

Office of the
Purba Medinipur Zilla Parishad

Tamluk :: Purba Medinipur
Ph.No.03228-269677/269678

Memo No.

Date

To
The Additional District Magistrate (Gen)
Purba Medinipur
Tamluk

**Subject: Proactive disclosure of organizational details and mandated
u/s - 4 of RTI Act, 2005.**

Reference No. His office memo no. 2431(67)/RTI Dt. 27.12.12.

Sir,

With reference to your letter mentioned above I am giving below the details against the 17 items as per RTI Act 2005 (u/s - 4) for the benefit of information seekers.

4(b)(i) The Particulars of its organization, functions and duties – As stated in Part-iv, Chapter- xiii, Section 140 & 153 of the West Bengal Panchayat Act, 1973 kindly see **Annexure-A**.

4(b)(ii) The Powers & Duties of its Officers & Employees –As stated in Part-iv, Chapter – xiii Section 166 of the West Bengal Panchayat Act, 1973, Kindly see **Annexure-B**

4(b)(iii) The procedure followed in the decision making process including channels of supervision and accountability – The decision is taken by the members of the concerned Sthayee Samity and the whole process is supervised by the Sabhaadhipati, The Executive Officer and The Additional Executive Officer of Zilla Parishad.

4(b)(iv) The norms said by it for the discharge of its functions – The Zilla Parishad function as a unit of Self Government and prepare a development plan and implement schemes as may be drawn-up in the concerned Sthayee Samity and execute the work as per the norms laid down in the West Bengal Finance Rule.

4(b)(v) The rules, regulations, instructions, manuals and records, held by it of under its control of used by its employees for discharging of its function –

- i) West Bengal Panchayat (Panchayat Samity, Zilla Parishad) Accounts and Finance Rule – 2003.
- ii) The West Bengal Panchayat Act 1973.
- iii) PWD Schedule
- iv) The Govt. Orders

4(b)(vi) A statement of categories of the documents that are held by it or under its control:-

- i) The lease agreements with the licensee of Tank, Land & Ferry kindly see **Annexure-C**

4(b)(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof – All the decisions are taken by the elected members to formulate its policy and implementing thereof under supervision of The Executive Officer & The Additional Executive Officer, Purba Medinipur Zilla Parishad.

4(b)(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constitute as its part or for the purpose of its advice, and as to whether meetings of those board, councils, committees and other bodies are opened to the public or the minutes of such meetings accessible for public - The Zilla Parishad have the following 10 (Ten) no of Sthayee Samities –

- i) Artha Sanstha Unnayan O Parikalpana Sthayee Samity
- ii) Janaswasthya O Paribesh Sthayee Samity
- iii) Purta Karya O Paribhan Sthayee Samity
- iv) Krishi Sech O Samabay Sthayee Samity
- v) Shiksha Sanskriti Tatha O Krira Sthayee Samity
- vi) Sishu O Nari Unnayan Janakalyan O Tran Sthayee Samity
- vii) Bon O Bhumi Sanskar Sthayee Samity
- viii) Matsya O Prani Sampad Bikash Sthayee Samity
- ix) Khadya O Sarbaraha Sthayee Samity
- x) Khudra Shilpa Bidyut O Achiracharit Shakti Sthayee Samity

These are not opened to the public but the minutes of the meeting are accessible to the public when information sought under RTI ACT,2005.

4(b)(ix) A directory of its officers and employees – kindly see **Annexure –D**

4(b)(x) The monthly remuneration received by each of its officers & employees, including the system of compensation as provided in its regulation- As per Govt. norms Kindly see **Annexure – E**

4(b)(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements – The Zilla Parishad prepare a budget in each year of its estimated received and disbursement for the following year. The ZP prepare supplementary estimate for any modification for its budget. The copy of budget for the year 2013-14 is annexed herewith kindly see **Annexure-F**

4(b)(xii) The manner of execution of subsidy programs, including the amount allocated and the details of beneficiaries of such programme – Kindly see **Annexure – G**

4(b)(xiii) Particulars of recipients of concessions, permits or authorization – The ZP give permit in ferry establishment or under its management. The permit is given to Melas in his jurisdiction.

