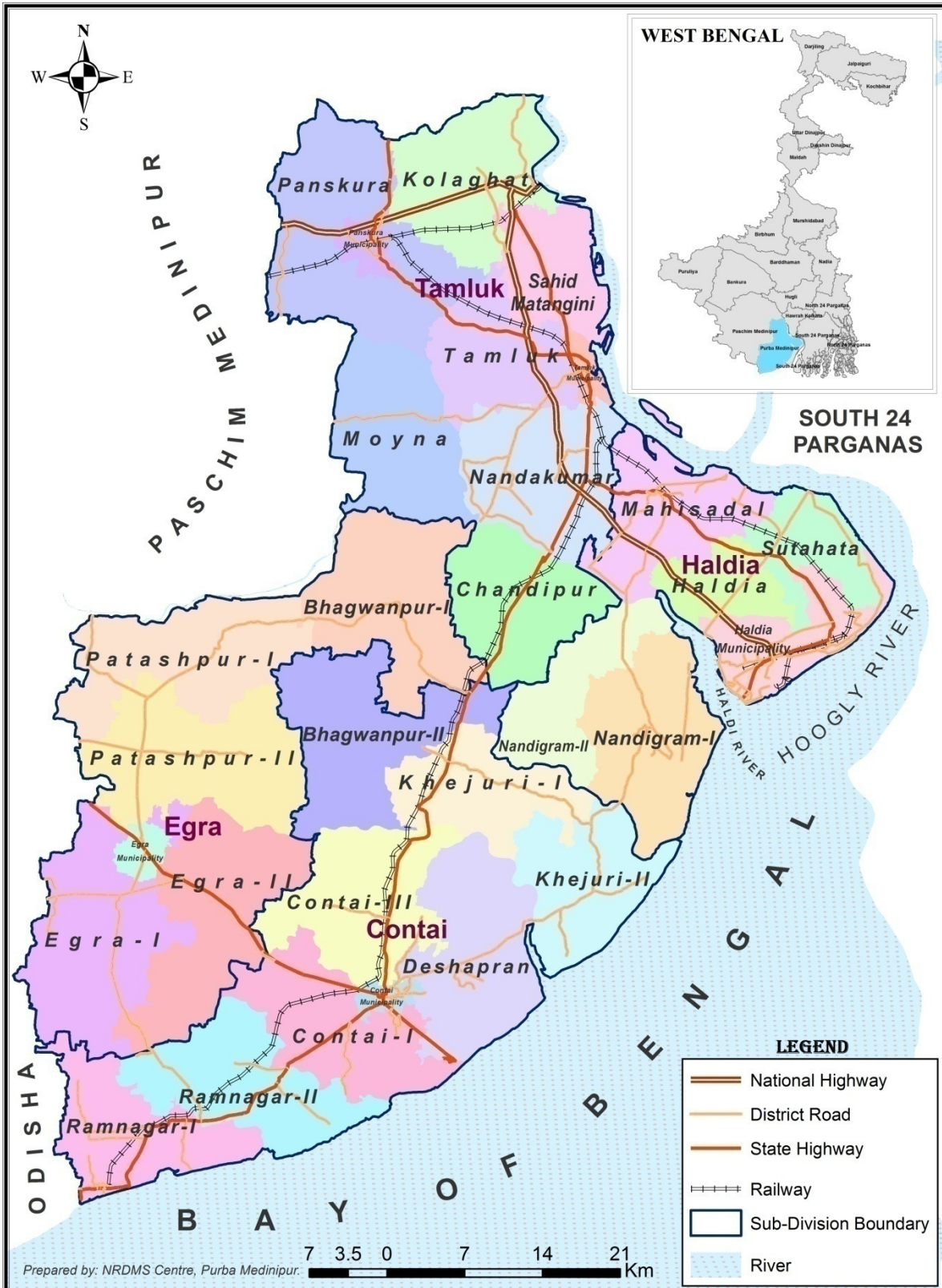


# PURBA MEDINIPUR DISTRICT



## District Profile

### Administrative Divisions

Sl. No.	Unit	Numbers
1.	Sub-Division	4
2.	Blocks	25
3.	PanchayatSamitis	25
4.	Gram Panchayats	223
5.	Mouzas	3035
6.	Villages	2964
7.	Municipalities	5
8.	No. of Wards	97

### Demographic Profile of PurbaMedinipur (As per 2011 Census, Provisional)

Total Population	Total	5094238
	Male	2631094
	Female	2463144
Rural	Total	4500770
	Male	2323176
	Female	2177553
	Others	41
Urban	Total	593468
	Male	307870
	Female	285591
	Others	7
Sex Ratio	Total	936
	Rural	937
	Urban	928
Literacy Rate (%)	Total	77.92
	Male	82.80
	Female	72.71
Rural	Total	4500770
	Male	2323176
	Female	2177553
	Others	41
Urban	Total	593468
	Male	307870
	Female	285591
	Others	7
Population Density		933

### **Minority Profile of the District – As per Census 2001**

Sl. No.	Item	Total Population	Percentage
1.	All Communities	4417377	
2.	Muslim	590672	13.37
3.	Christian	2204	0.005
4.	Sikhs	378	0.00009
5.	Buddhist	158	0.00008
6.	Jains	346	0.00013
7.	Others	590	

### **BPL Population, SC Population & ST Population – As per Census 2001**

Sl. No.	Item	Total Population	Percentage
1.	BPL Population	322442 (Before claims & objection – Data, 2005)	
2.	Schedule Cast	638997	14.466
3.	Schedule Tribe	26507	0.600

