pattern           | Sanctioned | Existing |
|-------------------------|------------|----------|
| <u>Panchayat Set-up</u> |            |          |
| DP&RDO                  | 1          | 1        |
| Dy.DP&RDO               | 1          | 1        |
| PDO, HQ.                | 1          | 1        |
| PA&AO, HQ.              | 1          | 1        |
| Gr.1 Typist(Panch.)     | 1          | 1        |
| Panch.Clerk             | 2          | 1        |
| Driver                  | 1          | 1        |
| Panch.Peon              | 2          | 1        |
| <u>R.D. Set-up</u>      |            |          |
| U.D.C.                  | 1          | 1        |
| L.D.C.                  | 2          | 1        |
| Clerk-cum-Typist        | 1          | 0        |
| Group " D "             | 2          | 0        |
- 3.B Whether any redeployment of staff has been done keeping view the work load :- 3 nos. of retired persons are engaged on contractual basis by the District Magistrate, Birbhum.
4. Nature of work:-
1. Administrative work of different Blocks, Panchayat Samities and Gram Panchayats for monitoring of different works relating to NSAP
  2. Audit of GP/PS, ISGP
  3. All matters relating to Panchayat elections
  4. All Matters relating to Proflal
  5. Sub-allotment of various fund received for P.R.Bodies under Heads of account 2515& 2505
  6. Overall monitoring of Panchayati Raj set up & Rural Development
  - 7.
5. Acts, Rules & regulations if deals with:- Panchayat Acts, Rules & Regulations.

6. Name of registers maintained :- Issue & Receipt register , Allotment register, Bill register, Transit register, Stock register , Court case register, Attendance register, Leave register etc.
7. No. of receipt & issue in the year (From 01.04.2012 to 31.03.2013). Issue of letters -2034nos., Receipt of letters-8162 nos.

8. Financial allotments received head wise & expenditure incurred:-	Head	Allotment received	Allotment expenditure	Surrendered
	2515	Rs.3239729	Rs.3081730	Rs.157999
	2505	Rs.1642175	Rs.1136419	Rs.505756

9. Performance report on different schemes (physical & financial target and achievement)

Name of the scheme	Target		Achievement	
	Financial	Physical	Financial	Physical
IGNOAPS	2984.38	72311	2396.61	63464
IGNWPS	1235.34	16096	775.89	15929
IGNDPS	98.03	2260	76.6	1930
NFBS			304.39	2086

10. When last inspected maintaining major faults found and their corrective majors fault s found and their corrective majors have been taken :-

No such faults found

11. Report on audit queries:-

Audit not yet done.

12. Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room:-

Satisfactory.

- |     |                                                                                                                                                              |                                                                             |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 13. | In case of Establishment/Nazarath section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated:-           | N/A                                                                         |
| 14. | Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention):- | Not such report reflected.                                                  |
| 15. | Whether work diary for every staff is being maintained and quality of the diary:-                                                                            | Not maintained.                                                             |
| 16. | Status of computerization:-                                                                                                                                  | Adequate nos. of computer available.<br>(Desk top- 07 nos., Laptop-02 nos.) |
| 17. | Remarks ,if any:-                                                                                                                                            | Nil                                                                         |

## D.L & L.R.O

- 1 Name of ADM-in-Charge since taken :- SHYAMASIS ROY, WBCS(Exe.) D.L&L.R.O & A.D.M., Birbhum.
- 2 Name of Officer-in-Charge since charge taken :-  
1. Biswanath Mahara, SRO-II & D.D.O  
2. Md.Khairul Anam , SRO-II & O/C,S&S  
3. Dibyendu Goswami, SRO-II & O/C, Law Cell.  
4. Balai Chandra Basak, SRO-II & O/C, Mines.  
5. Partha Sarkar, SRO-II & Nodal Officer (Computer)
- 3.A Staff Position :-  
Staff pattern Sanctioned Existing  
U.D.C. 440 ( 200 ( including H.C.)  
L.D.C. including H.C.)  
Group "D" 638 276
- 3.B Whether any redeployment of staff has been done keeping view the work load :-  
Yes, Clerical : 100 Nos. -- |  
Amin : 29 Nos. | on re-employment  
Revenue Inspector : 43 Nos | on contractual  
Draftsman : 01 No. -- | basis.
- 4 Nature of work :-  
Preparation of Land Records and Surveys , vesting of ceiling Surplus land and distribution, Settlement of Govt. Land , Resource Mobilisation , monitoring of suits of land reforms matter by the Dist. Law cell to defend the state interest , Agri census, Crop Surveys and various citizen centric works.
- 5 Acts, Rules & Regulations if deals with :-  
W.B.L.R.Acts and Rules,  
W.B.Minor Minerals Acts and Rules  
West Bengal Service Rule, Financial Rules etc.
- 6 Name of Registers maintained :-  
Different types of Registers as per manual.
- 7 No. of receipt & Issue in the year :- ( From 01.04.2012 to 31.03.2013)  
Receipt : 15190 Nos.  
Issue : 6355 Nos.
- 8 Financial allotments received head wise & expenditure incurred :-

