# District Profile

## Administrative Divisions

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Unit</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sub-Division</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>Blocks</td>
<td>25</td>
</tr>
<tr>
<td>3.</td>
<td>Panchayat Samitis</td>
<td>25</td>
</tr>
<tr>
<td>4.</td>
<td>Gram Panchayats</td>
<td>223</td>
</tr>
<tr>
<td>5.</td>
<td>Mouzas</td>
<td>3035</td>
</tr>
<tr>
<td>6.</td>
<td>Villages</td>
<td>2964</td>
</tr>
<tr>
<td>7.</td>
<td>Municipalities</td>
<td>5</td>
</tr>
<tr>
<td>8.</td>
<td>No. of Wards</td>
<td>97</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population</td>
<td>5094238</td>
<td>2631094</td>
<td>2463144</td>
</tr>
<tr>
<td>Rural</td>
<td>4500770</td>
<td>2323176</td>
<td>2177553</td>
</tr>
<tr>
<td>Urban</td>
<td>593468</td>
<td>307870</td>
<td>285591</td>
</tr>
<tr>
<td>Others</td>
<td>41</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Sex Ratio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural</td>
<td>937</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urban</td>
<td>928</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literacy Rate (%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural</td>
<td>77.92</td>
<td>82.80</td>
<td>72.71</td>
</tr>
<tr>
<td>Urban</td>
<td></td>
<td>77.92</td>
<td></td>
</tr>
<tr>
<td>Population Density</td>
<td></td>
<td>933</td>
<td></td>
</tr>
</tbody>
</table>
Minority Profile of the District – As per Census 2001

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Total Population</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>All Communities</td>
<td>4417377</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Muslim</td>
<td>590672</td>
<td>13.37</td>
</tr>
<tr>
<td>3.</td>
<td>Christian</td>
<td>2204</td>
<td>0.005</td>
</tr>
<tr>
<td>4.</td>
<td>Sikhs</td>
<td>378</td>
<td>0.0009</td>
</tr>
<tr>
<td>5.</td>
<td>Buddhist</td>
<td>158</td>
<td>0.0008</td>
</tr>
<tr>
<td>6.</td>
<td>Jains</td>
<td>346</td>
<td>0.0013</td>
</tr>
<tr>
<td>7.</td>
<td>Others</td>
<td>590</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Total Population</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BPL Population</td>
<td>322442</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Before claims &amp; objection – Data, 2005)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Schedule Cast</td>
<td>638997</td>
<td>14.466</td>
</tr>
<tr>
<td>3.</td>
<td>Schedule Tribe</td>
<td>26507</td>
<td>0.600</td>
</tr>
</tbody>
</table>

Education & Literacy:

<table>
<thead>
<tr>
<th>Literacy %</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
<th>2001 Census</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>2011 Census (Provisional)</td>
<td>82.80</td>
<td>72.71</td>
<td>77.92</td>
<td>84.91</td>
</tr>
</tbody>
</table>

List of Educational Institutions in the District:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Institution</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Primary School</td>
<td>3252</td>
</tr>
<tr>
<td>2.</td>
<td>Jr. High School</td>
<td>175</td>
</tr>
<tr>
<td>3.</td>
<td>High School</td>
<td>285</td>
</tr>
<tr>
<td>4.</td>
<td>H. S. School</td>
<td>309</td>
</tr>
<tr>
<td>5.</td>
<td>Jr. High Madrasah</td>
<td>2</td>
</tr>
<tr>
<td>6.</td>
<td>Sr. Madrasah</td>
<td>16</td>
</tr>
<tr>
<td>7.</td>
<td>Degree College</td>
<td>20</td>
</tr>
<tr>
<td>8.</td>
<td>Polytechnic College</td>
<td>2</td>
</tr>
<tr>
<td>9.</td>
<td>Basic Training College</td>
<td>9</td>
</tr>
<tr>
<td>10.</td>
<td>B. Ed. College</td>
<td>12</td>
</tr>
<tr>
<td>11.</td>
<td>Sishu Siksha Kendra (SSK)</td>
<td>1446</td>
</tr>
<tr>
<td>12.</td>
<td>Madhyamik Siksha Kendra (MSK)</td>
<td>153</td>
</tr>
<tr>
<td></td>
<td>Special Child Labour School</td>
<td>28</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------</td>
<td>----</td>
</tr>
<tr>
<td>14.</td>
<td>ITI</td>
<td>1</td>
</tr>
</tbody>
</table>