4(b)(xiv) Details in respect of the information, available to or held by it reduce in an electronic form – The information is available in www.purbamedinipur.gov.in

4(b)(xv) The Particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room if maintain for public use – The information may be sought under RTI Act – 2005 addressing to the SPIO & The Secretary of PMZP in white plain paper on any working day in between 10 a.m. to 5.30 p.m. with Rs 10.00 N.J. Stamp exclusively for A.P.L. applicant.

4(b)(xvi) The names and designations and others particulars of the public information officer:-

- i) Pradip Kumar Biswas, SPIO & Secretary, Purba Medinipur Zilla Parishad
- ii) Sougata Patra, ASPIO & Additional Deputy Secretary, Purba Medinipur Zilla Parishad

4(b)(xvii) Such other information as may be prescribed – N.A.

The report is forwarded for your kind perusal and taking necessary action.

Yours faithfully,

**Secretary
Purba Medinipur Zilla Parishad**

List of Officers & Employee Details of Purba Medinipur Zilla parishad

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
1.	Sri Pradip Kr. Biswas Secretary		<ul style="list-style-type: none"> • Establishment • Dealing of resolutions and follow up actions of all Sthayee Samity • Preparation of Budget • AAP • Resource inventory • Maintenance of assets • Health, CHCMI, Sanitation • Programme of line Departments RIDF, PMGSY, SGSY, PWD etc. • Artha Sanstha Unnayan O Parikalpana Sthayee Samity • Purta Karya O Paribahan Sthayee Samity • Ban O Bhumi Sanskar Sthayee Samity • Janaswashya O Paribesh Sthayee Samity • RTI Act • Pool Vehicles • Any other duties as may be assigned by E.O./A.E.O./PMZ P 	First Floor		34
2.	Sri Achintya Kr. Pati F.C. & C.A.O.		<ul style="list-style-type: none"> • DDO of fund of Zilla Parishad • Finance & Accounts Service matter, payment order • Cash Book & ancillary register of accounts of Zilla Parishad • Pre-audit examination • Financial implication / propriety of all proposals of Zilla Parishad with reference to 	First Floor	9434161588	33

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			Budget and Govt. Rules <ul style="list-style-type: none"> • Monthly Accounts etc. • Audit Replies • Budget, Utilization of Plan Schemes • Economy Measures, Preparation of accounts utilization certificate. • Any other duties as may be assigned by E.O./A.E.O./PMZ P 			
3.	Sumana Mondal Deputy Secretary		<ul style="list-style-type: none"> • RHS & BPL matters • Report & Monitoring • Programmes of P & RD, Dev. & Planning Department. • Area Specific programmes • RWS, ARWSP • United Fund, Finance Commission • Ashray , IAY • Matsya O Prani Sampad Bikash Sthayee Samity • Sishu Nari Tran O Janakalyan Sthayee Samity • Siksha Sanskriti Tathaya O Krira Sthayee Samity • Krishi Sech O Samabay Sthayee Samity • BRGF • Any other duties as may be assigned by E.O./A.E.O./PMZ P 	First Floor	8348596464	64
4.	Sougata Patra Additional Deputy Secretary		<ul style="list-style-type: none"> • Public Grievance Cell • Miscellaneous Inquiries • Assisting IAY, RHS,BPL matters 	Ground Floor	9477002127	61

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			<ul style="list-style-type: none"> • Court Case • Assist Secretary /Dy. Secretary • Bidyut O Achiracharit Shakti Sthayee Samity • Khadya O Sarbaraha Sthayee Samity • Training /Seminar • Any other duties as may be assigned by E.O./A.E.O./PMZ P 			
5.	Sri Uttam. Ghosh, Assistant Engineer, PMZP	Engineering	<ul style="list-style-type: none"> • General Engineering work Responsibilities Related to Estimate Preparation, work execution, Technical vetting & Assit Tender process of all Zilla Parishad works etc. • Aay other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9474461629	40
6.	Sri Narendranath Maity, Assistant Engineer, PMZP	Engineering	<ul style="list-style-type: none"> • General Works Engineering Responsibilities Related to Estimate Preparation, work execution, Technical vetting & Assit Tender process of all Zilla Parishad works etc. • Aay other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9434320352	40
7.	Sri Gouranga Sundar Pati, Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> • General Engineering Works Responsibilities Related to Estimate Preparation, work execution, Technical vetting etc. • Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9434393424	40