9	Performance report on different schemes (physical & financial target and achievement) :-	An area of 22.83 acre of land has been purchased under the scheme of Chas-O-BasoBaser Bhumi Dan Prakaalpa against an amount of Rs.20,31,261/- lying with Collector's P.L.Account and the land has been distributed among 171 beneficiaries. Besides, a total no. of 5206 beneficiaries have been benefited by providing Govt. vested land under the scheme of N.G.N.B.
10	When last inspected maintaining major faults found and their corrective majors have been taken :-	No such inspection from higher authority has been made during that period however Internal audit of D.L&L.R.O., Birbhum was made on 06 to 08 <sup>th</sup> Nov,2012. Observation of audit team has been received by this office.
11	Report on audit querries :-	Reply of few audit paras have already been sent to A.G., vide this office No. 1281/Audit dt.08.03.2013. Remaining replies of audit para are under process, which is likely to be completed shortly, and the same will be sent to the concerned department immediately after preparation of audit query report.
12	Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room. :-	Physical condition of various sections of D.L&L.R.O. office is satisfactory. Files are numbered and neatly maintained.
13	In case of Establishment/ Nazarath Section the action taken to deduct leave for continuous absence late attendance for otherwise should be stated	During the period of 2012-2013 no such incident occurs.
14	Outstanding achievement ( A brief note may be included which you consider as the outstanding achievement of the section and which is wroth special mention) :-	This district has performed an excellent achievement by collecting Rs. 40,85,44618/- ( Rupees forty crore eightyfive lacs fortyfour thousand six hundred eighteen) only from L.R. and Cess, Royalty and cess on Minor Minerals and Major Minerals and from others which is 116 % of the total target fixed by the Directorate. The report in brief Shown in annexed sheet.
15	Whether work diary for every staff is being maintained and quality of the diary	Yes, maintained by the officers and R.Is.
16	Status of computerization :-	All the L.R. Mouza Records of this district are computerized. Contineous updation of L.R. ,R-O-R is on process.( details shown in annexure sheet)
17	Remarks, if any :-	





5. Act, Rules and Regulation (Manuals) Motor Vehicle Act 1988, Central Motor Vehicle Rule, 1989, W.B.M.V Tax Act 1979, W.B.M.V Rules, 1989
6. Financial allotment received head wise & expenditure incurred. Maintained in the Estt. Section & Nezarath Section
7. Report on audit queries. An amount of Rs.10 Lakhs has been realised till now as per audit queries
8. Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention.) Total Revenue Collection of 2012-13 are enhanced 35% from the previous year i.e.2011-12. Revenue Collection of Enforcement activities are also enhanced.
9. Whether work diary of every staff is being maintained and quality of the diary. Not in running position
10. Status of Computerization. In our district, the "VAHAN" software for registration and realizing taxes of the vehicles is in operation since December, 2005 but the software for Driving Licenses , i.e., "SARATHI" is yet to be implemented
11. Remarks, if any. The set up needs full computerization in order to provide better service to the public as well as fulfillment of Target.
12. Nature of Registers maintained . The Register of Registration Register of Cash Book to maintain the daily cash collection of taxes & Fees/ issuance of Permanent Permit & Temporary Permit/Issue Receipts register different categories of Licence Register are maintain regularly

Performance report during the year 2012-13	a) <u>Report for Total Vehicles Registered</u>	
	Vehicle class	Registered vehicle
	AMBULANCE	47
	ARTICULATED VEHICLE	-
	BUS	36
	CRANE	4
	EARTH MOVING EQUIPMENT	108
	HEAVY GOODS VEHICLE	525
	JEEP TAXI	1
	L.M.V. (CAR)	575
	L/TAXI -MOTOR CAB / TAXI	26

LIGHT GOODS VEHICLE	364
MAXI CAB	72
MEDIUM GOODS VEHICLE	38
MOPED	28
MOTOR CYCLE WITH SIDE CAR	153
M_CYC	17925
M_CYC(IMP.)	-
OMNI BUS	3
OMNI BUS (PRIVATE USE)	518
SCOOTER	5
TANKER	-
THREE WHEELER (PASSENGER)	-
TRACTOR (COMMERCIAL)	1084
TRAILER (COMMERCIAL)	43
Total	21555

b) Total Driving Licence issued :- 28275

c) Revenue Collection .

2012-2013					
MONTH	TAX	FEES	ENF.	T.W. Welfare Cess	TOTAL
APRIL	12229394	2790953	948685	520593	16489625
MAY	12783618	2697715	864692	448049	16794074
JUNE	13618820	2759315	1126357	518686	18023178
JULY	14612025	3029927	1029567	497287	19168806
AUGUST	14185128	2817617	1172336	440303	18615384
SEPTEMBER	11427981	2552174	553411	450695	14984261
OCTOBER	144351146	2314650	56101	49618	17301515
NOVEMBER	17113521	2489962	232050	509726	20345259
DECEMBER	21418718	3137552	251046	513734	25321050
JANUARY	19919240	3346734	1009719	643993	24919686
FEBRUARY	17777283	3482699	1431800	528201	23219983
MARCH	20793120	3539011	1522167	590028	26444326
Total	320229994	34958309	10197931	5710913	241627147

## EXCISE DEPARTMENT

1. Name of ADM-in-Charge since taken: Sri Devi Prasad Karanam

2. Name of Officer-in-charge since charge taken:

I. Sri Asim Kumar Roy, Superintendent of Excise (23.05.2012 and till date)

II. Sri Ram Roy Sarkar, Additional Superintendent of Excise (29.02.2012 to 26.12.2012)

3A. Staff Position

Excise Department:

Staff Pattern	Sanctioned	Existing
Superintendent of Excise	01	01
Addl. Superintendent of Excise	01	01
Deputy Excise Collector	04	04
Sub-Inspector of Excise	11	10
Asst. Sub-Inspector of Excise	10	03
Excise Constable	47	19
Motor Driver	02	01

Staff Position

Clerical Staff:

Staff Pattern	Sanctioned	Existing
H.C.(S.L.)	01	01
U.D.C.	03	06
L.D.C.	04	0
Group 'D'	-----	-----

3B. Whether any redeployment of staff has been done keeping view the work

load: Dose not arise.