### **Education & Literacy :**

Literacy %	2011 Census (Provisional)			2001 Census		
	Male	Female	Total	Male	Female	Total
	82.80	72.71	77.92	84.91	64.42	74.90

### **List of Educational Institutions in the District :**

Sl. No.	Type of Institution	Number
1.	Primary School	3252
2.	Jr. High School	175
3.	High School	285
4.	H. S. School	309
5.	Jr. High Madrasah	2
6.	Sr. Madrasah	16
7.	Degree College	20
8.	Polytechnic College	2
9.	Basic Training College	9
10.	B. Ed. College	12
11.	SishuSiksha Kendra (SSK)	1446
12.	MadhyamikSiksha Kendra (MSK)	153

13.	Special Child Labour School	28
14.	ITI	1

**Financial Infrastructure :**

Particulars	Central Co-Operative Bank	Others Bank	Regional Rural Bank	Commercial Bank	Total
No. of Banks	5	2	1	21	29
No. of Branches	50	14	49	198	311
CD Ratio as on December 2012	70	517	64	34	47

**Health Infrastructure :**

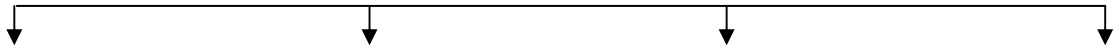
Sl. No.	Institutions	Nos.	Total number sanctioned beds
1.	District Hospital	1	365
2.	Sub-Divisional Hospital	3	443
3.	State General Hospital	1	50
4.	Rural Hospital	3	90
5.	Block Primary Health Center	22	260
6.	Primary Health Center	51	148
7.	Sub-Center	706	NIL