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
8.	Sri Manas Mandal, Assistant Engineer, P & RD.	Engineering	<ul style="list-style-type: none"> • General Engineering Works Responsibilities Related to Estimate Preparation, work execution, Technical vetting etc. • Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor		40
9.	Sri Nilotpal Chattaraj, Assistant Engineer , P& RD.	Engineering	<ul style="list-style-type: none"> • General Engineering Works Responsibilities Related to Estimate Preparation, work execution, Technical vetting etc. • Any other duties as may be assigned by Zilla Parishad Authority. 	Contai Office	9474112379	
10.	Sri Suwendu Pal, Assistant Engineer , WBSRDA,	Engineering	<ul style="list-style-type: none"> • General Engineering Works Responsibilities Related to Estimate Preparation, work execution, Technical vetting etc. • Any other duties as may be assigned by Zilla Parishad Authority. 	Contai Office	9932867657	
11.	Sri Diganta Das, Assistant Engineer, PMZP	Engineering	<ul style="list-style-type: none"> • General Engineering Works Responsibilities Related to Estimate Preparation, work execution, Technical vetting etc. • Any other duties as may be assigned by Zilla Parishad Authority. 	Contai Office	9434415078	
12.	Shri Himadri Chakraborty, Assistant Engineer	Engineering	<ul style="list-style-type: none"> • Works related to Purba Medinipur Zilla Parishad and scheme vetting. , • Any other duties as may be assigned by Zilla Parishad 	Ground Floor		56

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			Authority.			
13.	Sri Dipak Chakraborty, Sub-Assistant Engineer, PMZP	Engineering	<ul style="list-style-type: none"> • General Engineering Works Engineering Responsibilities Related to Estimate Preparation, work execution, Technical vetting etc. • Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9433817667	56
14.	Sri Ramendranath Mondal, Sub-Assistant Engineer, RWP	Engineering	<ul style="list-style-type: none"> • Assist to D.E., Purba Medinipur Zilla Parishad and scheme vetting. , • Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9475821922	56
15.	Sri Ahamed Sahid, Sub-Assistant Engineer, RWP	Engineering	<ul style="list-style-type: none"> • Assist to D.E., Purba Medinipur Zilla Parishad and scheme vetting. , • Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9434995529	56
16.	Sri Gobinda Prasad Samanta, Sub-Assistant Engineer, RWP	Engineering	<ul style="list-style-type: none"> • Assist to D.E., Purba Medinipur Zilla Parishad and scheme vetting. , • Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9734596579	56
17.	Sri Kamalendu Prasad Das, Sub-Assistant Engineer, PMZP	Engineering	<ul style="list-style-type: none"> • Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. • Any other duties as may be assigned by Zilla Parishad 	Ground Floor	9474404760	56

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			Authority. 3) Nazarat Sectio along with H. Q. alide works.			
18.	Sri Taraknath Das, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9433372461	56
19.	Sri Sankar Prasad Bhowmik, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9434440537	56
20.	Sri Mrinal Kanti Mondal, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9933475959	56
21.	Sri Mrinal Sarkar, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9432790735	56
22.	Sri Sougata Kr. Manna, Sub-Assistant Engineer, PMZP	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. 	Ground Floor	9433369804	56

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			<ul style="list-style-type: none"> Any other duties as may be assigned by Zilla Parishad Authority. 			
23.	Miss. Mousumi Das, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	7384530609	56
24.	Sri Rajat Das, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor		56
25.	Sri Achintya Gopal Goswami, Sub-Assistant Engineer, PMZP	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Contai Office	9434993798	
26.	Sri Anindya Sundar Maji, Sub-Assistant Engineer, PMZP	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Contai Office	9474002247	
27.	Sri Tarun Hota, Sub-Assistant Engineer, PMZP	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation work Execution and tender process of Zilla 	Contai Office	9474165787	