4. Nature of work (In brief)

i) Collection of Excise Revenue.

ii) Establishment.

iii) West Bengal Excise matter such as selection of new site, grant of licence for sale of Spirit and other intoxicants etc.

iv) Enforcement activities.

5. Acts, Rules and Regulations in which deal with

i) The Bengal Excise Act,1909 ii) The Narcotic Drugs & Psychotropic Substances Act,1985 iii) The Medicine & Toilet Preparation Act,1955 iv) The West Bengal Molasses Control Act,1973.

6. Name of register maintained-

i) Cash Book, ii) D.C.R., iii) Establishment Register, iv) Demand & Collection Register, v) Security Register, vi) Allotment Register, vii) Register 76 & 78,

viii) Contingent Register, ix) Stock Register of Stationery, x) Form Register,

xi) Challan Register, xii) Auction Register, xiii) Received Register, xiv) Issue & despatch

Register, xv) Stamp Register, xvi) Leave Register, xvii) Tari, Bhang & Bakhar Register, xviii)

Attendance Register.

7. No. of Receipt & Issue (From 01.04.2012 to 31.03.2013):  
Receipt-1850, Issue-1085

8. Financial Allotments received head wise and expenditure incurred:  
Allotment received- Rs.1,99,64,000.00, Actual expenditure- Rs.1,87,62,606.00  
during year 2012-2013. (Enclosed a separate sheet).

9. Performance report on different schemes [physical and financial target and achievement]:

Particulars of Excise Administrative Building, Suri, Birbhum

1)	Name	: Excise Administrative Building(3-stored), Suri, Birbhum
2)	Mouza	: Sonatore
3)	Municipality	: Suri
4)	P.S. & P.O.	: Suri
5)	Dag No.	: 19, 19/254 & 34
6)	J.L.	: 102
7)	Project Amount	: Rs.1,84,00,000/-
8)	Administrative approval & financial sanction	: Administrative approval & financial sanction accorded under memo. no. 59-Ex(Sanc.)/P/2B-08/08 dated 07.10.2009. Financial sanction ₹ 1,84, 00,000/-
9)	Plan	: Blue Print Plan was approved on 14.07.2010.
10)	Revised estimate	: Financial sanction ₹ 1,53, 04,744/-

11)	Release of fund 1st instalment	: Release of 1st instalment amounting to Rs.25,00,000/- for the year 2009-10.
12)	Release of fund (2nd instalment)	: Release of 2nd instalment amounting Rs.50,00,000/- for the year 2010-11.
13)	Released of fund (3rd instalment)	: Release of 3rd instalment amounting Rs.50,00,000/- for the year 2011-12.
14)	Released of fund (Final & 4th instalment)	Released of Final & 4th instalment amounting Rs.28,04,744/- for the year 2012-13.
15)	Tender	:Tender of PASCON was accepted by the P.W.D., Birbhum Division.
16)	Remarks	: Foundation Stone has been laid by the Hon'ble Chief Secretary, Government of West Bengal on 26.11.2010 and roof casting of the ground floor has been completed.

Utilization certificate issued by the Executive Engineer, Suri division, Birbhum has been enclosed.

10. When last inspected maintaining major faults found and their corrective major faults found and their corrective measures have been taken: Nothing found in last inspection for IS/ISO 9001:2008 certified office.

11. Report on audit queries:- Two paras (PARA-5 & PARA-6) vide A.G. (Economic & Revenue Sector Audit), West Bengal No.RSA/HQ/IR/Excise/out/175 dated 26.03.2013 in respect of i) Non-realization on account of non-renewal of licenses of Country Spirit Shops for an amount of Rs.17,200.00 and ii) Non production of vouchers amounting to Rs.4,24,212.00 respectively.

Necessary steps are being taken in this respect. Accordingly reply will be sent to the Audit Authority as well as the Excise Commissioner, West Bengal in due course.

12. Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room:-

The section is situated in the southern portion of the top floor of Prasashan Bhavan. There are only four rooms there. One for the office of the Superintendent of Excise, Birbhum, one for the office staff, one for the Additional Superintendent of Excise, Birbhum and another one for the Deputy Excise Collector, Sadar Range.

The cleanliness, neatness, condition of the files, furniture and the room is praiseworthy and they are being used and maintained properly and satisfactorily, as this office is an IS/ISO/9001:2008 certified office.

13. In case of Establishment/Nazarath Section the action taken to deduct leave for continuous absence, late attendance for otherwise should be stated: Does not arise. Attendance is very good.

14. Outstanding achievement(A brief note may be included which you consider as the outstanding achievement of the section and which worth special mention):

i) This office has won the licence for the quality management systems certifications IS/ISO 9001:2008 bearing licence no. QSC/L-5002596. It is a remarkable achievement. This status must be upheld.

ii) In the year 2010-11 illicit opium poppy cultivation was detected in the district of Birbhum. Most potential areas of illicit poppy cultivation covered the Police Station areas of Kankartala, Khoyrasole, Dubrajpur, Rajnagar, Illambazar and Nanoor. Massive destruction operations were undertaken by Excise and Police department with NCB and CBN for total eradication of such illicit poppy cultivation.

In the year 2011-12 and 2012-13 drastic measures were taken well ahead of the beginning of sowing season for total eradication of illicit opium poppy cultivation in the district and ultimately we have achieved the target of "Zero area under Poppy Cultivation".

