

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	Sub-Divisional Office, Kharagpur			
2.	A brief introductory note about the department	Direct control of the District Magistrate, Paschim Medinipur			
3.	Name of ADM in-Charge	Additional District Magistrate (General)			
4.	Name of Officer-in-Charge	Smt. Mitali Bandyopadhyay.			
5.	Name of Head Clerk / Clerk-in-charge	-			
6.	Main functions of Section	Maintenance of Law & Order, Election, Relief, S.C./S.T./O.B.C. Certificate, Panchayat, Magistrate Court, Nazareth, Development, Treasury etc.			
7.	Acts/ Rules/ Schemes dealt with by Section	-			
8.	Assets – Computers/Typewriters/Storage	Computers-21 Nos. (Including Treasury), Typewriters- 6 Nos.			
9.	Registers maintained	Yes, under different Sections and heads.			
10.	Certificates issued by Section, if any,	2006	2007	Residential Certificate	
		SC –2054	1099	2006-1712	
		ST –863	418	2007-2707	
		OBC-947	928		
11.	Reports complied				
12.	a) Targets set by Govt. / Head of office (if any) and Achievement	–			
	b) Reasons for failure to achieve Target (if applicable)	–			
13.	Sanctioned strength and vacancies position.		Strength	Vacancies	
		2235-Relief	7	1	
		2502 Block Plan	4	2	
		2217 Municipal affairs	3	1	
		2515 Panchayat	2	1	
		2053 P.G.	3+1	1(Office)	
		2054 Treasury	3	×	
14.	Inspections carried out in the year	2007 on 30.04.2007			
15.	Action taken on Inspection, if any.	–			
16.	Audit Objections pending, if any.	Nazarath Section-2			
17.	Letters received in the year 2006-2007	2006 –10356	2007-8312		
18.	Letters issued in year 2006-2007	2006 – 6735	2007 – 5449		
19.	Cash balance and expenditure (if cash is handled by Section / Office)	<u>Cash balance</u>			
		31.12.2006 – Rs. 29,17,124.50			
		31.12.2007 –Rs.39,81,926.50			
		<u>Cash break-up as on 31.12.2007</u>		<u>Cash break-up as on 31.12.2007</u>	
		1. Cash Rs.22,38,878.00	1. Cash Rs.12,66,132.00	2. Cheque Rs. 2,60,250.00	2. Cheque Rs. 12,41,324.00
3. NSAP A/C Rs. 4,17,996.50	3. NSAP A/C Rs. 14,74,470.50	Total Rs. 29,17,124.50	Total Rs. 39,81,926.50		
		(Including Cheque)			
		<u>Expenditure</u>			
		31.12.2006 –Rs. 1,95,65,058.00			
		31.12.2007 – Rs. 1,78,53,731.00			

**PROFORMA OF ADMINISTRATIVE REPORT FOR THE 2006-2007
OF THE SUB-DIVISIONAL OFFICER, JHARAGRAM**

1.	Name of Section / Office	SDO, Jhargram, Paschim Medinipur
2.	Name of ADM in-Charge	
3.	Name of Officer-in-Charge	SDO, Jhargram
4.	Name of Head Clerk / Clerk-in-charge	Vacant
5.	Main functions of Section	1) General Administrative 2) Sub-Divisional Magistrate Court 3) Conduct of election 4) Relating to drawing and disbursing of different bill viz. Salary, Pension etc. 5) Digester Management Section (Relief works). 6) Treasury function namely Deliver of N.J. Stamps and others. 7) Supervision & monitoring of Different Dev. Works at Block Level 8) Conduct of different examination (Education) 9) Record Room
6.	Acts/ Rules/ Schemes dealt with by Section	Treasury Rule, Cr. P.C., Financial Rule, E.C. Act., PDR Act., B & D Act and Rules, Arms Act & rule, WBSR (Part-I & Part-II), L.R. Act Monitoring and supervision of NREGA schemes, Census, Panchayat and all kind Development Schemes.
7.	Assets Computers/Typewriters/Storage	– Computers – 28 nos. Type writers – 8 nos.
8.	Registers maintained	Receipt, Issue, Despatch, Cash Book, Advance Register, Bill Register, Pension Register, Allotment Register, Stock Register, O.B.C. Register, Petition Register (PG Cell), Level Register, Postage Stamp Register etc.
9.	Certificates issued by Section, if any,	Yes, OBC, Certificate
10.	Reports complied	Yes
11.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Achieved the target as and when fixed by higher authority
12.	Sanctioned strength and vacancies position.	Enclosed in the separate sheet
13.	Inspections carried out in the year	08 (Eight)
14.	Action taken on Inspection, if any.	Complied

15.	Audit Objections pending, if any.	Nil
16.	Letters received in the year 2006-2007	18,955 nos.
17.	Letters issued in year 2006-2007	7,648 Nos.
18.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Total Expenditure : 3,32,36,379.32 Total Cash Balance : 50,79,585.18
19(a)	No. of complaints or petitions received by Section / Office	a) 89
(b)	Disposal of complaints done	b) 89
(c)	Complaints pending	c) Nil
20.	Other Tasks / works done, if any.	All Type of Management through out the Sub-Division as and when necessary
21.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	2(Two) computer Technicians In case of necessity we very often hire the services from the local Private Agency for maintenance of Computer but in case of Treasury Computer DTA is contacted. Now in order to avoid delay in service / maintenance we require the permanent posting of computer technician. Nil
22.	Any other remarks or observation.	Posting of Gr. 'D' Staff (at least 12 persons) is essentially required at once as the strength of this category is decreasing due to retirement.

Head of Account	Sanctioned Strength				Existing Strength				Vancant Position			
	Officer	U.D.A	L.D.A	Gr. 'D'	Officer	U.D.A	L.D.A	Gr. 'D'	Officer	U.D.A	L.D.A	Gr. 'D'
2054-Try	3	16	16	04	03	16	07	02	0	0	09	02
2053—D.A.	4	16	14	20	04	15	06	11	0	01	08	09
2235-S.S.W. / Relief	1	02	0	01	0	02	0	01	01	0	0	0
2235- S.S.W.	0	01	0	01	0	01	0	01	0	0	0	0
2029- L.R. / CERT	0	01	02	0	0	01	01	0	0	0	01	0
2029- L.R./E.A.	0	07	0	0	0	07	0	0	0	0	0	0
2029 – L.R./ COLLECTION	0	0	01	0	0	0	0	0	0	0	01	0
2015 – ELECTION	0	02	0	02	0	02	0	02	0	0	0	0
2505 –R.W.P.	01	02	0	01	0	0	0	0	01	02	0	01
2505 – R.W.P. (R.E.)	0	02	0	0	0	01	0	0	0	01	0	0
2014 – A.J.	2 Govt. A.P.P.	0	0	01	0	0	0	0	02	0	0	01
2515 – PANCH.	1	0	0	01	01	0	0	01	0	0	0	0
TOTAL	12	49	33	31	08	45	14	18	04	04	19	13