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			Parishad works. <ul style="list-style-type: none"> Any other duties as may be assigned by Zilla Parishad Authority. 			
28.	Sir Pravanjan Das, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9475821267	56
29.	Sri Nabakumar Shit, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9564023213	56
30.	Sri Sudip Karan, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9476429600	56
31.	Sri Dipak Chakraborty, Sub-Assistant Engineer, WBSRDA	Engineering	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution and tender process of Zilla Parishad works. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9932909528	56
32.	Sri Tushar Kanti Bhattacharyya , Sub-	Bidyut	<ul style="list-style-type: none"> Estimate Preparation, Drawing Preparation, work Execution 	Ground Floor	9932736018	45

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
	Assistant Engineer (Electrical)		<p>and tender process of Zilla Parishad works.</p> <ul style="list-style-type: none"> Any other duties as may be assigned by Zilla Parishad Authority. 			
33.	Sukumar Barui, Work Assistant, PMZP	Engineering	<ul style="list-style-type: none"> D. A. of Purta Karya-O-Paribahan Sthayee Samity. Tender process of Zilla Parishad works. & Ash Pond. To assist A.E. & SAE of tamluk Sub-Division. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	9474505386	38
34.	Rabindranath Hatui, Work Assistant, PMZP.	Engineering	<ul style="list-style-type: none"> D.A. of Executive Engineer, WBSRDA, Purba Medinipur Division . Any other duties as may be assigned by Zilla Parishad Authority. To assist A.E. & SAE of Haldia Sub-Division. 	Ground Floor	9153191824	38
35.	Dipankar Samanta, DEO, WBSRDA, Purba Medinipur	Engineering	<ul style="list-style-type: none"> Data Entry Operator of Executive Engineer, WBSRDA, Purba Medinipur Division. 	Ground Floor	9434162613	56
36.	Sibaji Shahoo, Account Clorck, WBSRDA, Purba Medinipur Division.	Engineering	<ul style="list-style-type: none"> To look after enter Accounts matter of Department of WBSRDA, Purba Medinipur Division. Any other duties as may be assigned by Zilla Parishad Authority. 	Ground Floor	8016875330	38
37.	Debesh Kundu, LD, WBSRDA, Purba	Engineering	<ul style="list-style-type: none"> To assist Executive Engineer, WBSRDA, Purba Medinipur 	Ground Floor	9883139985	38

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
	Medinipur Division.		Division.			
38.	Bibrata Sau, LD, WBSRDA, Purba Medinipur Division.	Engineering	<ul style="list-style-type: none"> To assist Executive Engineer, WBSRDA, Purba Medinipur Division. 	Ground Floor	9635736530	38
39.	Chandan Bag, Work Assistant, Contai.	Engineering	<ul style="list-style-type: none"> Assist of A.E. & SAE of Concerned Sub-Division. Any other duties as may be assigned by Zilla Parishad Authority. 	Contai Office	9851089649	
40.	Soumitra Das, Work Assistant, Contai.	Engineering	<ul style="list-style-type: none"> Assist of A.E. & SAE of Concerned Sub-Division. Any other duties as may be assigned by Zilla Parishad Authority. 	Contai Office	9851939813	
41.	Smt. Minakshi Mandal, Office Superintendent	Established Section	<ul style="list-style-type: none"> Public Grievance & Bye-Law Vigilance and Monitoring Committee District Council, Zilla Sansad, General Meeting etc. Monitoring of office vehicle and issuance of vehicle fuel. Pension File & all files relating to recruitment and appointment (Permanent nature) routed through O.S. Personal File of all Group - A Officers. Tour Diary of all officials Khadya, Nari O Sishu, Matsya, Bidyut, Sikshya sthayee samities file's routed through O.S. Office Maintenance Any other duties as may be 	First Floor	9732572121	50

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			assigned by Zilla Parishad			
42.	Sri Annada Sankar Mondal, Head Assistant	Established Section	<ul style="list-style-type: none"> • Service Book and Personal Files of all staff. • Artha Sanstha Unnayan O Parikalpana Sthayee Samity, Krishi Sech, Purta, Ban O Bhumi, Janaswasthya Sthayee Samities file's routed through H.A. • Files relating to RTI • Guard File of Notification, G.O. relating to Panchayat Acts & Rules etc. • Monitoring of RD Section (Specially the submission of UC) • Preparation of Self evaluation & Budget • Recruitment and Appointment file (Direct /Permanent recruitment) except contractual appointment. • Leave calculation of all staffs. • Supervision over the stationary section • Any other duties as may be assigned by Zilla Parishad authority. 	First Floor	9434801313	29
43.	Sri Sibnath Das P.A. to Sabhadhipati	P.A. Section	<ul style="list-style-type: none"> • Act as PA to Sabhadhipati • Act as Stenographer cum Typist • Guard file of Notification, G.O. relating to Panchayat Acts & Rules etc. • Any other duties as may 	First Floor	9474741666	55