Public sensitization and awareness programmes against illicit opium poppy cultivation were taken up by the district administration and local bodies like Panchayat Samities, Zilla Parishad and Municipalities, Political Parties, Dignitaries, Students and Common People of the district took part in the programmes. Steps were also taken for wide publicity against bad effects of drugs derivable from opium poppy plants. Legal awareness among the people was also developed. All out efforts and commitment on the part of all concerned departments in the district played a great role to achieve the said target.

15. Whether work diary for every staff is being maintained and quality of the diary: Work-cum-Tour Diaries maintained by Superintendent of Excise, Birbhum, Additional Superintendent of Excise, Birbhum, all the Deputy Excise Collectors, all Sub-Inspectors of Excise and all Assistant Sub-Inspectors of Excise.

16. Status of the computerization: E-Payment, E-Receipt, online activities and all other official works have been made through computer.

17. Remarks, if any:

Collection of Excise Revenue:

- Revenue collection in the financial year 2011-12 and 2012-13

		Total Collection 2012-13	Total Collection 2011-12	Growth Rate
1	C.S.	Rs.82,47,65,000.00	Rs.61,47,00,000.00	(+) 34.17%
2	F.L.	Rs.8,62,39,100.00	Rs.9,25,87,381.00	(-) 6.86%
3	Others (Renewal of annual licence fee, Pachwai duty, grant of temporary licence fee, composition money, auction money & non-refundable application fee)	Rs.97,23,049.00	Rs.74,00,650.00	(+)31.38%
4	Total	Rs.92,07,27,149.00	Rs.71,46,88,031.00	(+)28.83%



Comparative statistics regarding Detection of Crime, arrest, seizure of vehicles, containers  
and intoxicants in the financial year 2011-12 and  
2012-13

	2012-13	2011-12
1) Detection of Cases	963	2661
2) Arrest	196	414
<u>Seizure</u>		
i) Illicitly Distilled liquor (in Ltrs.)	33,864.0 ltrs.	35,451.0 ltrs.
ii) Fermented Wash (in Ltrs.)	2,14,785.0 ltrs.	2,82,207.0 ltrs.
iii) India Made Foreign Liquor (Spirit) in Ltrs.	179.870 ltrs.	1,013.69 ltrs.
iv) Over Proof Spirit (in Ltrs.)	272.850 ltrs.	344.0 ltrs.
v) Fake Country Spirit (in Ltrs.)	219.9. ltrs.	545.1 ltrs.
vi) Mini Truck	---	01(one) bearing no. W.B.-53-8391
vii) Motor Cycle	07 Pcs.	04 Pcs.
viii) Bi-Cycle	35 Pcs.	40 Pcs.
viii) Aluminium Handi	833 Pcs.	1242 Pcs.
ix) Distillery Apparatus	348 Pcs.	366 Pcs.

## LAND ACQUISITION SECTION

1) ADM-In-Charge Smt Krishna Mardi, WBCS(Exe)

2) Name of Officer-in-Charge:

a) Sri Shibnath Das, S.R.O-I [01/04/2011–12/10/2011]

b) Sri Ranjan Chakraborty, WBCS (Exe), SPL-LAO[13/10/2011- 31/03/2013]

3) Staff position :

Sl. No.	Category of staff & Officer.	Sanctioned	Existing
1.	Special L.A.O	1	1
2.	Additional L.A.O	3	0
3.	Assistant. L.A.O.	7	2
4.	Surveyor	6	5
5.	Draftsman	6	0
6.	Amin	22	6
7.	Calculator	8	5
	H.C.(SL)	3	-
8.	U.D.C.	15	12
9.	L.D.C.	15	6
10.	Mohurrior	8	1
11.	Group-D	46	18

(4) Nature of work :

I) Land Acquisition

(a) Proposal from Requisition body to the specific land

(b) Preparation of preliminary Inquiry Report (PIR)

(c) Record of right collection from B.L.L.R.O. Office

(d) Notification, Plan Preparation and sending proposal for

(e) Authentication under section(i)

(f) Authentication statement published in News papers

(g) Preparation of Manuscripts for sending and publishing in Calcutta Gazette

(h) Hearing under Section (5)

- (i) Declaration under Section (6)
- (j) Issuance of order under section (7)
- (k) Estimate note preparation and 4A Forms (including Act-II cases)
- (l) Draft sanction order preparation and sending
- (m) On receiving fund, fixing up date of hearing
- (n) Different changes featured during hearing.
- (o) Award note preparation.
- (p) Final award preparation
- (q) If award amount is beyond the jurisdiction of the Collector, it is sent to Govt. for approval
- (r) After obtaining approval, fixing up date of payment and making payment to the awardees
- (s) After payment the un-disbursement amount deposited in Revenue Deposit (RD) /Civil Deposit(CD)
- (t) Deposited cases u/s 18 & 30 in the post payment stage.

II) (a) Valuation of different land in connection with Probates cases, disposal of cases & issuing of Certificate.

- (b) Fixation of fair rent of different houses cases issued
- (c) Fair rent Certificate.

III) (a) Attendance of District Court and High Court Cases- Regularity and punctuality maintained.

(b) General Management of Staff, pay bills and other bill preparation, Service book maintenance etc.

IV) Process for issuing land losers certificate

5) Acts, Rules and Regulations the Section deals with :-

- (a) L.A. Act-I of 1894,
- (b) Act-II of 1948 and Amendment thereof.
- (c) Evidence Act.
- (d) Land Reforms Act.
- (e) Limitations Act.
- (f) Hindu Succession Acts.
- (g) Mohemmadan Laws like FARAZ.
- (h) Estates Acquisition Act.
- (i) Acts related to transfer of properties etc.