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	District Employment Exchange, Midnapore Town
2.	A brief introductory note about the department	Registration, Renewal, Submission, placement, SESRU, Statistical-return etc.
3.	Name of ADM in-Charge	None
4.	Name of Officer-in-Charge	Smt. Sonali Ghosh.
5.	Name of Head Clerk / Clerk-in-charge	Sri Sunil Kumar Pal
6.	Main functions of Section	Registration, & Sponsoring the name of unemployed youth for various vacancy.
7.	Acts/ Rules/ Schemes dealt with by Section	C.N.V. Act-59
8.	Assets – Computers/Typewriters/Storage	Two Type Writer machine etc.
9.	Registers maintained	X-63, X-64, Cash-Book, Renewal log. Dispatch Logister etc.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Statistical Returns.
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	No. –
13.	Sanctioned strength and vacancies position.	<u>Sanction Post</u> Group A-3, B-2, C-4, D-4, <u>Vacant Post</u> Group A-2
14.	Inspections carried out in the year	Nil
15.	Action taken on Inspection, if any.	Nil
16.	Audit Objections pending, if any.	Nil
17.	Letters received in the year 2006-2007	1273
18.	Letters issued in year 2006-2007	1253
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	Development & Planning
2.	A brief introductory note about the department	All development schemes like MPLADS, BEUP, PUP, BRGF, Micro Plan etc. are dealt with by this Section. Besides, Establishment matters of staff under Panchayat & Rural Dev. And Dev. Deptt. Are also dealt with by this Section.
3.	Name of ADM in-Charge	Sri Asraf Ali Mallick, WBCS (Exe.)
4.	Name of Officer-in-Charge	Smt. Adrinil Mukherjee, WBCS (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Sri Sushil Kr. Mukherjee
6.	Main functions of Section	Implementation of development schemes through concerned executive agencies..
7.	Acts/ Rules/ Schemes dealt with by Section	MPLADS / BEUP / PUP / Spl. PUP / RSVY / BRGF / SSK/MSK/ Micro Plan / 12 th Finance Commission etc.
8.	Assets – Computers/Typewriters/Storage	Computer –8 / Typewriter-2/Steel Almirah – 32, File Cabinet –03, Book-self -02
9.	Registers maintained	150 Nos..
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Nil
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	80% of total sanctional amount on Development Schemes to be utilized Nil
13.	Sanctioned strength and vacancies position.	SAE – 01 Gr. ‘C’ -17 Gr. ‘D’ - 05
14.	Inspections carried out in the year	Nil
15.	Action taken on Inspection, if any.	Nil
16.	Audit Objections pending, if any.	Few Audit objections are being met
17.	Letters received in the year 2006-2007	3655
18.	Letters issued in year 2006-2007	1757
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil

**ADMINISTRATIVE REPORT OF MIDNAPORE DIVISION,
PWD FOR THE YEAR 2006-2007**

1.	Name of Section / Office	Executive Engineer-I, P.W.D., Midnapore Division
2.	A brief introductory note about the department	This division was created for up-keeping Govt. Buildings & Roads etc.
3.	Name of ADM in-Charge	Not applicable
4.	Name of Officer-in-Charge	Muztarab Hussin, Executive Engineer -I
5.	Name of Head Clerk / Clerk-in-charge	Sri Ajit Kumar Santra, D.A.O., Gr.-I Smt. Usha Pradhan, U.D.C. (Head Clerk in-charge)
6.	Main functions of Section	Improvement of Roads & Buildings under State Govt.
7.	Acts/ Rules/ Schemes dealt with by Section	As West Bengal service Rules
8.	Assets – Computers/Typewriters/Storage	Computer / Typewriters / Road Rollers
9.	Registers maintained	Cash Book Received Register, Issue Register, Tender Register, Pay Bill Register etc.
10.	Certificates issued by Section, if any,	Pay certificates, Completion certificate of works etc.
11.	Reports complied	Yes and send to higher authorities for further compilation
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) Target set by Govt. for construction of Govt. buildings and Roads and maintenance of the same in the dist. Of Paschim Medinipur b) Nil
13.	Sanctioned strength and vacancies position.	296 Nos., Vacated 105 nos
14.	Inspections carried out in the year	Yes by A.G.W.B.
15.	Action taken on Inspection, if any.	Necessary Broad Sheet Replies have already been send to A.G.W.B.'s office
16.	Audit Objections pending, if any.	Nil
17.	Letters received in the year 2006-2007	8103 nos.
18.	Letters issued in year 2006-2007	7102 nos

19.	Cash balance and expenditure (if cash is handled by Section / Office)	Rs. 1209.88 lakh (Works) Rs. 202.50 lakh (Establishment) Cash balance : Nil
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	a) 18 nos b) 18 nos c) Nil
21.	Other Tasks / works done, if any.	Construction of Govt. buildings, roads and maintenance of the same in the dist. Of Paschim Medinipur
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Additional manpower required for smooth functioning of the division and the vacant staff may be filled up immediate. Work being done by the existing staff with additional change. One Computer Operator on daily wages basis temporarily.
23.	Any other remarks or observation.	The division was been created for construction of Govt. building, roads and maintenance of the same in the dist. Of Paschim Medinipur vide G.O. No. 876/E dt. 09.03.1950.

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	District Library Officer, Paschim Medinipur
2.	A brief introductory note about the department	Uplift of Library service in the district Paschim Medinipur
3.	Name of ADM in-Charge	G.H. Obaidur Rahaman
4.	Name of Officer-in-Charge	Shri Tushar Kanti Chattopadhyay
5.	Name of Head Clerk / Clerk-in-charge	Shri Bika Roy
6.	Main functions of Section	Library Services
7.	Acts/ Rules/ Schemes dealt with by Section	Library Services, West Bengal
8.	Assets – Computers/Typewriters/Storage	Yes
9.	Registers maintained	Cash Book, Ledger, Cheque Register, Treasury Pass Book etc.
10.	Certificates issued by Section, if any,	Does not arise
11.	Reports complied	Does not arise
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) District Library Officer & Secretary, Local Library Authority, Paschim Medinipur / Library Services. b) There is no such reason arises
13.	Sanctioned strength and vacancies position.	4 and vacancy -1
14.	Inspections carried out in the year	All
15.	Action taken on Inspection, if any.	Already done
16.	Audit Objections pending, if any.	Complied
17.	Letters received in the year 2006-2007	706
18.	Letters issued in year 2006-2007	666
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	C.M.O.H.-Office, Paschim Medinipur
2.	A brief introductory note about the department	Health & Family Welfare Deptt.
3.	Name of ADM in-Charge	Ramkrishna Maity, ADM (Dev.) In-charge of Health
4.	Name of Officer-in-Charge	Dr. Kamal Kumar Bose, CMOH
5.	Name of Head Clerk / Clerk-in-charge	Gangaram Mishra H/C
6.	Main functions of Section	District Health Admn.
7.	Acts/ Rules/ Schemes dealt with by Section	All schemes under NRHM
8.	Assets – Computers/Typewriters/Storage	Computer-4 / Typewriters-4 / Store -3
9.	Registers maintained	As per Rules, Govt. of W.B.
10.	Certificates issued by Section, if any,	Medical Fitness Certificate incase of new appointment
11.	Reports complied	All reports complied regularly
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) All Health Schemes under NRHM running through out district. b) Achievement of the Schemes are satisfactory.
13.	Sanctioned strength and vacancies position.	65 (only CMOH Office)
14.	Inspections carried out in the year	A.G. Audit Completed in 2005 & in Nov.,07 & Dec., 07.
15.	Action taken on Inspection, if any.	Report of Internal Audit completed.
16.	Audit Objections pending, if any.	Some para of Audit report closed during last Audit
17.	Letters received in the year 2006-2007	9173

18.	Letters issued in year 2006-2007	7824
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Balance as on 31.03.2007 as per Cash Book Rs. 60,92,762.00
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	All complaint are being disposed regularly. Only court cases are pending
21.	Other Tasks / works done, if any.	No. such
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Additional Doctors, Nursing Staffs, Gr. 'D' staff clerks required By local arrangements Additional Staff deployed on Contact basis by NRHM.
23.	Any other remarks or observation.	Nil

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Office of the Deputy Labour Commissioner, Midnapore at Kharagpur
2.	A brief introductory note about the department	Department of Labour, Government of West Bengal
3.	Name of ADM in-Charge	–
4.	Name of Officer-in-Charge	Sri Balaram Ghorai (Deputy Labour Commissioner)
5.	Name of Head Clerk / Clerk-in-charge	Vacant
6.	Main functions of Section	Implementation of various Labour Laws, Acts & Welfare schemes for organize and unorganise sectors also conciliations of Industrial disputes.
7.	Acts/ Rules/ Schemes dealt with by Section	Labour Laws and Acts (Minimum Wages Act, Equal Remuneration Act, Payment of Wages Act, Motor Transport Workers Act, W.B. Workmen's H.R. Allowance Act, The sales promotion employees (C & A) Act, Inter state Migrant Workers Act (R.E. & C.S.) Act, The Payment of Wages Act. The contract Labour (R & A) Act, Beedi & Cigar Workers (R.E. & C.S.) Act, SASPFUW scheme, West Bengal, Building & Other construction Workers Act, (B. O.C.W Act) etc.
8.	Assets Computers/Typewriters/Storage	– Computer / Typewriters / Storage
9.	Registers maintained	All kinds of maintainable Registers.
10.	Certificates issued by Section, if any,	Yes, Certificate Registration of establishment under Contract Labour (R & A) Act, Certificate under West Bengal Building & Other Construction Workers Act, to the Certificate of Registration to the workers under Building and Other Construction workers Act.
11.	Reports complied	Monthly
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	SASPFUW a) Target 12000 Nos Achievement-11551 Nos. b) Registration of West Bengal Building & Other Construction Worker. Act =225 (Target Was not fixed due to 1 st implementation of the scheme.
13.	Sanctioned strength and vacancies position.	Total strength –12 (D.L.C.=1, A.L.C.=1, Inspectors =3, UD=2, P.C.P.S.=2, Orderly Peon=1, Office Peon=1, and D.C.N.W.=1)