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			assigned by Zilla Parishad Authority			
44.	Sri Susanta Kumar Samanta, DIA	Statistical Cell	<ul style="list-style-type: none"> Report return & collection of data of RD Section. In Charge of Statistical Cell (Specially RD Section) Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9433227397	66
45.	Sri Arindam Sinha Computer Assistant	Statistical Cell	<ul style="list-style-type: none"> Maintenance of computerization of Account Section including IFMS Package. Maintenance and monitoring of Computer FAX & XEROX including file. Purchase articles relating to computer and Xerox. Preparation of Cash Analysis etc. Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9434417886	66
46.	Sri Siddhartha Maity U.D. Assistant	Education	<ul style="list-style-type: none"> Dealing Assistant of Siksha - Sanskriti Tathya -O- Krira Sthayee Samity, M.S.K. & S.S.K. Cell. Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9434801063	32
47.	Sri Santanu Mondal U.D. Assistant	Law, Public Grievance, RTI	<ul style="list-style-type: none"> D.A. to all Court Case files. Public Grievance Cell and RTI Any other duties as may assigned by Zilla Parishad 	Ground Floor	9434341057	53

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			Authority			
48.	Smt. Anjali Jana U.D. Assistant	Sech & Fisheries	<ul style="list-style-type: none"> Dealing Assistant of Krishi Sech O Samabay Sthayee Samity including scheme register relating to Sthayee Samity Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9434802834	31
49.	Sri Purnendu Murmu U.D. Assistant	Purtya -O- Paribahan	<ul style="list-style-type: none"> D.A. Purtya Karya O Paribahan Sthayee Samity Checking of bills of Contai /Egra Sub-Division ZP Planning / Action plan Work related to preparation of DPR including file work U.C. files of different grants. Any other duties as may assigned by Zilla Parishad Authority 	Ground Floor	9932910199	38
50.	Sri Panchanan Das U.D. Assistant	Ban -O- Bhumi	<ul style="list-style-type: none"> DA of Ban O Bhumi Sanskar Sthayee Samity Maintenance of Movable & Immovable Asset Register Ferry, Pond, Bazar related files etc. Any other duties as may assigned by Zilla Parishad Authority 	Ground Floor	8016845450	39
51.	Sri Sukumar Mandal U.D. Assistant	Purtya -O- Paribahan	<ul style="list-style-type: none"> DA of Purta Karya O Paribahan Sthayee Samity Checking of bills of Tamluk /Haldia Sub-Division Tender and Tender related matters Deposit & Release of Earnest 	Ground Floor	9474058866	38

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			<p>Money including register maintenance.</p> <ul style="list-style-type: none"> Any other duties as may assigned by Zilla Parishad Authority 			
52.	Sri Subrata Bera U.D. Assistant	Food & Social Welfare	<ul style="list-style-type: none"> Dealing Assistant of Sishu Nari Janakalyan O Tran Sthayee Samity and Khadya O Sarbaraha Sthayee Samity Any other duties as may assigned by Zilla Parishad Authority 	Ground Floor	9775221396	36
53.	Smt. Sanju Maity U.D. Assistant	Nirmal Bharat Abhiyan	<ul style="list-style-type: none"> Dealing Assistant of Janaswasthya including report returns Maintenance of Allotment Register and UC register (TSC) Processing of Bills relating TSC & Janaswasthya. Any other duties as may assigned by Zilla Parishad Authority 	Ground Floor	9932189311	53
54.	Sri Dipak Bera U.D. Assistant	Rural Development	<ul style="list-style-type: none"> Dealing Assistant of RD Section Files related to IAY, ASHRAY, BRGF, 13th F.C., 3rd SFC etc. Maintenance of Allotment Register Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9933603654	31
55.	Smt. Madhumita Mandal L.D. Assistant	Rural Development	<ul style="list-style-type: none"> Dealing Assistant of RD Section. Collection of UC and Maintenance of UC Register. Any other duties as may 	First Floor	9433290724	31