**Financial Infrastructure:**

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

**Health Infrastructure:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Institutions</th>
<th>Nos.</th>
<th>Total number sanctioned beds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>District Hospital</td>
<td>1</td>
<td>365</td>
</tr>
<tr>
<td>2.</td>
<td>Sub-Divisional Hospital</td>
<td>3</td>
<td>443</td>
</tr>
<tr>
<td>3.</td>
<td>State General Hospital</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>4.</td>
<td>Rural Hospital</td>
<td>3</td>
<td>90</td>
</tr>
<tr>
<td>5.</td>
<td>Block Primary Health Center</td>
<td>22</td>
<td>260</td>
</tr>
<tr>
<td>6.</td>
<td>Primary Health Center</td>
<td>51</td>
<td>148</td>
</tr>
<tr>
<td>7.</td>
<td>Sub-Center</td>
<td>706</td>
<td>NIL</td>
</tr>
</tbody>
</table>
Administrative Structure of Purba Medinipur District

District Magistrate & Collector

Sub-Divisions

Sub-Divisional Officer, Tamluk
Blocks & Municipalities

Sub-Divisional Officer, Haldia
Blocks & Municipalities

Sub-Divisional Officer, Contai
Blocks & Municipalities

Sub-Divisional Officer, Egra
Blocks & Municipalities

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

Block Development Officers of:
- BHAGWANPUR-I
- EGRA-I
- EGRA-II
- PATASHPUR-I
- PATASHPUR-II

Executive Officer of:
- EGRA MUNICIPALITY
Organisational Structure of Purba Medinipur District

District Magistrate & Collector

Additional District Magistrate (General): Sri Malay Kr. Haldar, WBCS (Exe)

Sections:
1. Establishment
2. Revenue Munshikhana
3. General Deptt
4. Public Grievance & Assistance
5. Certificate
6. Disaster Management
7. Election
8. Court of Executive Magistrate (1st Court & 2nd Court)
9. Judicial Munshikhana
10. Minority Affairs & Madrasah Education Deptt
11. Nezarath
12. Health
13. RTI
14. Arms & Explosive

Additional District Magistrate (Dev. & ZP): Sri Ajay Pal, WBCS (Exe)

Sections:
1. Development & Planning
2. AEO Zilla Parishad
3. Excise
4. MGNREGA
5. Mid Day Meal
6. Panchayat & Rural Development
7. Sarva Siksha Mission
8. Motor Vehicles

Additional District Magistrate (Treasury): Sri Suman Howladar, WBCS (Exe)

Sections:
1. Tamulk Treasury
3. Passport
4. Land Acquisition (Tamulk & Haldia)
5. ICDS
6. Municipal Affairs
7. SHG & Self-Employment
8. Social Welfare
9. NCLP

Additional District Magistrate (L & LR): Sri Malay Kr. Haldar, WBCS (Exe), in charge