14.	Inspections carried out in the year	i) Agril =426, ii) Non Agril =2328, iii) Child Labour=89, iv) Payment of wages Act=48, v) M.T.W. Act =121, vi) Inter state Migrant Workers Act =03, vii) Contract Labour Act =93, viii) Equal Remuneration Act =24, ix) Beedi & Ciger Act =16.
15.	Action taken on Inspection, if any.	Court Case 04 (Non Agril), Court Case Contract Labour. (R&A) =03, Fine imposed by court Rs. 2850/-
16.	Audit Objections pending, if any.	Nil
17.	Letters received in the year 2006-2007	376
18.	Letters issued in year 2006-2007	424
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Excise Department
2.	A brief introductory note about the department	Controlling, Monitoring and Collection of Excise Revenue and enforcement activities against liquor related crime.
3.	Name of ADM in-Charge	Mr. G.H.O. Rahman, W.B.C.S (Exe).
4.	Name of Officer-in-Charge	S. K. Swarnakar, W.B.Ex.S.
5.	Name of Head Clerk / Clerk-in-charge	Shri Sibsankar Das, U.D.A.
6.	Main functions of Section	1. Monitoring of Revenue derived from Excisable articles. 2. Grant of license for retail sale of intoxicants. 3. Preventive measures against illicit liquor. 4. Matter relates to Excise Establishment.
7.	Acts/ Rules/ Schemes dealt with by Section	1. The West Bengal Excise Act, 1909. 2. The N.D.P.S. Act, 1985. 3. The M & T.P. Act, 1955
8.	Assets – Computers/Typewriters/Storage	Computer-1(one) / Typewriter Machine –1 (one)
9.	Registers maintained	Different categories of Excise Licensee' Register.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Yes
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) Achieved. b) N.A.
13.	Sanctioned strength and vacancies position.	Deputy Excise Collector =11 (9+V.T.R.-1+C.S. Bottling Plant –1) Sub-Inspector of Excise =16 (Regular –14+Reserve –2) Asstt. Sub-Inspector of Excise =13 Excise Constable =80 Vacancy Position Deputy Excise Collector =02 Sub-Inspector of Excise =05 Asstt. Sub-Inspector of Excise =Nil Excise Consultable =20
14.	Inspections carried out in the year	Yes, No of raids.

15.	Action taken on Inspection, if any.	Advice follows.
16.	Audit Objections pending, if any.	5 (Five) pending Audit paragraphs raised by the team of Audit of (A.G. (RA), West Bengal. Necessary steps had been undertaken, Yeal to be mention
17.	Letters received in the year 2006-2007	1426 letters
18.	Letters issued in year 2006-2007	787 letters
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Cash Balance = Nil Expenditure from 01.04.2006 to August, 2007 for 1.4.05 to 31.3.2007 Rs. 1,14,64,053.00
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	12 10 02
21.	Other Tasks / works done, if any.	Not applicable
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Required for (1) Emergent raid in the distillation field. (2) Sweeping-Cum-Water carrier in 12 Circles, Squad unit and district Excise Office. Requirements are being met by way of engagement of additional manpower from open market on no work no pay basis. One skilled labour has been engaged through contractor for operating computer with the approval of the authority.
23.	Any other remarks or observation.	At present staff position U.D.A.=5, Group 'D'=1

ANNUAL ADMINISTRATIVE REPORT 2006-2007
In respect of the office of the S.D.O., Medinipur Sadar

1.	Name of Section / Office	Office of the Sub-divisional Officer, Medinipur Sadar.
2.	A brief introductory note about the department	This office is dealing with maintenance of Law & Others, S.D.E.M's Court, issuance of Case & Other certificates, Elections, P.G. Cases recommendation of storage License of petroleum products, Selling License of L.P.G. etc.
3.	Name of ADM in-Charge	–
4.	Name of Officer-in-Charge	Sub-divisional Officer, Medinipur Sadar
5.	Name of Head Clerk / Clerk-in-charge	Sri A. K. Mallick, C.A. to S.D.O., Medinipur Sadar
6.	Main functions of Section	Same as Col. 2
7.	Acts/ Rules/ Schemes dealt with by Section	All types of Act. & Rules related to Court cases. Schemes at Block / Panchayat Samity level.
8.	Assets – Computers / Typewriters / Storage	Computer=2, Type Writer =2, Godown =3,
9.	Registers maintained	Register 26, Issue & Receipt Registers, Petition Registers,
10.	Certificates issued by Section, if any,	Certificate issued in respect of : S.C. = 676 Residential; =125 S.T. = 376 Income = 80 OBC = 474
11.	Reports complied	No pending
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	No such target fixed
13.	Sanctioned strength and vacancies position.	a) S.A.E. (Relief) = 1 (existing) b) S.D.R.O. = 1 (vacant) c) S.A. & A.O. = 1 (existing) d) B.P.S. = 1 (existing) e) Group 'C' = 20 (existing) f) Group 'D' = 09 (existing)
14.	Inspections carried out in the year	1 (for the period from 1.10.2006 to 31.03.2007)
15.	Action taken on Inspection, if any.	Action taken as per observation
16.	Audit Objections pending, if any.	No pending
17.	Letters received in the year 2006-2007	1.1.06 to 31.12.06 = 6,912 1.1.07 to 31.12.07 = 8,701
18.	Letters issued in year 2006-2007	1.1.06 to 31.12.06 = 5,223 1.1.07 to 31.12.07 = 4,937
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Does not applicable.

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Midnapore Treasury
2.	A brief introductory note about the department	The Treasury department deals with various Accounts matter such as a) Passing of all kinds of bills, cheques for various deptt., under Medinipur Sadar Sub-division & Binpur-I Block b) Pension matter, Society Registration c) Stamp Sec. & Strong Room.
3.	Name of ADM in-Charge	Sri Abdul Obedur Rahmaman, W.B.C.S (Exe.)
4.	Name of Officer-in-Charge	Sri Rabindra Nath Panda, W.B.A. & A.S.
5.	Name of Head Clerk / Clerk-in-charge	Vacant
6.	Main functions of Section	Passing of bills, cheques, Society Registration, Pension payment and all Accounts work, Submission of monthly Account to AGWB & other functions of delivery of stamps, strong Room etc.
7.	Acts/ Rules/ Schemes dealt with by Section	Treasury Rules, 2005, Finance Rule, Service Rules, D.C.R.B. Rule, Stamp Act etc.
8.	Assets – Computers / Typewriters / Storage	Computers supplied from DTA & Chair, Tables etc. supplied by Collector.
9.	Registers maintained	Allotment Register, Pension Register under head of all Accounts, letter receiving, Issue Register, Stamp Register, Stationary Register.
10.	Certificates issued by Section, if any,	
11.	Reports complied	Audit Report by A.G.W.B.
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) Submission of monthly Accounts by 5 th of the following month b) Failure of Computers & failure by Bank to supply challans & paid Cheques in time.
13.	Sanctioned strength and vacancies position.	Maintained by the O/C, Estt. See.
14.	Inspections carried out in the year	No Inspection been made
15.	Action taken on Inspection, if any.	
16.	Audit Objections pending, if any.	Action is being taken for clearance of the Audit objection for 2007-2008 which received just.
17.	Letters received in the year 2006-2007	11970 number of letter received in the year 2007 of Calendar year.
18.	Letters issued in year 2006-2007	9788 number in the calendar year