(6) Name of the Register maintained in the Section:-

- (a) Received Register.
- (b) Issue Register.
- (c) Register-IV.
- (d) Register-V.
- (e) Stamp Register.
- (f) Court fees Register.
- (g) Service Book Register.

- (h) Attendance Register.
- (i) Movement Register.
- (j) Pay bill Register.
- (k) T.A. Bill Register.
- (l) Casual Leave Register.
- (m) Earned Leave Register
- (n) Fair rent Register
- (o) Valuation Register
- (p) Stock Register
- (q) General Cash Book
- (r) Cheque Register
- (s) Post payment Register
- (t) Guard file.
- (u) Allotment Register
- (v) Transit Register
- (w) P.L. Cash Book.
- (x) Subsidiary Register
- (y) L.A. Cash allotment Register.
- (z) G.P.F. Register
- (aa) Payment Register.

- (7) Issue and Receipt during the period (from 01-04-12 to 31-03-13) :
- (a) Letter received.....1466 nos.
  - (b) Letter Issued .....1277 nos.

- (8)** Financial allotments received head wise and expenditure incurred (from 01/04/2012 to 31/03/2013) :-

MAJOUR HAAD OF ACCOUNT : 2029-00-001-NP-001-V-01- L.A Estt.- EXCLUDING DVC(LR)  
 DETAILED ACCOUNT NO.2029-LR, 00-NIL, 001- DIRECTION & ADMINISTRATIVE, NP- NON PLAN , 001-  
 L.A.ESTABLISHMENT EXCLUDING DVC, V-VOTED, 01- SALARIES.

Sl. No.		Allotment of fund received for 2012-2013	Total Expenditure from April'11 to March'12 for the year 2012-2013
1-Salaries			
1	01- Pay	10300000.00	9483943.00
	01- Grade Pay	2157000.00	2157000.00
	02- Dearness Allowance	5537000.00	5208279.00
	03- House Rent	1572000.00	1680913.00
	04- Adhoc Bonus	141500.00	55000.00
	07- other Allowances	0.00	0.00
	12- Medical	226000.00	170200.00
		Total Salaries	19933500.00
2	02- wages	110000.00	10991.00

3	07-Medical Reimbursements	0.00	0.00
4	11-Travel Expences	97000.00	95894.00
	13/01- Electricity	0.00	0.00
	02-Telephone	70000.00	43071.00
	03-Maintanance/Pol for office vehicle	138000.00	128088.00
	04- other office expences	270500.00	270500.00
15	50-other charges	59500.00	59500.00

9. Performance report on different schemes :

1.00	Administration	a)	This office deals with all types of L.A.cases on the basis of proposals received from different R.B. in respect of Rayati Lands.	
2.00	Description of works being attended to in the department.	1.	Proposal from R.B to the specific land.	18
		2.	Preparation of PIR and investigation report.	17
		3.	report.	16
		4.	R.O.R. collection from B.L. &L.R.O.	14
		5.	Notification plans preparation.	12
		6.	Proposal sent for authentication u/s - 4	12
		7.	Authentication statement published in local	12
		8.	newspapers.	12
		9.	Preparation of Manuscripts.	11
		10.	Sending for Calcutta Gazette.	11
		11.	Hearing under section-5.	
		12.	Publication in the newspapers.	11
		13.	Preparation of Manuscripts.	11
		14.	Declaration u/s-6.	10
		15.	Issuance of Order u/s-7.	10
		16.	Estimate note preparation and 4A	10
		17.	forms.	09
		18.	Draft sanction order preparation.	09
		19.	Award note preparation.	01
			Draft award preparation.	
			Final award preparation.	
		20.	If award amount exceeds beyond the	09
		21.	jurisdiction of the Collector, it is sent to Govt. for approval.	05
			Vesting report from B.L. &L.R.O.	
			After approval, date of payment fixed and payment made.	

3.00	Valuation & fixation of fair rent	A .	Valuation of different land in connection with probates case. Under valuation Deeds.L.T. Case loane case homesteaded land purchases cases etc.	21
		B.	Fixation of fair rent of different houses hired by the Govt. & Semi Govt. authorities.	44
4.00	General Report	i)	Under section 18	117
		ii)	Under section 30	118
		iii)	L. A. Execution	25
5.00	Disposal	a.	Section 18	6
		b.	Section 30	2
		c.	Execution case	Nil

(10) When last inspected maintaining major faults found and their corrective measures have been taken : Inspection last conducted by Sri Sudipta Bhattacharya WBCS (Executive). No major fault was detected.

(11) Report on audit queries: Reply to the audit queries has been duly sent.

(12) Physical condition of the section in terms of cleanliness, neatness, condition of files and furniture and the room: The section is neat and clean. The files are properly maintained giving due importance. Files of past L A cases are systematically maintained in the record room.

(13) In case of Establishment/Nezarath section the action taken to deduct leave for continuous absence, late attendance should be stated: Not applicable.

(14) Outstanding achievement: The work of this department proceeds as per provisions laid down in the different sections of Land Acquisition Act. There is no scope to do anything beyond the statutory provisions.

(15) Whether work diary for he staff is maintained and quality of work diary: Work diary is maintained by the staff of this section. Quality is satisfactory .

(16) Status of computerization: There are sufficient number of computers and accessories in this section. The age old typewriters have been discarded long since. Every work of this department is being done with computer.

(17) Remarks if any:\_ This department is suffering from acute shortage of officers and Staff which poses a hindrance to speedy disposal of work. Still, this department is able to complete all the works timely due to relentless effort of existing Officers and staff.