Sections:
1. Land & Land Reforms
# Functions of different Sections

<table>
<thead>
<tr>
<th>Name of Sections &amp; OC</th>
<th>Nature of work</th>
<th>Acts/Rules</th>
<th>No. of existing staff</th>
<th>Registers maintained</th>
</tr>
</thead>
</table>
| **Establishment, Officer-in-Charge: Shri Gopal Chattjee, W.B.C.S. (Exe.), DMDC** | 1. Preparation of:  
   - Pay Bills  
   - TA Bills  
   - GPF Advance Bills  
   - CAS Benefits etc.  
  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.  
  11. Allotment of Housing.  
  12. Certificate Cases. | 1. WBSR (Part-I & Part-II)  
  2. WBFR (Vol. I)  
  3. DCRB Rules  
  4. Board Misc. Rules  
  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 | 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 Middya, 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  
  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 | 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  
  HC: 2  
  UDC: 6  
  LDC: 1  
  Gr. D: 3 | 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  
| Revenue Munshikhana, Officer-in-Charge:Sri Dibyendu Lal Bhattacharya, WBCS (Exe) | 1. Compliance of HC’s Orders.  
2. Monitoring of HC cases.  
3. Engagement of State Advocate in HC.  
4. Monitoring of cases u/s 80 CrPC.  
5. Monitoring of cases of Civil Suit/Title Suit.  
6. Title Appeal within District Courts.  
8. Issuance of Legal Heir Certificate.  
9. Probate of Will.  
10. Exemption of Stamp Duty.  
11. Stamp Refund.  
15. Demand Notice sent by Advocate. | 1. Civil Procedure Code  
2. Bengal Money Lenders’ Act, 1940  
3. West Bengal Premises Tenancy Act, 1997  
4. Indian Stamp Act & Rules  
5. Hindu Succession Act, 1956 | UDA: 4  
Gr. D: 1 | 1. Register for Receipt.  
2. Register for Issue.  
3. Register for HC Cases.  
4. Register for monitoring of HC’s Orders.  
5. Register for Title Suit/Title Appeal/Civil Suit.  
6. Register for Case u/s 80 CrPC.  
7. Register for Stamp Vending License.  
8. Register for Legal Heirs Certificate.  
9. Register for Probate of Will.  
10. Register for Stamp Refund Cases. |
| JudicialMunshikhana, Officer-in-Charge:Sri Surajit Pal, WBCS (Exe) | 1. Maintenance of File Index Register  
2. Maintenance of Law & Order  
3. Vesting/Delegation of the power of Executive Magistrate  
4. Executive Magistrate’s enquiry in case of Police firing  
5. Monthly Inquest duty  
6. Engagement Order regarding Executive Court Duty  
7. Monthly Executive Court Duty  
8. Repair work of hospital morgue  
9. Appeal against the judgement in respect of Session Trial Case  
10. Engagement of Public Prosecutor & Addl. Public Prosecutor in respect of Court Cases  
11. Payment regarding Post Mortem bills.  
12. Deployment of Magistrates  
15. Special & Misconduct Report regarding Criminal Cases  
16. Correspondence & maintenance of Pollution Control Board  
17. Pushback of Bangladeshi fishermen.  
2. Essential Commodities Acts & Rules  
3. Cinema Regulation Acts & Rules  
4. Video Acts& Rules  
5. Sarai Act | UDA: 2  
DRW: 1 | 1. Issue Register  
2. Receipt Register  
3. Despatch Register  
4. Peon Book  
5. Allotment Register  
6. Register for cinema/video licenses/sarai renewal.  
7. Register for issuing licenses/renewal of cinema operator  
8. Register for stationary articles  
9. Register of E.C. Cases  
10. Miscellaneous |
<table>
<thead>
<tr>
<th>19. Correspondence of protected place under Public Order Act.</th>
<th>Complaints petitions in relation to Public Grievance &amp; 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.</th>
<th>The Instruction of Chief Secretary, Govt. of West Bengal is being followed</th>
<th>Total: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Maintenance of renewal of cinema/video/sarai &amp; Storage License under Tamluk Sub-Division</td>
<td></td>
<td></td>
<td>1. Receipt Register (for public petition) 2. Receipt Register (for serving soldier)</td>
</tr>
<tr>
<td>21. Execution of Summons</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Passport Section**  
Officer-in-Charge: Sri Basudev Samant, 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  