19.	Cash balance and expenditure (if cash is handled by Section / Office)	2007Does not arise (no liquid cash is handle by treasury Accounts Deptt.)
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	a) Very few b) Disposal done forth with c) Which received just
21.	Other Tasks / works done, if any.	Renovation work, Newly Computer system work done.
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	10 Nos. of Gr. C Staff 8 Nos. of Group D Staff. Staff has to work beyong Office hours even on holidays. Some tine the work done later.
23.	Any other remarks or observation.	1. Local contract required for cleaning the Computers. 2. Efficient staff (extra) required for single filling P.P.Os. 3. Few DRWs required as the Gr. D's ate ripe aged. 4. Few computer chea'ms required

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Municipal Affairs Deptt.
2.	A brief introductory note about the department	
3.	Name of ADM in-Charge	Shri Ramkrishna Maity, W.B.C.S (Exe.)
4.	Name of Officer-in-Charge	Shri Anand Bandhu Sauysi
5.	Name of Head Clerk / Clerk-in-charge	Shri Dwiyendra lal Roy, U.D.A.
6.	Main functions of Section	<p>a) To draw and disburse the bills in favour of local Bodies of 8 (eight) Municipalities under Paschim Medinipur District.</p> <p>b) To regulate fund follow for local Bodies</p> <p>c) To monitor utilization of fund for local Bodies.</p> <p>d) Sub-allotted of fund of salaries OC, OE etc. to the SDO's for exe. Officer, Health officer of 8 Municipalities under Paschim Medinipur.</p>
7.	Acts/ Rules/ Schemes dealt with by Section	Govt. Rule
8.	Assets – Computers / Typewriters / Storage	Typewriter
9.	Registers maintained	1. receipt Register, 2. Issue Register, 3. Dispatch Register, 4. Peon book, 5. Stationery stock register, 6. Movement register, 7. C.L. Register, 8. E.L. Register, 9. Bill Register, 10. Allotment Register, 11. Cash Book, 12. Attendance Register.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Nil
12.	<p>a) Targets set by Govt. / Head of office (if any) and Achievement</p> <p>b) Reasons for failure to achieve Target (if applicable)</p>	Disposal of files and work sincerely and repeatedly
13.	Sanctioned strength and vacancies position.	U.D.C.-3, Gr. D –2, Vacancies UDA –2, Gr D -2
14.	Inspections carried out in the year	
15.	Action taken on Inspection, if any.	27.09.2006
16.	Audit Objections pending, if any.	
17.	Letters received in the year 2006-2007	396
18.	Letters issued in year 2006-2007	187

19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	a) 10 b) 19 c) Nil
21.	Other Tasks / works done, if any.	
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	
23.	Any other remarks or observation.	The section is reaming although Group D staff.

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Freedom Fighter Cell												
2.	A brief introductory note about the department													
3.	Name of ADM in-Charge	Shri Golam Hasan Obaidur Rahaman A.D.M(G)												
4.	Name of Officer-in-Charge	Shri Anangu Mohan Bag, WBSC (Exe.)												
5.	Name of Head Clerk / Clerk-in-charge	Shri Bimalendu Bishal U.D.A.												
6.	Main functions of Section	The Cell deals with the Determination of Legal heirs and also declaration of nominee of the deceased freedom-fighters, Correspondence of verification report from S.P. / D.I.B. and draw the pension bills of Ex-servicemen who participated in the 2 nd World War and their windows.												
7.	Acts/ Rules/ Schemes dealt with by Section	Govt. Rule												
8.	Assets – Computers / Typewriters / Storage	Typewriter												
9.	Registers maintained	1) Attendance Register, 2) Leave Register, 3) Issue Register, 4) Receipts Register, 5) Stationery Stock Register, 6) Allotment Register, 7) Bill Register, 8) M.O. against cheque issued by Treasury. 9) 2 nd world war & veterans Register, 10) 2 nd world War & Veterans Windows Register, 11) Bill Transit Register, 12 F. F. Legal heirs Register.												
10.	Certificates issued by Section, if any,	Nil												
11.	Reports complied	Nil												
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Disposal of files and work sincerely and repeatedly												
13.	Sanctioned strength and vacancies position.	<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>U.D.C</th> <th>L.D.C</th> <th>Gr. D</th> </tr> </thead> <tbody> <tr> <td>Sanctioned strength</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Vacancies</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>		U.D.C	L.D.C	Gr. D	Sanctioned strength	3	2	2	Vacancies	2	1	1
	U.D.C	L.D.C	Gr. D											
Sanctioned strength	3	2	2											
Vacancies	2	1	1											
14.	Inspections carried out in the year	27.09.2006												
15.	Action taken on Inspection, if any.	Yes												
16.	Audit Objections pending, if any.	No												
17.	Letters received in the year 2006-2007	136												
18.	Letters issued in year 2006-2007	79												

19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	a) 33 b) 31 c) 2 for want of of report
21.	Other Tasks / works done, if any.	
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Does not arise Do
23.	Any other remarks or observation.	

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Arms & Explosive Department
2.	A brief introductory note about the department	Issue of Arms Licence & renew of Arms licence storage licence a fire works.
3.	Name of ADM in-Charge	G.H. Obaidur Rahaman, WBCS (Exe.)
4.	Name of Officer-in-Charge	Sharmisltha Banerjee, WBSC (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	There is no post of H.C./C.M.C.
6.	Main functions of Section	Issue of Gun Licence, Storage Licence petroleum product fire works Licence N.O.C. of petrol pump.
7.	Acts/ Rules/ Schemes dealt with by Section	Indian Arms Act 1956 Rule 1962
8.	Assets – Computers / Typewriters / Storage	One Typewriter
9.	Registers maintained	6 (Six) Register only
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	All the report have been complied
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Do Not applicable
13.	Sanctioned strength and vacancies position.	Nil
14.	Inspections carried out in the year	Date not available
15.	Action taken on Inspection, if any.	Reply of all out standing para have been mode.
16.	Audit Objections pending, if any.	
17.	Letters received in the year 2006-2007	482 Nos.
18.	Letters issued in year 2006-2007	457 Nos.
19.	Cash balance and expenditure (if cash is handled by Section / Office)	The department does not handle cash.

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Health & Family Welfare Samity
2.	A brief introductory note about the department	Dealing with information Reg. Performance of Health Deptt. Of the District.
3.	Name of ADM in-Charge	Sri R. K. Maity, WBSC (Exe.), A.D.M. (Dev.)
4.	Name of Officer-in-Charge	Sri Malay Mookhopadhyay, WBSC (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Naranath Chandra, Dist.-Planning Officer.
6.	Main functions of Section	To make Liaison with Health Deptt. Of the Dist & Dist. Administration.
7.	Acts/ Rules/ Schemes dealt with by Section	No.
8.	Assets – Computers / Typewriters / Storage	One Computer & One Type Writer
9.	Registers maintained	Issue, receipt Despatch
10.	Certificates issued by Section, if any,	No
11.	Reports complied	No
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	No.
13.	Sanctioned strength and vacancies position.	Maintained by the Established Deptt.
14.	Inspections carried out in the year	No.
15.	Action taken on Inspection, if any.	No.
16.	Audit Objections pending, if any.	No
17.	Letters received in the year 2006-2007	150
18.	Letters issued in year 2006-2007	50

19.	Cash balance and expenditure (if cash is handled by Section / Office)	No
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	No
21.	Other Tasks / works done, if any.	No
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	No
23.	Any other remarks or observation.	No.