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			assigned by Zilla Parishad Authority			
56.	Sri Pranab Kr. Samanta Accountant	Accounts	<ul style="list-style-type: none"> Act as accountant Collection of U.C. and maintenance of UC Register. Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9474405376	27
57.	Sri Soumitra Mahanty Cashier	Accounts	<ul style="list-style-type: none"> Act as cashier Maintenance of Cash including liquid cash Cash Book & ledger including Imprest Cash Receipt and deposit of outside cheques Payment of cheques & cash of bills Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9732970280	28
58.	Sri Soumyendu Bikash Das, Store Keeper	Stationeries	<ul style="list-style-type: none"> Dealing assistant of stationary, Maintenance of Stock Book including Dead stock register with Bon O Bhumi Sanskar Sthayee Samity. Any other duties as may assigned by Zilla Parishad Authority 	Ground Floor	7872233191	39
59.	Smt. Mahasweta Das (Pati) (Telephone operator cum Receptionist)	Telephone operator cum Receptionist	<ul style="list-style-type: none"> Telephone operator cum Receptionist Dealing Assistant of Telephone, Intercom and Fax Files. Any other duties as may assigned by Zilla Parishad 	Ground Floor	9434801440	20

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			Authority			
60.	Smt. Piyali Chatterjee Bengali Stenographer	C.A. to A.E.O.	<ul style="list-style-type: none"> Act as Bengali Stenographer Preparation of all type of resolution of meeting of various Sthayee Samity. Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9874256853	30
61.	Sri Shaktipada Das L.D. Assisatnt	Receive & Dispatch	<ul style="list-style-type: none"> Works related to receive and dispatch of all official letters. Any other duties as may assigned by Zilla Parishad Authority 	Ground Floor	9046384860	36
62.	Sri Mahadev Hansda Typist	Accounts	<ul style="list-style-type: none"> Act as Typist and Preparation of all type of official letters. D.A. of Accounts Section Preparation of Salary Bill of all Staffs (ZP/RWP/Contractual) Maintenance of IAY, BRGF, and TSC cash Book with Bank reconciliation TDS (Sales Tax) Payment certificate Monthly & quarterly statement of accounts. Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9126182214	27
63.	Sri Debranjnan Sahoo L.D. Assistant	Purtya -O- Paribahan	<ul style="list-style-type: none"> Dealing Assistant of Purta Sthayee Samity with file work. Receive & Dispatch of letter of Engineering Section. Any other duties as may assigned by Zilla Parishad 	Ground Floor	9547055310	38

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
			Authority			
64.	Sri Sibnath Jana Additional Accountant	Accounts	<ul style="list-style-type: none"> Act as Additional Accountant Writing of cheques including maintenance of cheque issue register. T.A. Bill of Z.P. staff/members /officers etc. In addition to his earlier charges <ul style="list-style-type: none"> P.F. of ZP Staff Preparation of TDS, Vehicle Bill, Containing Bills. Any other duties as may assigned by Zilla Parishad Authority 	First Floor	9153124600	27
65.	Santosh Barman Compounder		<ul style="list-style-type: none"> Compounder 		9735302729	
66.	Jahir Abbas Shah Assistant Cashier	Accounts	Assistant Cashier	First Floor	9088744053	28
67.	Sri Bishnupada Mondal	Ban-O-Bhumi	Group 'D'	Ground Floor	9775560141	39
68.	Sri Nabin Dhara	Orderly of AEO	Group 'D'	First Floor	9434508212	30
69.	Sri Bilash Biswas	Accounts	Group 'D'	First Floor	9775164632	27
70.	Sri Monoranjan Das	Health	Group 'D'	Ground Floor	9564436262	51
71.	Sri Tarun Kanti Bera	Purtya -O-Paribahan	Group 'D'	Ground Floor	8967610460	38
72.	Sri Sanjoy Dinda	Orderly of Secretary	Group 'D'	First Floor	9547107766	55
73.	Sri Tanmoy Kumar Jana	Accounts	Group 'D'	First Floor	9474985604	27
74.	Sri Madhusudan Mondal	Siksha	Group 'D'	First Floor	9476482554	32