## EXECUTIVE MAGISTRATES' COURT

1. Name of the ADM in-Charge since taken : Sri Devi Prasad Karanam, I.A.S.
2. Name of Officer in-Charge taken : i) Smt. Paramita Mondal, W.B.C.S.(Exe.)  
ii) Binayak Ghosh Chowdhury, W.B.C.S. (Exe.)  
iii) Sudip Chakraborty, W.B.C.S.(Exe.)  
iv) Krishnapada Haldar, W.B.C.S.(Exe.)  
v) Md. Ehsan, W.B.C.S.(Exe.)
3. Staff Position : UDC-1, LDC-1, Gr. D-1
4. Nature of Work : Dealing with CRPC cases
5. Acts, Rules & Regulation if deals with : Criminal Procedure Code .
6. Name of registers maintained 1. Issue/Receipt Register.  
2. Filing Registers.  
3. Court Fee Register  
4. Case Diary.  
5. Affidavit Register.
7. Performance during the Year

<b>Performance of cases of the Executive Magistrates u/s 107,108,109,110,133,144 &amp; 145 of Cr. P.C. during the Period</b>			
Name of the Sections of Cr. P.C.	Nos. of cases instituted during the period	Nos. of cases disposed of	No. of cases under process
107	290	130	160
107(NGR)	1572	1107	465
109(NGR)	222	176	46
110(NGR)	08	13	00
144	719	680	39
145	03	01	02

## SHG&SE SECTION

1	Name of ADM - in -Charge since charge taken	Smt. Krishna Mardi, ADM(Dev.) Smt. Dona Chakraborty,from 31/10/11 to 30/04/2012. Smt.Koyalee Das,from 30/04/2012 to 04/05/12		
2	Name of Officer- in -Charge since charge taken:	Md.Ahsan,from 04/05/12 to 18.06.12 Smt. Paramita Mondal,from 18.06.12 to 25.06.12 Md.Ahsan,from 25/06/12 to till date.		
3A	Staff Position:	Staff Pattern	Sanctioned	Existing
		UDC	-	-
		LDC	1	NIL
		Group -"D"	1	NIL
3B	Whether any redeployment of staff has been done keeping view the work Load:	2(Two)nos. of SHG & SE Supervisors engaged on contractual basis for Suri Sub-Division, are in additional charge of District SHG & SE Section.		
4	Nature of Works:	To monitor Non-SGSY SHGs, SVSKP, WBSSP		
5	Acts, Rules&Regulations if deals with:	This department follows the rules and regulation of SHG&SE Department.		
6	Name of Registers maintained:	i. Issue Register. ii. Receipt Register. iii. WBSSP Cheque issue Register iv. Allotment Register of Supervisor v. Subsidy released Register( Urban area) vi. Subsidy released Register( Rural area) vii. Motivator T.A Register viii. Motivator Incentive Register ix.SVSKP loan Sanction Receipt Register(Rural) x.SVSKP loan Sanction Receipt Register(Urban) xi.Stock Register.		
7	No of receipt & Issue in the Year (From 01/04/2012 to 31/03/2013)	i. Receipt : 981 ii. Issue : 1093		
8	Financial Allotment Received head wise & expenditure incurred:	Type & Head	Received	Expenditure incurred
		Vehicle Head: '2204- 00-001-NP- 003-V- 13(03)	Rs.120000/-	Rs.119956/-



Telephone  
 Head: '2204-  
 00-001-NP- Rs.24000/- Rs.15389/-  
 003-V-  
 13(02)  
 Office  
 Contingency  
 Head: '2204- Rs.34125/- Rs.33966/-  
 00-001-NP-  
 003-V-50

SVSKP

- |    |                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                    |                                                           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 9  | Performance report on different schemes<br>(Physical & Financial target & achievement)                                                                                                               | Physical Target: 4463<br>Physical achievement: 1999                                                                                                                                                                                                                | Financial Target: 902.76<br>Financial achievement: 883.07 |
| 10 | When last inspected maintaining major fault found and their corrective major fault found and their corrective majors have been taken.                                                                |                                                                                                                                                                                                                                                                    | NIL                                                       |
| 11 | Report on Audit queries.<br>Physical condition of the section in terms                                                                                                                               |                                                                                                                                                                                                                                                                    | NIL                                                       |
| 12 | of cleanliness, neatness, condition of files & Furniture & the room.<br>In case of Establishment/Nezareth Section                                                                                    |                                                                                                                                                                                                                                                                    | Good                                                      |
| 13 | the action taken to deduct leave for continuous absance late attendance for otherwise should be stated:                                                                                              |                                                                                                                                                                                                                                                                    | N.A                                                       |
| 14 | Outstanding achivement (A brief note may be included which you consider as the outstanding achivement of the section and which is worthy specially mention)<br>Whether work diary for every staff is | In 2012-13 financial year : 1999 nos of Entrepreneurs have been given Govt. subsidy of Rs 902.76 Lakh for SVSKP Scheme and about 7000 nos of persons become self employed in this District. This department organised "SABALA MELA 2012" to sell products of SHGs. |                                                           |
| 15 | being maintained and quality of the diary                                                                                                                                                            |                                                                                                                                                                                                                                                                    | NO                                                        |
| 16 | Status of computerization:                                                                                                                                                                           | This section has 1(One) Computer with Net Connection. All data, reports and records are computerized.                                                                                                                                                              |                                                           |
| 17 | Remarks, if any:                                                                                                                                                                                     | There is no permanent Staff in this section.                                                                                                                                                                                                                       |                                                           |

Success Story of a non SGSY Self Help Group  
Name of the Self Help Group: - Madhabilata Swanirvar Dal  
Number of Member of the Group: - 11  
Name of Group Leader: Nila Mondal  
Address :- Vill+P.O- Tarapur , P.S-Margram, Dist: Birbhum  
Name of Block: Rampurhat-II Development Block  
Activity of the Group: - Kantha Stitch, Batik Printing  
Sponsored Bank: - State Bank of India , Tarapith Branch,  
Bank A/C No: 31860415813/30965243772  
Employment generated :- 44 nos

The Group has taken training on Kantha Stitch & Batique Printing from Rampurhat-II Development Block. After completion of their training the Group took Bank Loan Rs.50,000/- from State Bank of India, Tarapith Branch and the members of this group started to produce Kantha stitch related items which helped their family to relief from poor financial condition, at present the group sells goods worth Rs 85,500.00 yearly.