**Administrative Structure of Purba Medinipur District**

**District Magistrate & Collector**



**Sub-Divisions**



**Sub-Divisional Officer,  
Tamluk**

**Sub-Divisional Officer,  
Haldia**

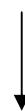
**Sub-Divisional Officer,  
Contai**

**Sub-Divisional Officer,  
Egra**



Blocks & Municipalities

Blocks & Municipality Blocks & Municipality Blocks & Municipality



**Block Development  
Officers of:**

PANSKURA-I  
KOLAGHAT  
TAMLUK  
SAHID MATANGINI  
MOYNA  
NANDAKUMAR  
CHANDIPUR

**Executive Officers of:**

PANSKURA &  
TAMLUK  
MUNICIPALITIES

**Block Development  
Officers of:**

MAHISHADAL  
SUTAHATA  
NANDIGRAM-I  
NANDIGRAM-II  
HALDIA

**Executive Officer of:**

HALDIA  
MUNICIPALITY

**Block Development  
Officers of:**

BHAGWANPUR-II  
KHEJURI-I  
KHEJURI-II  
CONTAI-I  
DESHAPRAN  
CONTAI-III  
RAMNAGAR-I  
RAMNAGAR-II

**Executive Officer of:**

CONTAI  
MUNICIPALITY

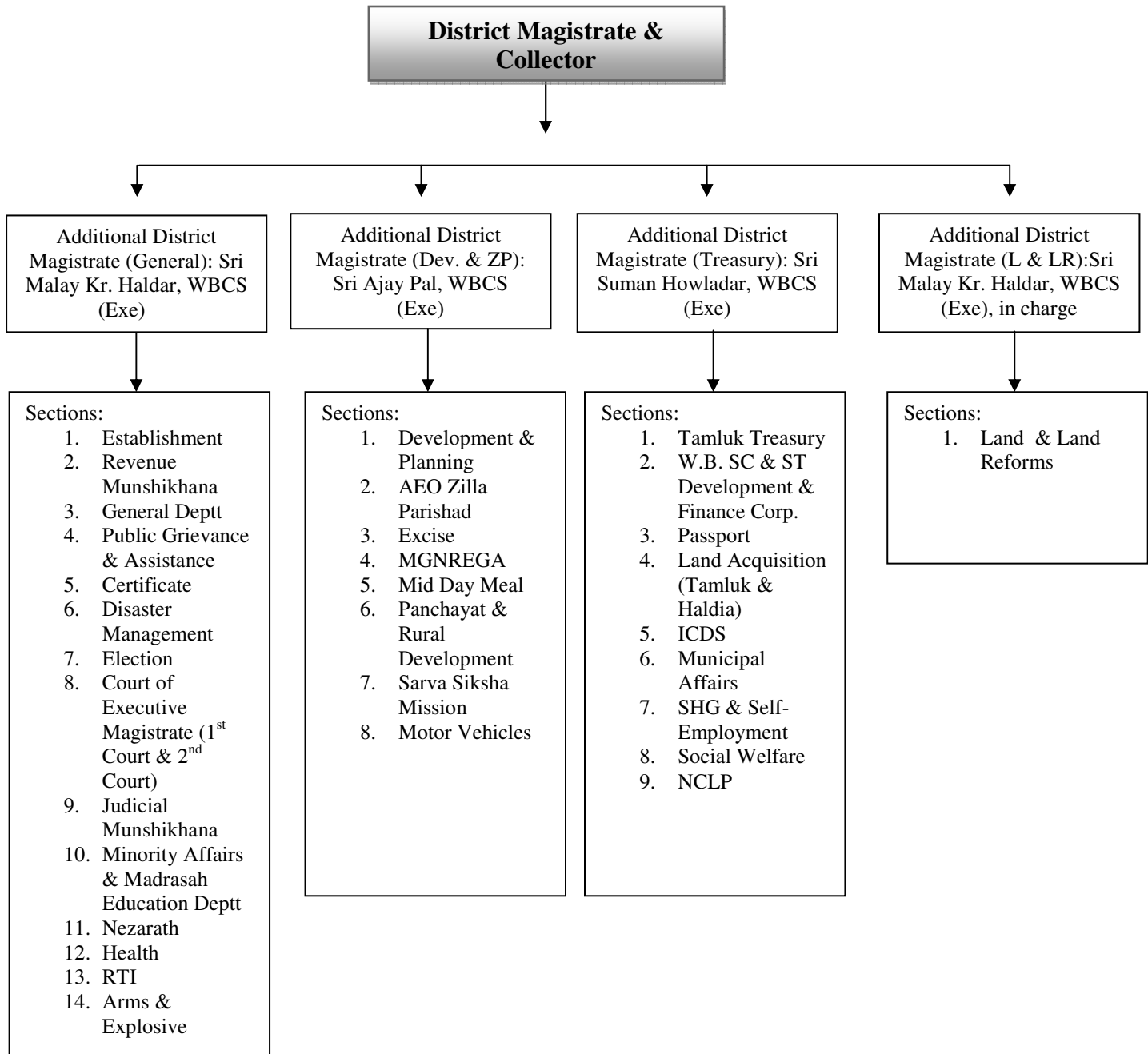
**Block Development  
Officers of:**

BHAGWANPUR-I  
EGRA-I  
EGRA-II  
PATASHPUR-I  
PATASHPUR-II

**Executive Officer of:**

EGRA MUNICIPALITY

## Organisational Structure of PurbaMedinipur District



**Functions of different Sections**

Name of Sections & OC	Nature of work	Acts/Rules	No. of existing staff	Registers maintained
Establishment, Officer-in-Charge: Shri Gopal Chatterjee, W.B.C.S. (Exe.), DMDC	1. Preparation of: <ul style="list-style-type: none"> <li>• Pay Bills</li> <li>• TA Bills</li> <li>• GPF Advance Bills</li> <li>• CAS Benefits etc.</li> </ul> 2. Appointment of LDAs on compassionate ground. 3. Proposal of Superannuation Pension. 4. Transfer & Posting of staff and officers etc. 5. Promotion matters. 6. RTI (SPIO). 7. Preparation of S.F. of Court Case. 8. Gradation List. 9. D.P. Cases. 10. WBHS, 2008. 11. Allotment of Housing. 12. Certificate Cases.	1. WBSR (Part-I & Part-II) 2. WBFR (Vol. I) 3. DCRB Rules 4. Board Misc. Rules 5. ROPA Rules, 1961, 1970, 1981, 1998, 2009 6. GPF Rules 7. WB SC & ST Vacancies Act, 1976 8. GIS 1983 & 1987 9. Medical Rules 10. RTI Act 2005 11. WBHS 2008	HC: 1 UDA: 7 Gr. D: 2 <hr/> Total: 10	1. Issue Register 2. Receipt Register 3. Despatch Register 4. Allotment Register 5. Bill Register 6. Bill Transit Register 7. C.L. Register 8. 100-Point & 50-Point Roster 9. Vacancy Register of Gr. B & C 10. GPF of Gr. C Register 11. Peon Book 12. Pay Bill Register 13. Attendance Register
General, Officer-in-Charge: Shri Krishna Kishore Middy, W.B.C.S. (Exe.), DMDC	1. General Receipt of Letters 2. Central Despatch 3. Public Grievances 4. Audit 5. Verification Rolls 6. Education Affairs 7. Registration of Newspapers 8. Governor's Grant-in-Aid 9. Allotment of Govt. Quarters 10. Office Inspection/Annual Administrative Report 11. Matter related to Archaeology & Anthropology 12. Matter related to Forest & Environment 13. Miscellaneous matter related to Labour Deptt. 14. Freedom Fighter Pension. 15. Miscellaneous Work 16. Right to Information (R.T.I.) 17. Industries 18. Bank 19. Fisheries 20. Defence Service in compassion ground 21. Roster Duty 22. Serving Soldier		HA: 1 HC: 2 UDC: 6 LDC: 1 Gr. D: 3 <hr/> Total: 13	1. Index Register 2. Attendance Register 3. Issue Register 4. Receipt Register 5. Despatch Register 6. Register for allotment of Govt. rental housing flat 7. Register for Verification Roll 8. Stationary Register 9. Movement Register 10. Register to P.G. Cell 11. Register for allotment of RHE 12. Register for shifting RHE 13. Enquiry Report Register for P.G. Cell