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
75.	Sri Buddhadev Midya	Orderly of F.C. & C.A.O	Group 'D'	First Floor	8001900477	26
76.	Sri Dulal Chandra Giri	Dispatch	Group 'D'	Ground Floor	9476108037	36
77.	Sri Ram Chandra Bera	Orderly of Sabhadhipati	Group 'D'	First Floor	7602862045	22
78.	Sri Jatindranath Singh	Purtya -O- Paribahan	Group 'D'	Ground Floor	9002108692	38
79.	Sri Sukdev Mondal	Engineering	Group 'D'	Contai Office	9732596158	
80.	Sri Asoke Das	Establish	Group 'D'	First Floor	9635480403	29
81.	Sri Pradip Maity	Receive	Group 'D'	Ground Floor	9614026871	36
82.	Sri Lakshmi Das	Engineering	Group 'D'	Contai Office	03220-259061	
83.	Sri Rabindranath Mondal	Establish	Group 'D'	First Floor	9851855102	50
84.	Sri Manik Maiti	Engineering	Group 'D'	Contai Office	9732936922	
85.	Bahar Ali Sha	Electrical	Group 'D'	Ground Floor	9732966829	45
86.	Swarup Ranjan Bera S.A.E. (Swajaldhara)	N.B.A.	<ul style="list-style-type: none"> S.A.E. Swajaldhara 	Ground Floor	9679029501	53
87.	Sri Sourav Chakraborty Computer Assistant (Contractual)	Computer	<ul style="list-style-type: none"> Computer Assistant of T.S.C. Scheme, Purba Medinipur Zilla Parishad 	First Floor	9732792694	25
88.	Sri Saumen Mishra Computer Assistant (Contractual)	Computer	<ul style="list-style-type: none"> Computer Assistant of Swajaldhara Schme, Purba Medinipur Zilla Parishad 	First Floor	9475255186	25
89.	Sri Ranjan Kumar Das Sanitation Supervisor (Contractual)	N.B.A.	<ul style="list-style-type: none"> Related to Sanitation Work Purba Medinipur Zilla Parishad 	Ground Floor	9002686034	53
90.	Sri Kamal Pramanik	N.B.A.	<ul style="list-style-type: none"> Related to Swajaldhara Scheme 	Ground	9735304634	53

Sl. No.	Name & Designation	Name of Section	Duty Performed	Location	Telephone No.	Extension No
	Sanitation Supervisor (Contractual)		Purba Medinipur Zilla Parishad	Floor		
91.	Sri Sankar Prasad Bhowmik, Sahayak Swajaldhara (Contractual)	Receive & Dispatch	<ul style="list-style-type: none"> Related to Receive & Dispatch Section, Purba Medinipur Zilla Parishad 	Ground Floor	9647057067	36
92.	Smt. Kakali Samanta Sanitation Supervisor (Contractual)	Health	<ul style="list-style-type: none"> Related to CHCMI work, Purba Medinipur Zilla Parishad 	Ground Floor	9547946595	53
93.	Sri Bimalendu Dasadhikari P.A. to Sahakari Sabhadhipati (Contractual)	P.A. Section	<ul style="list-style-type: none"> Act as a P.A. of Sahakari Sabhadhipati , Purba Medinipur Zilla Parishad 	First Floor	9775617527	26
94.	Sri Krishna Bilas Bhowmik, Consultant Engineer. (Contractual)	Engineering	<ul style="list-style-type: none"> Works related to evacuation of Ash Pond, over all supervision of vetting Aspects, close supervisions towards DPR preparation of Bridges and execution their on. 	Ground Floor	9434995695	40
95.	Aparesh Manna , Computer Assistant, (Contractual)	Engineering	<ul style="list-style-type: none"> Computer Operator of District Engineer, Purba Medinipur Zilla Parishad 	Ground Floor	9735521924	49
96.	Sri Chandan Suravi Manna (Contractual)	N.B.A.	Group 'D'	Ground Floor	9734352567	53
97.	Sri Monoranjn Das (Contractual)	P.A. Section	Group 'D'	First Floor	8348485603	26
98.	Chandana Mishra	Siksha	District Quality Manager	First Floor	9434170144	32
99.	Rampada Maity	Siksha	District Quality Manager	First Floor	9932475903	32