The Group is getting full support of SHG & SE Department and other official staffs to reach their goal. Now, the Group engaged 33 nos of unemployed rural women as helpers. Smt Nila Mondal, Group Leader, on behalf of Madhabilata Swanirvar Dal of Rampurhat-II Dev. Block convey thanks to SHG & SE Department for helping them to be financially independent.

From 09/04/2012 to 15/04/2012 this group has participated "Paila Baishak Festival" at City Centre, Salt Lake and City Centre, Rajarhat New Town where they sell the product worth Rs. 89,750/-



## **BIRBHUM TREASURY-I**

1	Name of ADM-in Charge since taken	Sri Devi Prasad Karanam, I.A.S A.D.M( G)																																	
2	Name of Officer-in-Charge since charge taken	Sri Tapan Kumar Das W.B.A.& A.S. T.O. from 14/12/2011 to till date.																																	
3.A	Staff Position	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Staff Pattern</th> <th style="text-align: center;">Sanctioned</th> <th style="text-align: center;">Exixting</th> </tr> </thead> <tbody> <tr> <td>Treasury Officer</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Addl.Treasury Officer</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Accountant</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Addl. Accountant</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Dy. Accountant</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Cheque Writer</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td>U.D.C.</td> <td style="text-align: center;">18</td> <td style="text-align: center;">16</td> </tr> <tr> <td>L.D.C.</td> <td style="text-align: center;">18</td> <td style="text-align: center;">9 ( 2 Contractual)</td> </tr> <tr> <td>Record Supplier</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Group 'D'</td> <td style="text-align: center;">6</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	Staff Pattern	Sanctioned	Exixting	Treasury Officer	1	1	Addl.Treasury Officer	2	2	Accountant	1	1	Addl. Accountant	2	1	Dy. Accountant	1	0	Cheque Writer	2	2	U.D.C.	18	16	L.D.C.	18	9 ( 2 Contractual)	Record Supplier	1	1	Group 'D'	6	5
Staff Pattern	Sanctioned	Exixting																																	
Treasury Officer	1	1																																	
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Record Supplier	1	1																																	
Group 'D'	6	5																																	
3.B	Whether any redeployment of staff has been done keeping view the work load	Yes																																	
4	Nature of work	Passing of bill/Passing of cheques of LF/PL cheques, cheque printing and cheque delivery to 150 D.D.O.'s. Preparation of Accounts and submission of same to A.G.W.B., Double Lock.																																	
5	Acts, Rules & Regulations if deals with	W.B.T.R. WB Financial Rules Delegates of financial power Rules 1977, W.B.S.R. Part - I & Part - II and other related Govt. order & instruction.																																	
6	Name of Registers maintained	Allotment Register, Advance Register Register of cheque received & used. Sale Register of Double Lock.																																	
7	No. of receipt & Issue in the year	Receipt - 10413 Issue - 892																																	
8	Financial allotments received head wise & expenditure incurred	Allotment & Expenditure under head 2054 is being maintained by R.G. Section																																	

- 9 Performance report on different schemes (physical & financial target and achievement) When last inspected maintaining major faults found and their corrective major faults found and their corrective majors have been taken
- This Treasury got fully computerized from 01/04/2008. This has upgraded itself as an ISO 9001 : 2008
- 10
- All the faults as found by the A.G.W.B. have been corrected.
- 11 Report on audit queries
- Outstanding Para in the year 2004-05, 2006-07, 2007-08, 2008-09 and 2009-10 has already been sent to D.M Birbhum on 01/12/2010 and outstanding Para. 2010-11 has been sent vide Memo No – 449/ Try-1 Dated : 19/10/2012
- 12 Physical condition of the section in terms of cleanliness, neatness, condition of files & furniture & the room
- Works going on for Air-condition new. After the implementation of ISO 9001 : 2008, working environment of the office has been got improved considerably. Files are easy traceable now. There is a chart in front of the Almirah, showing content of each.
- 13 Outstanding achievement (A brief note may be included which you consider as the outstanding achievement of the section and which is worth special mention)
1. ISO 9001 : 2008 certified in 2011

### Performance Report

#### Bill & Cheque Section

Particulars	Financial Year 2012-2013
<u>Bill Section</u>	
Bill Received	17397
Bill Passed	15758
Bill Objected	1639
<u>Cheque Section</u>	
Cheque Printed	17397
Cheque Delivered	17396

## **BIRBHUM TREASURY-II**

1. Name of the ADM-in-Charge since charge taken :-  
Sri Amitabha Sengupta, WBCS(Exe.), ADM(G)  
(From 23.03.2010 to 18.06.2012)  
Smt. Krishna Mardi, WBCS(Exe.), ADM(G)  
(From 19.06.2012 to 07.09.2012)  
Sri Deviprasad Karanam, IAS, ADM(G)  
(From 07.09.2012 to 31.03.2013)

2. Name of Officer-in-Charge since charge taken :-  
Sankar Chakraborty, WBA&AS, Treasury Officer  
(From 14.06.2010 to till date)

3A. Staff Pattern :-

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Category	Sanctioned Strength	Actual Strength
T.O	1	1
A.T.O	2	2
Accountant	1	1
Addl. Accountant	1	1
Deputy Accountant	1	1
Supervisory H.C/HCW	-	-
U.D.A.	6	17
L.D.A.	6	6
Record Supplier	1	1
Group 'D'	4	6

3B. Whether any redeployment of staff has been made keeping in view of work load :-  
Yes.