<p>Revenue Munshikhana, Officer-in- Charge:Sri DibyenduLal Bhattacharya, WBCS (Exe)</p>	<ol style="list-style-type: none"> <li>1. Compliance of HC's Orders.</li> <li>2. Monitoring of HC cases.</li> <li>3. Engagement of State Advocate in HC.</li> <li>4. Monitoring of cases u/s 80 CrPC.</li> <li>5. Monitoring of cases of Civil Suit/Title Suit.</li> <li>6. Title Appeal within District Courts.</li> <li>7. Engagement of A.G.P. at District Judges' Court.</li> <li>8. Issuance of Legal Heir Certificate.</li> <li>9. Probate of Will.</li> <li>10. Exemption of Stamp Duty.</li> <li>11. Stamp Refund.</li> <li>12. Electricity Duty.</li> <li>13. Monitoring of Revenue Collection.</li> <li>14. Rent Collection.</li> <li>15. Demand Notice sent by Advocate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Civil Procedure Code</li> <li>2. Bengal Money Lenders' Act, 1940</li> <li>3. West Bengal Premises Tenancy Act, 1997</li> <li>4. Indian Stamp Act &amp; Rules</li> <li>5. Hindu Succession Act, 1956</li> </ol>	<p>UDA: 4 Gr. D: 1 Total: 5</p>	<ol style="list-style-type: none"> <li>1. Register for Receipt.</li> <li>2. Register for Issue.</li> <li>3. Register for HC Cases.</li> <li>4. Register for monitoring of HC's Orders.</li> <li>5. Register for Title Suit/Title Appeal/Civil Suit.</li> <li>6. Register for Case u/s 80 CrPC.</li> <li>7. Register for Stamp Vending License.</li> <li>8. Register for Legal Heirs Certificate.</li> <li>9. Register for Probate of Will.</li> <li>10. Register for Stamp Refund Cases.</li> </ol>
<p>JudicialMunshik hana, Officer-in- Charge:Sri Surajit Pal, WBCS (Exe)</p>	<ol style="list-style-type: none"> <li>1. Maintenance of File Index Register</li> <li>2. Maintenance of Law &amp; Order</li> <li>3. Vesting/Delegation of the power of Executive Magistrate</li> <li>4. Executive Magistrate's enquiry in case of Police firing</li> <li>5. Monthly Inquest duty</li> <li>6. Engagement Order regarding Executive Court Duty</li> <li>7. Monthly Executive Court Duty</li> <li>8. Repair work of hospital morgue</li> <li>9. Appeal against the judgement in respect of Session Trial Case</li> <li>10. Engagement of Public Prosecutor &amp; Addl. Public Prosecutor in respect of Court Cases</li> <li>11. Payment regarding Post Mortem bills.</li> <li>12. Deployment of Magistrates</li> <li>13. Temporary release of the Life Convicts.</li> <li>14. Payment regarding fees/bills of P.P./A.P.P./G.P./A.G.P.</li> <li>15. Special &amp; Misconduct Report regarding Criminal Cases</li> <li>16. Correspondence &amp; maintenance of Pollution Control Board</li> <li>17. Pushback of Bangladeshi fishermen.</li> <li>18. Maintenance of E.C. Act Cases</li> </ol>	<ol style="list-style-type: none"> <li>1. Criminal Procedure Code</li> <li>2. Essential Commodities Acts &amp; Rules</li> <li>3. Cinema Regulation Acts &amp; Rules</li> <li>4. Video Acts&amp; Rules</li> <li>5. Sarai Act</li> </ol>	<p>UDA: 2 DRW: 1 Total: 3</p>	<ol style="list-style-type: none"> <li>1. Issue Register</li> <li>2. Receipt Register</li> <li>3. Despatch Register</li> <li>4. Peon Book</li> <li>5. Allotment Register</li> <li>6. Register for cinema/video licenses/sarair renewal.</li> <li>7. Register for issuing licenses/renewal of cinema operator</li> <li>8. Register for stationary articles</li> <li>9. Register of E.C. Cases</li> <li>10. Miscellaneous</li> </ol>



	19. Correspondence of protected place under Public Order Act. 20. Maintenance of renewal of cinema/video/sarai & Storage License under Tamluk Sub-Division 21. Execution of Summons			
Public Grievance & Assistance Officer-in-Charge: Sri Surajit Pal, WBCS (Exe)	Complaints petitions in relation to Public Grievance & Assistance which are received and these are sent to the concerned officials /Deptt. for enquiry and after receiving report, suitable reply is being sent to the complainant.	The Instruction of Chief Secretary, Govt. of West Bengal is being followed	Total: 5	1. Receipt Register (for public petition) 2. Receipt Register (for serving soldier)
Passport Section Officer-in-Charge: Sri Basudev Samanta, WBCS (Exe)	Collection Centre of International Passport Application Form & Citizenship. Indo-Bangladesh Passport Application receiving & issue of Indo-Bangladesh Passport.	Indian Passport and Citizenship Rules	UDA: 1	1. International Passport Application Receipt Register 2. Indo-Bangladesh Passport Application Receipt Register. 3. Issue & Receipt Register of IBP. 4. IBP Delivery Register. 5. Sale Register of Passport Application Forms
Land & Land Reforms Officer-in-Charge: Sri Nirmal Mukhopadhyay SRO- II	Various types of land reforms works	WBLR Act, WBEA Act	Total-55	1. Issue Register 2. Receipt Register
Land Acquisition (Tamluk) Officer-in-Charge: Sri Chinmoy Mandal, WBCS (Exe)	L.A. Works (except Haldia) Assessment	Land Acquisition Act-I of 1894 and amendment Act of 9(3A) & 9(3B)	Total : 20	1. Receipt, Issue Register 2. L.A. Case Register 3. Overlapping Register 4. P.L. Cash Book 5. P.L. Sub Code Book 6. General Cash Book 7. Administrative Cost Cash Book 8. Cheque Book Register
Land Acquisition (Haldia) Officer-in-Charge: Sri Chinmoy Mandal, WBCS (Exe)	Land Acquisition work	Land Acquisition Act I, 1894 & WBIIDC Act	Total: 26	1. Issue Register 2. Receipt Register 3. Stamp Register 4. Register 04 5. Register 05 6. Leave Register 7. Court Case Register 8. Exempted Category Register 9. Record Room Register
MGNREGA, Officer-in-Charge: Sri Dibyendu Lal Bhattacharya, WBCS (Exe)	1. Rural connectivity 2. Water conservation & harvesting 3. Drought proofing 4. Flood control 5. Irrigation works 6. Land development 7. Renovation of traditional water	MGNREG Act	Total-14	1. Issue Register 2. Receipt Register