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Fish Farmers' Development Agency, Paschim Medinipur
2.	A brief introductory note about the department	Fish Farmers' Development Agency is functioning for the Development of Fish Farmers as well as for augmentation of Fish production in Inland Fisheries Sector through financial assistance from the F.F.D.A. as subsidy and adequate fund from the financial Institution, Since 1980 FFDA Midnapore has achieved 6,000 ha. Water area for development of tank by renovation and aiding Fisheries inputs among the Fish Farmers and also able to uplift the per ha. Fish production from 10 MT to 30 MT / year. More than 16,000 Nos. FFDA beneficiaries were imparted Fishery training organized by FFDA or gathering the knowledge of Modern technique of pisciculture. Now FFDA is operating smoothly with the help of Panchayat Bodies, Administration in close contact with the Fishery Extension Officer, the representative of FFDA at block level. 5 Nos Fish seed in our District with the financial & technical help of FFDA side by side ornamental Fish culture scheme is also introduced in the District for popularizing the Aquarium fish culture, Short term Credit programme like K.C.C. is Launching from the year 2003-04 for facilitate easy lending system for the Fish Farmers, especially the marginal and lessee Fish Farmers. Last but not least at a glance FFDA is running successfully despite of several drawbacks-like fund constraint lack of Infrastructure etc.
3.	Name of ADM in-Charge	R. Maity
4.	Name of Officer-in-Charge	B. N. Baskey
5.	Name of Head Clerk / Clerk-in-charge	P. K. Ghana
6.	Main functions of Section	Development of tank fisheries & to improve the production of Table fish by providing financial assistance & technical guidance in Scientific method.
7.	Acts/ Rules/ Schemes dealt with by Section	As per State Govt. rules
8.	Assets – Computers / Typewriters / Storage	Type Writer

9.	Registers maintained	Every type of Register related with the scheme.
10.	Certificates issued by Section, if any,	No
11.	Reports complied	Yes
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) Target –100 hac. Achievement – 80.848 hac. b) Financial institutions are reluctant to Sanction the scheme. So target could not be achieved.
13.	Sanctioned strength and vacancies position.	15 Nos Vacancy – 3 Nos.
14.	Inspections carried out in the year	2005-2006
15.	Action taken on Inspection, if any.	Action already taken
16.	Audit Objections pending, if any.	No
17.	Letters received in the year 2006-2007	400 Nos.
18.	Letters issued in year 2006-2007	2000 Nos.
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Rs. 28,33,456.01 on 1.4.07 and Expenditure Rs. 41,17,067.00 during 06-07
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	Nil
21.	Other Tasks / works done, if any.	Other tasks is done imposed by the Director of Fisheries West Bengal / Department / District Magistrate from time to time.
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Yes, One cashier The work Cashier is done trough the typist Clerk in addition to the morning duties.
23.	Any other remarks or observation.	Nil

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	District Record Room
2.	A brief introductory note about the department	Record relating to land matters such as C.S.R.O.R. Petty Records, Sananda, L.A. Case records, comp. Case records, K.B. note of C.S.R.O.R. etc. are kept here. Official letters of Gen. Section are also kept here. Death & Birth registers of united Medinipur Dist. Are kept here. After passing the Indian Information Act, 2005 the importance of the deptt. Has increased in huge. For public issue; that to be applied before the Office-in-charge, Records Room, and after observing all official formalities the Record keeper will issue the same on behalf of the Collector, Paschim Medinipur.
3.	Name of ADM in-Charge	G.H.O. Rahaman, EBCS (Exe.)
4.	Name of Officer-in-Charge	Md. Qamruddin, WBSC (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Sri Bipul samajpati, Records keeper.
6.	Main functions of Section	Issue P.M. Report, Birth & Death certificates, C.S.R.O.R.etc.
7.	Acts/ Rules/ Schemes dealt with by Section	The Sec. Is guided by Bengal Records Manual, 1943.
8.	Assets – Computers / Typewriters / Storage	Beside chair and tables there are 12 wooden Amirahs (very old and sick) 1 (one) Type writer. Roof-touching wooden and steel racks inside the 2 halls of Records Room.
9.	Registers maintained	Issue, Receipts, Birth & Death Begds Court fee Regds.
10.	Certificates issued by Section, if any,	Certified copy of P.M. Report, C.S.R.O.R., Death & Birth.
11.	Reports complied	
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Nil
13.	Sanctioned strength and vacancies position.	Dosen't arise
14.	Inspections carried out in the year	Sanctioned strength and vacancy position etc. are a maintained by Estt. Sec. For Gr. 'C' Staff. And Nazir Khana for the Gr. 'D' staff. Existing, staff position Gr. 'C' –10 nos. and Gr. 'D' -4 nos.
15.	Action taken on Inspection, if any.	2005-06
16.	Audit Objections pending, if any.	R. R. Building has been repaired
17.	Letters received in the year 2006-2007	No such
18.	Letters issued in year 2006-2007	108
19.	Cash balance and expenditure (if cash is handled by Section / Office)	339

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	District I.C.D.A. (Cell)
2.	A brief introductory note about the department	
3.	Name of ADM in-Charge	G.H. Obaidur Rahaman
4.	Name of Officer-in-Charge	Chittaranjan Bhowmik
5.	Name of Head Clerk / Clerk-in-charge	Jogesh Ch. Singh
6.	Main functions of Section	Monitoring of ICDS programme & B.S.Y & K.S. Yoyona.
7.	Acts/ Rules/ Schemes dealt with by Section	I.C.D.S. Scheme
8.	Assets – Computers / Typewriters / Storage	Computer, Typewriter
9.	Registers maintained	1) Receive, 2) Issue, 3)Allotment, 4) Attendance, 5) Acquittance 6) Stock Register.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	M.P.R & Expenditure in everymonth
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	All JCDS projects are operational expect Kharagpur-II ICDS project due to court case.
13.	Sanctioned strength and vacancies position.	Sanctional-7, Vacancy-Nil in position -7.
14.	Inspections carried out in the year	No
15.	Action taken on Inspection, if any.	Does not arise
16.	Audit Objections pending, if any.	Nil
17.	Letters received in the year 2006-2007	5744
18.	Letters issued in year 2006-2007	881
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	2 (Two) 2 (two) Nil
21.	Other Tasks / works done, if any.	Nil
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	1 U.D.A, 1 peon 1 U.D.A. on deputation, 1 peon on deputation Do
23.	Any other remarks or observation.	Space for accommodation of District ICDS (Cell) is not sufficient.

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Tanks Improvement Department
2.	A brief introductory note about the department	This Deptt. is now running without any work.
3.	Name of ADM in-Charge	Sri Bimal Kanti Das
4.	Name of Officer-in-Charge	Sri Ananga Mohan Bag
5.	Name of Head Clerk / Clerk-in-charge	Sri Bimal Prasad Bhakat
6.	Main functions of Section	Re-excavation of derilict tanks
7.	Acts/ Rules/ Schemes dealt with by Section	Bengal T.I. Act, 1939
8.	Assets – Computers / Typewriters / Storage	Eng. Typewriter-1, Beng-1
9.	Registers maintained	All registers maintained
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Nil
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Nil
13.	Sanctioned strength and vacancies position.	Enclose separately
14.	Inspections carried out in the year	2003 (1.6.99-28.02.03)
15.	Action taken on Inspection, if any.	Replies duly sent
16.	Audit Objections pending, if any.	06/99-02/2003=03 paras
17.	Letters received in the year 2006-2007	130 (one hundred thirty)
18.	Letters issued in year 2006-2007	78 (Seventy eight)
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil

STRENGTH OF T. I. STAFF AS OF THE YEAR 2006-2007

Sl. No	Name of the post	Staff strength sanctioned	Man in Position
1.	Sub-Asstt. Engineer	04	01
2.	Inspector	03	02
3.	Asstt. Inspector	03	01
4.	Draftsman	01	-
5.	Amin	06	01
6.	Headclerk	01	Nil
7.	Accountant	01	H/C cum Accountant Nil
8.	Upper Division Clerk	05	02
9.	Lower Division Clerk	06	02
10.	Driver	01	×
11	Office peon / orderly peon / Night guard	08	03
12	Chairman	14	02
		53	14

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Pool Vehicles Deptt.				
2.	A brief introductory note about the department	Development of Vehicles to VVIPs/VIPs/Minister and Staff Establishment.				
3.	Name of ADM in-Charge	G. H. Obaidur Rahaman				
4.	Name of Officer-in-Charge	Sri Anathbandhu Sannyasu, WBSC (Exe.) Dy. Magistrate & Dy. Collector, Paschim Medinipur.				
5.	Name of Head Clerk / Clerk-in-charge	Sri Koustav Kanti Pramanik, U.D.S.				
6.	Main functions of Section	The Deptt. is functioning vital role for deployment of Vehicles to VIP, VVIPs & Other Officials. All type of repairing works of Pool Vehicles and issue fuel. All types of bills viz. fuel, hiring charge, pay, O.T., pension benefit etc. have done by this Deptt.				
7.	Acts/ Rules/ Schemes dealt with by Section	WBSR Part-I & Part-II.				
8.	Assets – Computers / Typewriters / Storage	Only storage.				
9.	Registers maintained	Yes				
10.	Certificates issued by Section, if any,	No				
11.	Reports complied	Yes				
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) Nil b) Nil				
13.	Sanctioned strength and vacancies position.	Sl. No	Category	Sanctioned Post	Existing	Vacancy
		1	Driver	20	18	2
		2	Pool Mechanic	01	-	01
		3	Pool fitter	02	-	02
		4	Cleaner	01	-	01
		5	Night Guard	01	01	-
14.	Inspections carried out in the year	Yes				
15.	Action taken on Inspection, if any.	Yes				