**Land Acquisition (Haldia)**  
Officer-in-Charge: Sri Chinmoy Mandal, WBCS (Exe)  
Land Acquisition work

**Land Acquisition Act I, 1894 & WBIIDC Act**  
Total: 26  

**MGNREGA**  
Officer-in-Charge: Sri Dibyendu Lal Bhattacharya, WBCS (Exe)  

**MGNREG Act**  
Total-14  
1. Issue Register 2. Receipt Register
| Office of the District Panchayat & Rural Development, Officer-in-Charge: Sri Subhasis Bej WBCS (Exe) | 1. To conduct the Panchayat General Election  
2. Court case relating to Die-in-harness cases, recruitments & others for PRIs.  
3. Implementation of  
   - PROFLAL  
   - AAY  
   - SSY  
4. Implementation of National Social Assistance Programme  
   - IGNAPPS  
   - IGNWPS  
   - IGNDPS  
   - NFBS  
5. Implementation of Institutional Strengthening of Gram Panchayat  
7. Supervision of Internal Audit of Gram Panchayat.  
8. Supervision of Sansad Meeting.  
9. To look after the findings of ELA Audit.  
10. To monitor the Upa-Samity/Sthayee Samity wise budget of the Gram Panchayat / Panchayat Samity  
11. To monitor the preparation of Annual Action Plan (GP & PS)  
12. To monitor the formation of Gram Unnayan Samity  
13. To monitor the assessment and collection of fees and Taxes by the GP  
14. Supervision of collection of non-tax revenue of PS.  
15. Recruitment of staff of PRIs and District HQ | 1. The West Bengal Panchayat Act, 1973,  
2. The West Bengal Panchayat (constitutions) Rules, 1975  
3. The West Bengal Panchayat (Gram Panchayat Admn.) Rules, 2004  
4. The West Bengal Panchayat (Panchayat Samity Admn.) Rules, 1984  
5. Rules on Powers, functions and duties of the EO & Secretary of the Panchayat Samity  
6. The West Bengal Panchayat (Accounts & Audit Rules)  
7. The West Bengal Panchayat Election Rules, 2006 | Total-6  
1. Issue Register  
2. Receipt Register  
3. Stock Register  
4. Dead Stock Register  
5. Despatch Register  
6. Peon Book  
7. Different Allotment of fund Register  
8. Roster Register of Recruitment Process of PRIs  
9. Bill Register  
10. Attendance Register  
11. Casual Leave Register | Certificate Section Officer-in-Charge: Sri Dinesh Das WBCS (Exe) | To process Certificate Cases in terms of Certificate Rules for realisation of Government & Bank Dues as per provisions of Public Demand Recovery Act, 1913, Bengal Money | HC: 1  
1. Issue Register  
2. Receipt Register  
3. Register IX  
4. Register X |
<table>
<thead>
<tr>
<th>Department</th>
<th>Responsibilities</th>
<th>Total:</th>
</tr>
</thead>
</table>
| Nabadwip Das, WBCS (Exe)       | Demand Recovery Act following the steps prescribed in the rules.                                                                                                                                                                                                                                                                                      | 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 students  
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:  
  - Infrastructure Development  
  - Other Backward Classes loan cases  
  - Implementation of 100-point Roster as per government rules  
  - Maintenance of Asram Hostel for SC/ST students  
| 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 (PurbaMedinipur) at Nimtouri, Tamluk.  
6. WBSR Part I & Part II & Guidelines of MPLADS, BEUP, BRGF                                                                                                                                                                                                                      | 12     |
| Disaster Management, Officer-in-Charge: Mr. Arsad Jamal Hashami, WBCS (Exe) | Disaster management related matters.                                                                                                                                                                                                                                                                                                                   | 6      |
| 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.  
7. Election Laws & Compendium of Instruction                                                                                                                                                                                                                                        | 7      |
<table>
<thead>
<tr>
<th><strong>Nezarath, Officer-in-Charge:</strong> Sri Dibyendulal Bhattacharya WBCS (Exe)</th>
<th><strong>Excise, Officer-in-Charge:</strong> Srijan Kumar Maity (Superintendent of Excise, PurbaMedinipur)</th>
</tr>
</thead>
</table>
| 7. Preservation of Election-related forms and stationary  
8. Online data entry of E.V.M.s  
9. BDO`s information and complaint monitoring  
10. Sub-allotment of funds under Head of Account 2015 – Election  
11. Conduct of political party meeting  
12. Conduct of meeting with E.R.O. & BDOs  
13. Preparation of E.R. for Service voters. | 1. As a treasure for making all types of financial transaction  
2. Looks after Guest House, entertainment of V.I.P.'s & meeting programmes at the meeting hall of Collectorate Building.  
3. Establishment of Gr.-D staff.  
4. Collection of Govt. Revenue through D.C.R.  
5. Purchase & Issue of stationery articles  
6. Preparation of contingency bills  
7. Look after the Office Building & bungalows of officers of DM Office regarding maintenance and repair  
8. Audit matters of this section.  
10. Miscellaneous works as and when required. |
| **Total:** 11 | **Total:** 7 |
| camera  
8. Service Voter Register  
9. Complaint Register  
10. Issue of duplicate/corrected EPIC Register for use at the Permanent EPIC Centre | 1. Issue Register  
2. Receipt Register  
3. 8 No s Cash Book  
4. Bill Register  
5. Bill Transit Register  
6. Allotment Register(Contingency and others)  
7. Stationery Register  
8. G.P.F. Ledger  
9. DCR Register  
10. D.R. Workers Register  
11. T.D.S. Register  
12. Remittance Register.  
13. Cheque Delivery Register  
14. Arm Force Flag Day Register  
15. Observation of Communal Harmony Register  
16. Advance and Adjustment Register  
17. File Index Register  
18. Register of Acquittance Roll  
19. Movement Register  
20. Miscellaneous Registers. |
<table>
<thead>
<tr>
<th>Executive Magistrate Court(1st&amp;2nd ), Officer-in-Charge:Sri Debasish Biswas WBCS (Exe), Sub-Divisional Magistrate, Tamluk, Purba Medinipur.</th>
<th>Dealing with the cases under the Code of Criminal Procedure 1973</th>
<th>The Code of Criminal Procedure 1973</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total: 4</td>
</tr>
</tbody>
</table>