	<p>bodies</p> <p>8.Provision of irrigation facility, land development and horticulture plantation to the land owned by SC/ST , beneficiaries of Land Reforms, IAY allottees and BPL house holds</p> <p>9.Any other works admissible under MGNEGA</p>			
<p>Office of the District Panchayat&amp;Rural Development , Officer-in-Charge: Sri SubhasisBej WBCS (Exe)</p>	<p>1.To conduct the Panchayat General Election</p> <p>2.Court case relating to Die-in-harness cases, recruitments &amp; others for PRIs.</p> <p>3. Implementation of</p> <ul style="list-style-type: none"> <li>• PROFLAL</li> <li>• AAY</li> <li>• SSY</li> </ul> <p>4. Implementation of National Social Assistance Programme</p> <ul style="list-style-type: none"> <li>• IGNOAPS</li> <li>• IGNWPS</li> <li>• IGNDPS</li> <li>• NFBS</li> </ul> <p>5. Implementation of Institutional Strengthening of Gram Panchayat</p> <p>6. Supervision of Inspection U/S 205 of WBPanchayat Act,1973</p> <p>7. Supervision of Internal Audit of Gram Panchayat.</p> <p>8. Supervision of Sansad Meeting.</p> <p>9.To look after the findings of ELA Audit.</p> <p>10.To monitor the Upa-Samity/ SthayeeSamity wise budget of the Gram Panchayat / PanchayatSamity</p> <p>11.To monitor the preparation of Annual Action Plan(GP &amp;PS)</p> <p>12.To monitor the formation of Gram UnnayanSamity</p> <p>13.To monitor the assessment and collection of fees and Taxes by the GP</p> <p>14. Supervision of collection of non-tax revenue of PS.</p> <p>15.Recruitment of staff of PRIs and District HQ</p>	<p>1.The West Bengal Panchayat Act,1973,</p> <p>2.The West Bengal Panchayat (constitutions) Rules, 1975</p> <p>3.The West Bengal Panchayat (Gram PanchayatAdm n.) Rules, 2004</p> <p>4. The West Bengal Panchayat( PanchayatSamityAdmn.) Rules, 1984</p> <p>5.Rules on Powers, functions and duties of the EO &amp; Secretary of the PanchayatSamity</p> <p>6. The West Bengal Panchayat (Accounts &amp; Audit Rules)</p> <p>7. The West Bengal Panchayat Election Rules, 2006</p>	Total-6	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3. Stock Register</p> <p>4.Dead Stock Register</p> <p>5. Despatch Register</p> <p>6. Peon Book</p> <p>7. Different Allotment of fund Register</p> <p>8. Roster Register of Recruitment Process of PRIs</p> <p>9. Bill Register</p> <p>10. Attendance Register</p> <p>11. Casul leave Register</p>
<p>Certificate Section Officer-in-Charge: Sri</p>	<p>To process Certificate Cases in terms of Certificate Rules for realisation of Government &amp; Bank Dues as per provisions of Public</p>	<p>Public Demand Recovery Act.,1913, Bengal Money</p>	HC: 1	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3. Register IX</p> <p>4. Register X</p>

Nabadwip Das, WBCS (Exe)	Demand Recovery Act following the steps prescribed in the rules.	Lender Act, 1953, West Bengal Certificate Manual, 1953 & Government Orders issued from time to time		5. Process Register 6. Court Fees Register 7. Peon Book
Backward Classes Welfare Officer-in-Charge: Sri Gopal Chatterjee, WBCS (Exe)	1. Awarding stipends to SC/ST 2. Students under educational schemes both pre & post-matric level. 3. Old age pension to S.T. person. 4. Community Development Scheme for the benefit of the SC/ST <ul style="list-style-type: none"> <li>• Infrastructure Development</li> <li>• Other Backward Classes loan cases</li> <li>• Implementation of 100-point Roster as per government rules</li> <li>• Maintenance of Asram Hostel for SC/ST students</li> </ul>	Special Provision of the Constitution of India and other Acts, Rules and G.O.s related to Backward Class welfare	Total: 28	1. Issue Register 2. Receipt Register 3. Bill Register 4. Bill Transit Register 5. Allotment Register/Contingent Register 6. Cash Book 7. Attendance Register 8. Leave Register 9. Dead Stock Register/Stock Register
Development & Planning Officer-in-Charge: Mr. Arsad Jamal Hashami, WBCS (Exe)	1. Different levels of government-sponsored planning oriented works 2. Facilitation of formulation of Plans & Schemes by co-ordinating between different departments 3. Implementation of MPLADS, BEUP, BRGF, Dist. Innovation Fund etc. 4. Establishment matters of NRDMS Centres 5. Matters related to the construction of new Dist. Head Quarter (Purba Medinipur) at Nimtouri, Tamluk.	WBSR Part I & Part II & Guidelines of MPLADS, BEUP, BRGF	Total: 12	1. Issue Register 2. Receipt Register 3. Despatch Register 4. Allotment Register 5. Stock Register 6. Index Register 7. Scheme Register 8. Asset Register for different Schemes under MPLADS, BEUP, BRGF, Dist. Innovation Fund etc.
Disaster Management, Officer-in-Charge: Mr. Arsad Jamal Hashami, WBCS (Exe)	Disaster management related matters.	Disaster Management Act 2005	Total: 6	1. Issue Register 2. Receipt Register 3. Allotment Register 4. Stock (relief articles) Register 5. Godown Stock Register 6. Stock (Stationary) Register 7. Court Case Register
Election, Officer-in-Charge: Sri Surajit Pal, WBCS (Exe)	1. Conduct of General Election to Rajya Sabha & Lok Sabha 2. Preparation of Electoral Rolls 3. Summary Revision of E.R. & continuous updation 4. Data entry work 5. Preparation of EPIC 6. Preservation of E.V.M.	Election Laws & Compendium of Instruction	Total: 7	1. Issue Register 2. Receipt Register 3. Allotment Register 4. Register of sub-allotment of funds 5. Stock Register of stationary 6. Stock Register of Election-related forms & stationary 7. Master Stock Register of digital