16.	Audit Objections pending, if any.	Audit party raised two objections and suggested to move to Govt. for post – facto approval which is under consideration of the authority.
17.	Letters received in the year 2006-2007	869
18.	Letters issued in year 2006-2007	225
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil

PROFORMA ADMINISTRATIVE REPORT : 2006-2007

1.	Name of Section / Office	General Department
2.	A brief introductory note about the department	–
3.	Name of ADM in-Charge	G. H. Obaidur Rahaman, WBSE (Exe.)
4.	Name of Officer-in-Charge	Md. Qamruddin, WBCS (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Sri Amal Kumar Dutta, Head-Assistant
6.	Main functions of Section	<ol style="list-style-type: none"> 1. Domicile Certificate 2. P.V.R of Central Govt. Employees. 3. Housing 4. Pollution Control 5. Identity Card. 6. Registration of News Paper 7. Financial Assistance 8. Human Right 9. Audit & Inspection Report 10. Independence Day 11. Education 12. Central Dispatch Etc.
7.	Acts/ Rules/ Schemes dealt with by Section	No particular Acts/Rules Scheme are dealt with by this department.
8.	Assets – Computers / Typewriters / Storage	Two Typewriters
9.	Registers maintained	<ol style="list-style-type: none"> 1) Receipt Register 2) Issue Register 3) V.R. Register 4) Domicile Register 5) Postal Register 6) Leave Register
10.	Certificates issued by Section, if any,	Yes, Domicile Certificate and Distress Certificate are issued in this Section
11.	Reports complied	No report is complied in this Section
12.	<ol style="list-style-type: none"> a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable) 	<ol style="list-style-type: none"> a) No target based work is done b) Does not arise
13.	Sanctioned strength and vacancies position.	This position is available with Establishment Section However at present there are 10 (ten) clerical staff and 2(two) Gr. 'D' staff.

14.	Inspections carried out in the year	Informal Inspection were carried out.
15.	Action taken on Inspection, if any.	Nil
16.	Audit Objections pending, if any.	In recent past no Audit reports of other departments are routed through this departments.
17.	Letters received in the year 2006-2007	2286 upto March 2007
18.	Letters issued in year 2006-2007	2910 upto March 2007
19.	Cash balance and expenditure (if cash is handled by Section / Office)	This Department handles no cash
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	Does not arise. Dose not arise Does not arise
21.	Other Tasks / works done, if any.	Nil
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Two additional male clerical staff may be given and one Gr. "D" Staff (Male) may be given. The works are being done by the existing staff. No
23.	Any other remarks or observation.	One computer set and its operator may be made available for getting the fare copies of letter typed.

PROFORMA ADMINISTRATIVE REPORT : 2006-2007

Of Refugee Relief & Rehabilitation Department, Paschim Medinipur

1.	Name of Section / Office	Refugee Relief & Rehabilitation Department, Paschim Medinipur.
2.	A brief introductory note about the department	The R.R. & R. Deptt. came to existence with the influx of refugees from East Pakistan (now Bangladesh). Rehabilitation of the DPs, with land as Home-stead plot and agriculture land and running of camps and Homes are the main functions of the R.R. & R. Deptt.
3.	Name of ADM in-Charge	Sri Bimal Kr. Das, WBCS (Exe.) D.L. & L.R.O., Paschim Medinipur
4.	Name of Officer-in-Charge	Sri Chandī Charan Ghosh, S.D.R.R.O.
5.	Name of Head Clerk / Clerk-in-charge	Nil
6.	Main functions of Section	Rehabilitation of the Refugees from the erstwhile East Pakistan (Now Bangladesh). Insurance of Freehold Title Deeds in Govt. Sponsored colonies and Rehabilitation of displaced person resettled in squatters 'colonies and certified copies of the same.
7.	Acts/ Rules/ Schemes dealt with by Section	As per Govt. orders and circulars issued from time to time by R.R. & R Deptt., Govt of West Bengal-aggregated in the R. R. Manual.
8.	Assets – Computers / Typewriters / Storage	One Typewriter
9.	Registers maintained	Deed Registers, Colony Registers (61 for G.S. Colonies, 7 for Post-50 squatters colonies and 10 for 998 Group of colonies numerous registers related to Bill and cash section. Leave registers and other estt., matters along with 3 registers for certified copies.
10.	Certificates issued by Section, if any,	No.
11.	Reports complied	Yes.
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Target set by the R.R. & R Deptt. 1. G.S. Colonies –100 2. '998 gr' colonies –100 Achievement- 1. G.S. Colonies-67 2. '998-gr' colonies - Nil Target could not be achieved for acute shortage of staff & non-transfer of land from L.R. to R.R. & R Deptt.

13.	Sanctioned strength and vacancies position.	Sl. No.	Sanctioned strength	Present posting	Vacant
		1.	D.R.O.-1	Nil	1
		2.	S.D.R.R.O. -1	1	Nil
		3.	R.O.-2	1	1
		4.	K.G.O. -1	1	Nil
		5.	Surveyor-2	2	Nil
		6.	Amin -2	Nil	2
		7.	U.D.A. -3	3	Nil
		8.	L.D.A-4	1	3
		9.	Chairman -6	Nil	6
		10.	Group D-8	2	6
		11.	Contractual -Nil	Nil	Nil
		12.	Record Keeper - Nil	Nil	Nil
14.	Inspections carried out in the year	2006-2007			
15.	Action taken on Inspection, if any.	Not necessary			
16.	Audit Objections pending, if any.	No..			
17.	Letters received in the year 2006-2007	240			
18.	Letters issued in year 2006-2007	180			
19.	Cash balance and expenditure (if cash is handled by Section / Office)	No			

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Certificate Department.
2.	A brief introductory note about the department	Received the cases from different deptt. the deptt. stands the Certificate cases of the obtained Register No. 10. sands the notices to the debtors for recovery the Govt. dues. Months, gruners and annual report have been submitted before the Govt. regulars. Salary with other related work done by the deptt.
3.	Name of ADM in-Charge	Sri Bimal Kanti Das, WBCS (Exe.)
4.	Name of Officer-in-Charge	Sri Ananga Mohan Bag
5.	Name of Head Clerk / Clerk-in-charge	Smt. Kakoli Dasgupta
6.	Main functions of Section	To realize the Govt. dues.
7.	Acts/ Rules/ Schemes dealt with by Section	Public Demand Recovery Act.
8.	Assets – Computers / Typewriters / Storage	Typewriter 1 (one)
9.	Registers maintained	Issue, Receipt, Register –10, stamp, Bill and rules, leave etc.
10.	Certificates issued by Section, if any,	Clearance Certificate is issued after clear the Govt. bees.
11.	Reports complied	Upto Dec.,07
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Arrange for Spl. Company date for recovery the Govt. dues smoothes.
13.	Sanctioned strength and vacancies positions	U.D.-8, LD –5 at present U.D.-5 L.D. –1, Vacant U.D.-3, LD –4.
14.	Inspections carried out in the year	2006
15.	Action taken on Inspection, if any.	Action has been taken
16.	Audit Objections pending, if any.	No..
17.	Letters received in the year 2006-2007	107
18.	Letters issued in year 2006-2007	355
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Does not arise

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Cinema Licence Section, Paschim Medinipur Collectorate.
2.	A brief introductory note about the department	Cinema Licence Section dealt with Registration of 1) Sarai Licence, Renewal 2) Cinema, Video Licence and renewal thereof 3) Open air Cinema 4) Operator Licence and renewal
3.	Name of ADM in-Charge	G.H. Obaidur Rahaman, Additional District Magistrate (General), Paschim Medinipur.
4.	Name of Officer-in-Charge	Sri Achin Kumar Nayak, WBCS (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Sri Durga Sankar Rana, UDA
6.	Main functions of Section	Cinema Licence Department dealt with the Cinematography and Video Act., and Sarai Registration Act., etc.
7.	Acts/ Rules/ Schemes dealt with by Section	Sarai Licence Acts, Cinema Licence Act/ Rule.
8.	Assets – Computers / Typewriters / Storage	2 (two) Type writer machines
9.	Registers maintained	1. Received Register 2. Issue Register 3. Casual Leave Register 4. Sarai Licence Register
10.	Certificates issued by Section, if any,	Does not arise
11.	Reports complied	Nil
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Nil Nil
13.	Sanctioned strength and vacancies positions	Staff position (Working) U.D.A.-2, L.D.A.-1, Group 'D'-2
14.	Inspections carried out in the year	
15.	Action taken on Inspection, if any.	