- 19. *Pachwai*Tari Auction Register
- 20. *Tari* License Fee Register
- 21. Inspection Register
- 22. Pension Register
- 23. Auction Register
- 24. Forms Register
- 25. Guard File
- 26. Misc. Case Register
- 27. Summons Register
- 29. Demand & Collection Register for *Pachwai*Tari License Fee
- 30. License Renewal/Grant Register

For:
- C.S. & C. & F.S.
- F.L. “OFF”
- F.L. “ON”
- 50’ U.P.F.L. & beer
|---|---|---|---|

<table>
<thead>
<tr>
<th>Municipal Affairs, Officer-in-Charge: Sri Samaresh Metia WBCS (Exe)</th>
<th>1. Supervision of the section including A/cs And adjustment of UC concurring implement of different schemes of municipalities. 2. Passing of Bills, obtaining UC and other A/Cs matter of plan and non-plan scheme of municipalities of Purba Medinipur. 3. Issue, Receipt and Receipt of stationery articles. 4. Writing of proceedings &amp; compilation of various reports and returns.</th>
<th>Various Municipal Acts</th>
<th>Total: 1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Health, Officer-in-Charge: Sri Ashim Pal WBCS (Exe)</th>
<th>Dealings of RSBY related files i.e. Complain file, Report Return file, Allotment file, Inspection file, Nursing home file, IEC files &amp; others</th>
<th>The scheme was started in 2009-2010 and is being implemented as per GO/Guideline</th>
<th>Total -2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RTI, Officer-in-Charge: Sri</th>
<th>1. On Receiving the application under RTI Act 2005 every petition scrutinized, entered into the register</th>
<th>RTI Act 2005</th>
<th>Total -1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Issue Register</td>
<td>2. Receipt Register</td>
<td>3. Information Supplied Register</td>
<td></td>
</tr>
<tr>
<td>Gopal Chatterjee WBCS (Exe)</td>
<td>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 concerned dept with request to provide information direct to the petitioners within time limit with an intimation to the information seeker.</td>
<td></td>
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</tr>
<tr>
<td>Sarva Shiksha Mission Officer-in-Charge: Sri Pushpendu Sarkar WBCS (Exe)</td>
<td>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</td>
<td>Right to Education Act, 2009</td>
<td>Total-160</td>
</tr>
<tr>
<td>SHG AND SE Officer-in-Charge: Sri Ashim Pal WBCS (Exe)</td>
<td>Self employment and SHG matters</td>
<td>Existing Govt Orders</td>
<td>Total-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Officer-in-Charge</td>
<td>Activities</td>
<td>Related Rules/Acts/Regulations</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>