	<p>7. Preservation of Election-related forms and stationary</p> <p>8. Online data entry of E.V.M.s</p> <p>9. BDO's information and complaint monitoring</p> <p>10. Sub-allotment of funds under Head of Account 2015 – Election</p> <p>11. Conduct of political party meeting</p> <p>12. Conduct of meeting with E.R.O. &amp; BDOs</p> <p>13. Preparation of E.R. for Service voters.</p>			<p>camera</p> <p>8. Service Voter Register</p> <p>9. Complaint Register</p> <p>10. Issue of duplicate/corrected EPIC Register for use at the Permanent EPIC Centre</p>
<p>Nezarath, Officer-in- Charge:Sri Dibyendulal Bhattacharya WBCS (Exe)</p>	<p>1.As a treasure for making all types of financial transaction</p> <p>2.Looks after Guest House, entertainment of V.I.P.'s &amp;meeting programmes at the meeting hall of Collectorate Building.</p> <p>3.Establishment of Gr.-D staff.</p> <p>4.Collection of Govt. Revenue through D.C.R.</p> <p>5.Purchase &amp; Issue of stationery articles</p> <p>6.Preparation of contingency bills</p> <p>7.Look after the Office Building &amp; bungalows of officers of DM Office regarding maintenance and repair</p> <p>8. Audit matters of this section.</p> <p>9. Auction Sale.</p> <p>10. Miscellaneous works as and when required.</p>	<p>WBSR, WBFR, Treasury Rules and other rules and regulations as and when become necessary.</p>	<p>Total:11</p>	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3.8 No s Cash Book</p> <p>4.Bill Register</p> <p>5. Bill Transit Register</p> <p>6.Allotment Register(Contingency and others)</p> <p>7.Stationery Register</p> <p>8.G.P.F. Ledger</p> <p>9.DCR Register</p> <p>10.D.R. Workers Register</p> <p>11.T.D.S. Register</p> <p>12.Remittance Register.</p> <p>13.Cheque Delivery Register</p> <p>14.Arm Force Flag Day Register</p> <p>15.Observation of Communal Harmony Register</p> <p>16.Advance and Adjustment Register</p> <p>17.File Index Register</p> <p>18.Register of Acquittance Roll</p> <p>19.Movement Register</p> <p>20.Miscellaneous Registers.</p>
<p>Excise, Officer-in- Charge:Sri Tapan Kumar Maity (Superintendent of Excise, PurbaMedinipur )</p>	<p>1. Enforcement of the regulations relating to the manufacture, production, possession, supply, distribution, transport, selling &amp; buying of liquor, other intoxicants&amp; molasses.</p> <p>2. Prevention of illicit trafficking of intoxicants</p> <p>3. Detection &amp; Prevention of manufacture, distribution &amp; sell of illicitly distilled, contraband, spurious or non-duty paid liquor</p> <p>4. Issue &amp; renewal of Excise Licenses</p> <p>5. Settlement &amp;Pachwai&amp;Tarishops by way of auction</p> <p>6. Process of sending proposal</p>	<p>Bengal Excise Act 1909, The Narcotic Drugs &amp; Psychotropic Substances Act, 1985, The Medicinal &amp; Toilet Preparation (Excise Dutites) Act, 1955 &amp; The Molasses Control Act, 1973</p>	<p>Total: 7</p>	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3. Despatch Register</p> <p>4. Allotment Register</p> <p>5. Stock &amp; stationary Register</p> <p>6. Index Register</p> <p>7. Cash Book</p> <p>8. Court Case Register</p> <p>9. Attendance Register</p> <p>10. Cheque Register</p> <p>11. Bill Transit Register</p> <p>12. Barrack Register</p> <p>13. DCR Book Accounts Register</p> <p>14. Court Fee Register</p> <p>15. Stamp Register</p> <p>16. Leave accounts Register</p> <p>17. Establishment Register</p> <p>18. Service Book Accounts Register</p>