16.	Audit Objections pending, if any.	Nil
17.	Letters received in the year 2006-2007	587
18.	Letters issued in year 2006-2007	397
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Does not arise

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Regional Training Centre and Right to Information Cell, Paschim Medinipur.
2.	A brief introductory note about the department	To Comply the Training Programme scheduled by A.T.I.
3.	Name of ADM in-Charge	Mr. G. H. Obaidur Rahaman, WBCS (Exe.)
4.	Name of Officer-in-Charge	Sri Sagar Chakraborti
5.	Name of Head Clerk / Clerk-in-charge	There are 2 (two) UDA working in this seats.
6.	Main functions of Section	To conduct Training Programme & Entertain Public Application for Information.
7.	Acts/ Rules/ Schemes dealt with by Section	No.
8.	Assets – Computers / Typewriters / Storage	5, Computers
9.	Registers maintained	Yes,
10.	Certificates issued by Section, if any,	No.
11.	Reports complied	Yes
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	No
13.	Sanctioned strength and vacancies positions	Maintained by the Estt. Section
14.	Inspections carried out in the year	No inspection held
15.	Action taken on Inspection, if any.	Does not arise
16.	Audit Objections pending, if any.	No Audit held
17.	Letters received in the year 2006-2007	1 (One) as per Register
18.	Letters issued in year 2006-2007	168
19.	Cash balance and expenditure (if cash is handled by Section / Office)	No

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Public Grievance Cell
2.	A brief introductory note about the department	To deal with Public Petitions for redressing their grievances.
3.	Name of ADM in-Charge	Mr. Golam Hassan H. Obaidur Rahaman, WBCS (Exe.), A.D.M. (General), Paschim Medinipur
4.	Name of Officer-in-Charge	Md. Qamruddin, WBSC (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Sudam Chandra Desai, UDAsstt.
6.	Main functions of Section	Put up petitions with appropriate Authority to redress the grievance.
7.	Acts/ Rules/ Schemes dealt with by Section	No specific Acts/ Rules / Schemes are dealt by this Section.
8.	Assets – Computers / Typewriters / Storage	One small almira & one rack. One Computer is urgently required.
9.	Registers maintained	Receipt, Issue and Dispatch Registers are maintained.
10.	Certificates issued by Section, if any,	No
11.	Reports complied	Monthly & Quarterly Reports are complied and duly sent to Govt.
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	No target imposed but to send reports in time. Does not arise
13.	Sanctioned strength and vacancies positions	Not known. One U.D.Asstt. is posted another Gr. C-UDA or LDAsstt. Is urgently required to maintain/ attend petitions properly.
14.	Inspections carried out in the year	No. Only a formal half-yearly report for 2005-2006 submitted.
15.	Action taken on Inspection, if any.	No
16.	Audit Objections pending, if any.	No
17.	Letters received in the year 2006-2007	362 nos. from 1.1.06 to 31.12.2006 410 nos. from 1.1.07 to 31.12.2007
18.	Letters issued in year 2006-2007	357 nos. from 1.1.06 to 31.12.2006 404 nos. from 1.1.07 to 31.12.2007
19.	Cash balance and expenditure (if cash is handled by Section / Office)	No cash is handed by the section

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Forms & Stationery
2.	A brief introductory note about the department	Maintenance of D.C.R. & issuance of form.
3.	Name of ADM in-Charge	Mr. G. H. Obaidur Rahaman, WBCS (Exe.)
4.	Name of Officer-in-Charge	Anathbandhu Sanysies
5.	Name of Head Clerk / Clerk-in-charge	Tapati Das.
6.	Main functions of Section	Forms and D.C.R. Books
7.	Acts/ Rules/ Schemes dealt with by Section	No particular Rules Acts/ Rules / Schemes are dealt with by this deptt.
8.	Assets – Computers / Typewriters / Storage	Nil
9.	Registers maintained	1) D.C.R. Register, 2) Stock Register of proff. 3) C.L. Register, 4) Issue and Receipt Register, 5) Bill Register.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Nil
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	No target based work is done Does not arise
13.	Sanctioned strength and vacancies positions	This position is available with establishment section however present strength is 3 (three).
14.	Inspections carried out in the year	Informational inspection carried out by the office in charge.
15.	Action taken on Inspection, if any.	Nil
16.	Audit Objections pending, if any.	Nil
17.	Letters received in the year 2006-2007	144 nos
18.	Letters issued in year 2006-2007	51 nos
19.	Cash balance and expenditure (if cash is handled by Section / Office)	No cash is handed by the section

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Registration Resource and Mohilisation Cell, Paschim Medinipur Collector.
2.	A brief introductory note about the department	a) Monitoring Revenue Collection from various heads. b) Stamp Vending licence c) Non judicial Stamp refund case.
3.	Name of ADM in-Charge	G. H. Obaidur Rahaman, WBCS (Exe.)
4.	Name of Officer-in-Charge	Sri Anangamohan Bag, WBCS (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Sri Amil Kumar Das
6.	Main functions of Section	Revenue report form various Deptt. & to send the commissioner Officer.
7.	Acts/ Rules/ Schemes dealt with by Section	Stamps Act.
8.	Assets – Computers / Typewriters / Storage	One type machine (English) is lying in this Deptt. But the same is out of order.
9.	Registers maintained	a) Stamp vending Register, b) Non Judicial Stamp refund Register, c) Issue Register, d) Receive Register, e) Stationary stock Register.
10.	Certificates issued by Section, if any,	Adjudication of Stamp
11.	Reports complied	Yes
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Does not arise
13.	Sanctioned strength and vacancies positions	Does not arise
14.	Inspections carried out in the year	2006-2007
15.	Action taken on Inspection, if any.	Inspection dt. 18.9.2007
16.	Audit Objections pending, if any.	No pending the audit objection
17.	Letters received in the year 2006-2007	693
18.	Letters issued in year 2006-2007	373
19.	Cash balance and expenditure (if cash is handled by Section / Office)	No cash is handed by the section / office.

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Passport Depptt. & Dist. Passport Application Collection Centre
2.	A brief introductory note about the department	a) Issue of passport application forms. b) Receipt of India-Bangladesh Passport Application Forms & issue of IBP. c) Receipt of International Passport Application Forms & forwarding the processed Forms to R.P.O. Kolkata.
3.	Name of ADM in-Charge	G. H. Obaidur Rahaman, WBCS (Exe.)
4.	Name of Officer-in-Charge	Sri Sagar Chakraborty, WBCS (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Smt. Sima Ahmed, UDA is the seniormost UDAsstt.
6.	Main functions of Section	Issue of Blank Passport Forms through T.R. Challan, Collection of Passport Application Forms for process of International Passport & issue of IBP.
7.	Acts/ Rules/ Schemes dealt with by Section	The Passport Act, 1967
8.	Assets – Computers / Typewriters / Storage	Four No of Steel Almirah
9.	Registers maintained	<u>For IBP</u> Receipt & issue of letters, Issue of IBP, Account etc. <u>For International Passport</u> Receipt & Issue of Letters, Receipt of Passport Application, Stock & Leave Register etc. <u>For Salable Forms</u> Account of Passport Forms.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Complied
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	No such targets. a) Passport Application –1364. b) India-Bangladesh Passport : i) Passport issue -25 ii) Application pending –4. c) International Passport i) Application received –535. ii) Processed Application sent to RPO –537 (Out of which 34 of last year). iii) DIB report pending-20
13.	Sanctioned strength and vacancies positions	It's relates to Estt. Section.
14.	Inspections carried out in the year	Nil

15.	Action taken on Inspection, if any.	Nil
16.	Audit Objections pending, if any.	Nil
17.	Letters received in the year 2006-2007	a) IBP –47 Nos. b) IP –537 Nos.
18.	Letters issued in year 2006-2007	a) IBP – 111 Nos. b) IP – 615 Nos.
19.	Cash balance and expenditure (if cash is handled by Section / Office)	No cash is handed by the office.