4. Nature of work (in brief) :-  
Cheque  
i) Bill Receiving, Bill Passing, Cheque Printing & Delivery to 59 DDOs  
ii) Disbursement of Pension to around 10,000 Pensioners & Family Pensioners.  
iii) Renewal of Registration of Societies in this District.  
iv) Maintenance of different ledgers and registers,  
v) Preparation of Accounts and Submission of same to the AG, W.B. in time and getting the treasury audited.

5. Names of Registers maintained:-  
DDO-wise Allotment vis-à-vis Payment Registers, Pension Payment Registers, Death Case Register, Appearance Register, Advance & adjustment Register etc

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6. Acts, Rules and regulations dealt:-	W.B. Treasury Rules, 2005, W.B. Financial Rules W.B. Services Rules, Delegation of Financial Power Rules, 1977, W.B.S. (Death cum Retirement Benefit) Rules, 1971, W.B. Societies Registration Act, 1961, and Other related Govt. orders & instructions.
7. Issue and Receipts during the period 01-04-2012 to 31-03-2013 :-	Total issue:- 1295; Total receipt :- 7860.
8. Financial Allotments received and '2054' Expenditures incurred :-	Allotment & Expenditure under Major head – is being maintained by Birbhum Treasury-I.
9. Performance Report  2011.	1.This Treasury got fully computerized from 1/4/2008. 2.This Treasury has been upgraded as an ISO 9001:2008 certified Govt. office in the year  3.This Treasury is engaged in timely processing of Bills of 59 DDOs and is disbursing Pension to nearly 10,000 Pensioners and Family Pensioners.
10. When last inspected - major faults been found & corrective action taken :-	All the faults, as found by the A.G., W.B. have corrected.
11. Report on Audit quarries :-	Broad Sheet Reply on last Audit Report has been sent vide this Office Memo No.- 1057/Acctts./Try-II, dated 07.12.2012.
12. Physical condition of the section:-	After the implementation of ISO:: 9001:2008, working environment of this Office has improved considerably. Apart from that, with the funding from the State Govt., all the rooms have been renovated and air- conditioned. Files are easily traceable now. There is a Chart in front of the Almirahs, showing contents of each.

13. In case of Establishment /  
Nazarath Section the action taken to deduct  
leave For continuous absence/ late  
attendance Or otherwise should be stated :- NA

14. Outstanding achievement :-  
office  
1. Full computerization w.e.f. 01/04/2008.  
2. ISO 9001:2008 certification in 2011.  
3. Renovation and air-conditioning of the

15. Whether work diary for every  
staff is being maintained and quality of  
the Diary :- Not maintained

16. Status of Computerization :- Fully Computerized

17. Remark, if any :- -

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Performance Status Report

A. Bill & Cheque Section :-

Particulars	F.Y. 2012-13
<u>Bill Section</u>	
Bills Received	16,814
Bills Passed	16,559
Bills Objected	255
<u>Cheque Section</u>	
Cheques Printed	19,356

B. Treasury Inspection/ Audit Status Report :-

Inspection/ Audit Authority Inspection/	Period Covered	Date of Audit
1. A.G.(W.B.) 20/01/2012	01/04/2010 – 31/03/2011	16/01/2012 –
2. D.T.A.(W.B.)	26/08/2004 – 10/09/2010	10/09/2010
3. I.A.W.(W.B.) 24/12/2010	01/04/2009 – 31/03/2010	13/12/2010 –
4. DM/ ADM, Birbhum	13/10/2010 – 07/07/2011	01/07/2011
5. TO, Treasury-II, Birbhum	01/04/2009 – 30/09/2010	02/12/2010

C. Renewal of Societies :-

Cases disposed off during 2012-2013 :- 812 nos.

D. Pension Cases disbursed (status as on 31-03-2013) :-

Statement Showing number of pensioners drawing pension  
from BIRBHUM TREASURY-II, Suri as on 31.03.2013

Sl_no.	Category	Number of Pensioners	Stopped due to non submission of LC/other
1	State Pension		
	(a) Superannuation	3250	19
	(b) Family Pension	2550	33
	(c) Political	0	38 (as per G.O.03-APS dt 15/01/2013)
	(d) Freedom Fighter	0	12 (as per G.O.04-APS dt 15/01/2013)
	(e) Ad-hoc State Pension	0	0
2	M.L.A. Pension	7	0
3	CA to Ministers Pension	1	0
4	Non-Govt. (Education Pension) (DPPG) Authority	3675	39
5	Non-Govt. (Panchayat Bodies) (DPPG) Authority	205	1
6	Non-Govt. College Pensioners (Teaching and non-teaching)	173	1
	[Pr. A.G.(A&E),W.B.] Authority		
7	Railway/Defence Pensioners	0	0
8	Other State Pensioners classified under "8793-Inter State Suspense Accounts."	17	0
9	Other Pensioners,If any, under the head "2071" and "2235".	0	0
10	Total Pensioners	9878	143