	<p>towards grant of new Excise Licenses of all categories</p> <p>7. Collection of Excise Duties &amp; Countervailing Duties on alcoholic liquor for human consumption</p> <p>8. Collection of other Excise Revenue like License Fee, Import Fee, Auction Fee of Tari&amp;Pachwai Fines etc.</p> <p>9. Enforcement of the Regulation relating to the supply &amp; distribution of non-potable alcohol for industrial, medicinal, toilet purposes</p> <p>10. To deal with Court-related matters when necessary</p>			<p>19. <i>Pachwai&amp;Tari</i> Auction Register</p> <p>20. <i>Tari</i> License Fee Register</p> <p>21. Inspection Register</p> <p>22. Pension Register</p> <p>23. Auction Register</p> <p>24. Forms Register</p> <p>25. Guard File</p> <p>26. Misc. Case Register</p> <p>27. Summons Register</p> <p>28. Tour Diary of S.E./A.S.E/D.E.C Etc.</p> <p>29. Demand &amp; Collection Register for <i>Pachwai&amp;Tari</i> License Fee</p> <p>30. License Renewal/Grant Register</p> <p>For:</p> <ul style="list-style-type: none"> <li>• C.S. &amp; C. &amp; F.S.</li> <li>• F.L. "OFF"</li> <li>• F.L. "ON"</li> <li>• 50° U.P.F.L. &amp; beer</li> </ul>
<p>Executive Magistrate Court(1<sup>st</sup>&amp;2<sup>nd</sup>), Officer-in-Charge:Sri DebasishBiswas WBCS (Exe),Sub-Divisional Magistrate, Tamluk,PurbaM edinipur.</p>	<p>Dealing with the cases under the Code of Criminal Procedure 1973</p>	<p>The Code of Criminal Procedure 1973</p>	<p>Total-4</p>	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3. Court Fee Register</p> <p>4. Case Diary</p> <p>5. Affidavit Register</p>
<p>District ICDS Cell, Officer-in-Charge:Sri AshimPal WBCS(Exe)</p>	<p>1. Reduction of malnourishment in children.</p> <p>2. Implementation and monitoring-cum-supervision of 27ICDS projects sanctioned in the district.</p> <p>3. Ensuring complete immunization of children &amp; pregnant mothers.</p> <p>4. Health check up of children and mothers.</p> <p>5. Implementation of Kishori Shakti Yojana.</p>	<p>Maintenance and Welfare of Senior Citizens Act,2007</p>	<p>Total-2</p>	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3. Bill Register</p> <p>4. Stock Register</p> <p>5. C.L Register</p> <p>6. Cheque Payment Register</p> <p>7. Postage Stamp Register</p> <p>8. Distribution Register</p> <p>9. G.P.F (Gr. D) Register</p> <p>10. Attendance Register</p> <p>11. Dead Stock Register</p>
<p>Mid- Day Meal, Officer-in-Charge:Sri PuspenduSarkar, WBCS(Exe)</p>	<p>1.Receiving allotment of fund and food grains from state level</p> <p>2.Monthly distribution of fund and food grains among the B.D.O.'s/Chairman of Municipality as per requirement</p> <p>3.Submission of online report and returns on monthly and quarterly basis</p> <p>4.Maintenance of Accounts and submission of UC</p> <p>5.Issue and Receipt of report and</p>	<p>As per direction of Project Director, CMDMP, School Education Deptt. Kolkata.</p>	<p>Total: 4</p>	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3. Stock Register</p> <p>4. Allotment Register</p> <p>5. Cash Book</p> <p>6. Cheque Register</p> <p>7. Cheque Disbursed Register</p> <p>8. Debit Advice Register</p> <p>9. Peon Book Register.</p>

	<p>return</p> <p>6.Preparation and sending of Annual Budget Estimate</p> <p>7.Arrangement for training on various matters related to Cooked Mid- Day Meal Programme.</p> <p>8.Holding meetings, seminars etc.on Cooked Mid- Day Meal Programme.</p> <p>9.Monitoring &amp; supervision of Mid-Day Meal Section</p> <p>10.Other miscellaneous matters.</p>			
<p>Minority Affairs &amp; Madrasah Education , Officer-in-Charge: Arshad Jamal Hashami WBCS (Exe)</p>	<p>Minority Cell is the single point of contact for Development &amp; Welfare activities of the Department of Minority Affairs and Madrasah Education &amp; Organisation /Bodies under the jurisdiction of the Department</p>	<p>The Wakf Act 1995(43 of 1995), West Bengal Act XVIII of 1995 (for WBMDFC), the Hajj Committee Act 2002, The Act of Madrasah Board, West Bengal aminorities Commission Act 1996 &amp; the amendments of 1997 &amp; 2007.</p>	Total: 10	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3. Stock Register</p> <p>4. Attendance Register</p> <p>5. Peon Book Register</p> <p>6. File Register.</p>
<p>Municipal Affairs , Officer-in-Charge: Sri Samarsh Metia WBCS (Exe)</p>	<p>1. Supervision of the section including A/cs And adjustment of UC concurring implement of different schemes of municipalities.</p> <p>2. Passing of Bills, obtaining UC and other A/Cs matter of plan and non-plan scheme of municipalities of Purba Medinipur.</p> <p>3. Issue, Receipt and Receipt of stationery articles.</p> <p>4. Writing of proceedings &amp; compilation of various reports and returns.</p>	<p>Various Municipal Acts</p>	Total: 1	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3. Stock Register</p> <p>4. Attendance Register</p> <p>5. Peon Book Register</p> <p>6. File Register.</p>
<p>Health, Officer-in-Charge: Sri Ashim Pal WBCS (Exe)</p>	<p>Dealings of RSBY related files i.e. Complain file, Report Return file, Allotment file, Inspection file, Nurshing home file, IEC files &amp; others</p>	<p>The scheme was started in 2009-2010 and is being implemented as per GO/Guideline</p>	Total: 2	<p>1. Issue Register</p> <p>2. Receipt Register</p>
<p>RTI , Officer-in-Charge: Sri</p>	<p>1. On Receiving the application under RTI Act 2005 every petition scrutinized, entered into the register</p>	<p>RTI Act 2005</p>	Total: 1	<p>1. Issue Register</p> <p>2. Receipt Register</p> <p>3. Information Supplied Register</p>

GopalChatterjee WBCS (Exe)	and put up notesheet to the O/C,RTI for order. After getting the order of O/C, RTI letter is prepared and despatched the same to the concerned dept with request to provide information direct to the petitioner with an intimation to the information seeker 2.In case of appeal petitions both parties are called for hearing and sometimes those petitions are also be sent to the concern dept with request to provide information direct to the petitioners within time limit with an intimation to the information seeker			
SarvaShiksha Mission Officer-in-Charge: Sri PushpenduSarkar WBCS (Exe)	Its overall goal includes universal access and retention,bridging of gender and social category gaps in education and enhancement of learning levels of children. SSA provides for a variety of elementary education to every child in 6 to 14 age group. `Free` means that no child shall be liable to pay any kind of fee or charges or expenses which may prevent him/her from pursuing and completing elementary education	Right to Education Act, 2009	Total-160	1.Cheque Register 2.Advance Register Stock and Stationery Register 3. Asset Register 4. Despatch and Issue Register
SHG AND SE Officer-in-Charge: Sri Ashim Pal WBCS (Exe)	Self employment and SHG matters	Existing Govt Orders	Total-1	1.BSKP Subsidy Released Register 2. BSKP Subsidy Claim Register 3.Leave Register 4.Letter Received Register 5.Letter Sending Register 6. Allotment Register
Social Welfare Officer-in-Charge: Sri SwapanGhosh DSWO	Social Welfare	1.West Bengal Women and Children Institution Licencing Act, 1956 2.Person With Disabilities Act,1995 3.National Trust Act,1999 4.Juvenile Justice Act,2000 5.W B Pension Scheme,2010	Total-5	1. Issue Register 2. Receipt Register 3.Allotment Register 4.File Index Register

Tamluk Treasury Officer-in-Charge: Sri Nimai Krishna Chakraborty WBA&AS	Treasury related	1.WBTR 2.WBFR 3.Group Insurance Rule 4.GPF Rules 5.DCRB Rules	Total-26	1. Issue Register 2. Receipt Register 3.Cash Book Register 4.Pension Register 5.LF & PF Register 6.Advance Register 7.By Transfer Credit Register
WB SC&ST DEV.& FINANCIAL CORP. Officer-in-Charge: Sri AvikChatterjee WBCS (Exe)	To uplift the economic development of poor SC/ST people living below poverty line.	Corporation on Act XXXIX of 1976, other rules & regulation as per West Bengal Govt.	Total-5	1. Issue Register 2. Receipt Register 3.Allotment Register 4.Cash Receipts Register 5. Cheque Issue Register 6.Cheque Receipt Register
DRD . Officer-in-Charge: Sri Sankar Prasad Paul WBCS (Exe)	Implementation of SGSY, SSK / MSK, MGNREGS, SAHAY, SECC-2011, DRDA-ADMN.	Guide Lines of Govt. Of India as well as State Govt.	Total-23	1. Issue Register 2. Receipt Register 3.Bill Transit Register 4.Cheque Register 5.Appropriation Register 6.Cash Book 7.Ledger
NCLP Officer-in-Charge: Sri Nabadwip Das WBCS(Exe)	Eradication of child labour through providing adequate education and vocational training.	The Child Labour Prohibition and Regulation Act, 1986	Total-2	1. Issue Register 2. Receipt Register 3.Allotment Register 4.Cheque Register 5.Cash Book Register 6.Cheque Distribution Register
MV Section Officer-in-Charge: Sri Abhijit Kumar Hait	Registration of new vehicle, issuance of permit for carrying of Passenger and carriage of goods, enforcement activities revenue, collection of MV tax.	MV Act 1988, Central MV Rules 1989, WBMV Rules 1989, WB MV Tax Act 1989 and West Bengal & WB Additional Tax, One Time Tax, Life Time Tax on Motor Vehicles 1989	Total-15	1. Issue Register 2. Receipt Register 3.Movement Register 4. Old Vehicle Registration Register 5.Old DCR Register 6. Driving Licence Register 7.Conductor Licence Register 8.Change of Address Register 9. Vehicle surrender Register 10.Lerner Licence Register 11. Postal of RC,Permit, DL Register 12. Attendance Register & Guard File
Arms & Explosive Office r-in-Charge: Sri Surajit Pal WBCS(Exe)	Issue of new arms license, renewal of existing arms licence Granting permission for sale of licensed firearms,issue of carrying permit,surrender of licence, extention of area validity, NOC permission, change of Retainer, issue of duplicate licence.	Indian Arms Act 1959&Rules 1962, Explosive Act 1884, Rules - 2008,Petroleum Rule1976,Cook ing Gas licencing & Control Order		1. Issue Register 2. Receipt Register 3.Peon Book 4. Selling licence 5. Transportation licence Register 6. Baji Renewal Register 7.Register for Issue of new Arms Licence



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