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Revenue Munshikhana Deptt
2.	A brief introductory note about the department	-
3.	Name of ADM in-Charge	G. H. Obaidur Rahaman, WBCS (Exe.)
4.	Name of Officer-in-Charge	Sri Acin Kumar Nayek, WBCS (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Sri S. R. Bhattacharya, UDA.
6.	Main functions of Section	Court cases in Civil matter, service matter and land matter, legal heairs cases, Probate cases, engagement of G.P./A.G.P.
7.	Acts/ Rules/ Schemes dealt with by Section	Arbitration Act, Hindu Succession Act (Probate) and Hindu marriage Act.
8.	Assets – Computers / Typewriters / Storage	One Computer and three type writer.
9.	Registers maintained	Issue register, Receive register, Probate register, Department Court case register, Leave register, Legal heairs register, Attendance Register, Movement Register, Town Dak register, Local Dak register, Central dispatch register.
10.	Certificates issued by Section, if any,	Legal heairs certificate
11.	Reports complied	Nil
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Nil
13.	Sanctioned strength and vacancies positions	Not known
14.	Inspections carried out in the year	2006 by O/C, R.M.
15.	Action taken on Inspection, if any.	
16.	Audit Objections pending, if any.	No
17.	Letters received in the year 2006-2007	1369
18.	Letters issued in year 2006-2007	903
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil.

20.	<p>a) No. of complaints or petitions received by Section / Office</p> <p>b) Disposal of complaints done</p> <p>c) Complaints pending</p>	Nil
21.	Other Tasks / works done, if any.	
22.	<p>Additional manpower required, if any, in section. _____</p> <p>If additional manpower is required, how is the work being done now?</p> <p>Whether any additional person has been deployed on deputation or contract?</p>	<p>2 (two) manpower is urgently required one for computer knowing & another for dealing with High Court Cases</p> <p>No</p>
23.	Any other remarks or observation.	

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	District Inspector of Schools (Pry. Education)
2.	A brief introductory note about the department	-
3.	Name of ADM in-Charge	–
4.	Name of Officer-in-Charge	District Inspector of Schools, (Pry. Edu.)
5.	Name of Head Clerk / Clerk-in-charge	Ajit Kumar Dolai, U.D.C., In-charge.
6.	Main functions of Section	Inspector + Pension + N.T.B. Distribution, supervision of 62 circle Office at present, its staff and establishment etc.
7.	Acts/ Rules/ Schemes dealt with by Section	Rules of Education Deptt. & School Education Directorate.
8.	Assets – Computers / Typewriters / Storage	Yes
9.	Registers maintained	Yes
10.	Certificates issued by Section, if any,	No
11.	Reports complied	Yes,
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Yes
13.	Sanctioned strength and vacancies positions	D.I./S.-1, A.B.I./s-5, S.I./S-70, UDC-10, LDC-67, Driver-1, Group'D'-73, Position-D.I./S.-1, ADI/S-Np, A.I./S.-5, S.I./S-56, UDC-10, LDC.-34, Group'D'-62.
14.	Inspections carried out in the year	
15.	Action taken on Inspection, if any.	No
16.	Audit Objections pending, if any.	No, Complied with
17.	Letters received in the year 2006-2007	255
18.	Letters issued in year 2006-2007	670
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Expenditure-Rs. 8,21,269.00 Balance – Rs. 124.90 by hand on 31.03.2007

20.	<p>a) No. of complaints or petitions received by Section / Office</p> <p>b) Disposal of complaints done</p> <p>c) Complaints pending</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p>
21.	Other Tasks / works done, if any.	
22.	<p>Additional manpower required, if any, in section. _____</p> <p>If additional manpower is required, how is the work being done now?</p> <p>Whether any additional person has been deployed on deputation or contract?</p>	<p>Yes, Pension Cell-about-04</p> <p>Pension cases are being dealt with, with the help of all employees very inconveniently.</p> <p>One Group 'D' from P.T.T.I., Medinipur had been on deputation</p>
23.	Any other remarks or observation.	No D.I./S, (P.E.), Paschim Medinipur

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Midnapore Electrical Division (PWD)
2.	A brief introductory note about the department	Midnapore Electrical Division (PWD) was created in the year 1983 with the objection of creation of assets and its subsequent maintenance within District of erstwhile Midnapore and Bankure
3.	Name of ADM in-Charge	–
4.	Name of Officer-in-Charge	Executive Engineer (Elecl.)
5.	Name of Head Clerk / Clerk-in-charge	Sri Nitaia Ch. Pal
6.	Main functions of Section	Maintenance of all Electrical Installation of Original & Maintenance works.
7.	Acts/ Rules/ Schemes dealt with by Section	
8.	Assets – Computers / Typewriters / Storage	Computer – 1no., Typrwriiter – 2nos., Xerox Machine – 1 no.
9.	Registers maintained	Issue Register, Received Register, GPF Register, Stationery Register, Cash Book, Bill Register etc.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Nil
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) Target completed upto 95% b) Target completed upto 95%
13.	Sanctioned strength and vacancies positions	<u>Sanctioned strength</u> <u>Existing</u> <u>vancant</u> 244 164 80
14.	Inspections carried out in the year	Inspected by the Superintending Engineer, Elecl. Circle No II in the year 2006-07
15.	Action taken on Inspection, if any.	Yes
16.	Audit Objections pending, if any.	Yes
17.	Letters received in the year 2006-2007	3043
18.	Letters issued in year 2006-2007	2644
19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil

20.	<p>a) No. of complaints or petitions received by Section / Office</p> <p>b) Disposal of complaints done</p> <p>c) Complaints pending</p>	Nil
21.	Other Tasks / works done, if any.	
22.	<p>Additional manpower required, if any, in section. _____</p> <p>If additional manpower is required, how is the work being done now?</p> <p>Whether any additional person has been deployed on deputation or contract?</p>	<p>Additional manpower required but not received.</p> <p>In such cases, works done by existing manpower by engaging them on extra time without any remuneration.</p> <p>No.</p>
23.	Any other remarks or observation.	Vacant posts should be filled up as early as possible.

PROFORMA ADMINISTRATIVE REPORT : 2006-2007

1.	Name of Section / Office	District Election Department
2.	A brief introductory note about the department	All matters related to Parliament Election / Assembly Election / Municipal Election.
3.	Name of ADM in-Charge	Mr. G. H. Obaidur Rahaman, WBSC (Exe.)
4.	Name of Officer-in-Charge	Smt. Sharmishtha Banerjee, WBS (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Sri Ranajit De, UDA
6.	Main functions of Section	All types of Election related works.
7.	Acts/ Rules/ Schemes dealt with by Section	R.P. Acts 1950 and 1951 Conduct of election Rules 1960 & 1961.
8.	Assets – Computers / Typewriters / Storage	04 nos. of computer (out of 2 nos of computer are inactive) 02 nos. of printer (out of 1 no. of printer inactive) 01 no. of type writer.
9.	Registers maintained	Received Register / Issue Register / Allotment Register/ Bill Register / Advance Register / Movement Register / Stock Register / CL & E.L. Register.
10.	Certificates issued by Section, if any,	Does not arise
11.	Reports complied	All Election related reports send to the CEO, West Bengal, if required.
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Do Not applicable
13.	Sanctioned strength and vacancies positions	Strength –17, Vacant – 3
14.	Inspections carried out in the year	2004-05
15.	Action taken on Inspection, if any.	Action taken by proper maintaining the file.
16.	Audit Objections pending, if any.	Reply of all out standing para have been made
17.	Letters received in the year 2006-2007	1208
18.	Letters issued in year 2006-2007	811
19.	Cash balance and expenditure (if cash is handled by Section / Office)	No cash handle by the section

PROFORMA ADMINISTRATIVE REPORT

1.	Name of Section / Office	Motor Vehicles Department, Paschim Medinipur Collectorate.
2.	A brief introductory note about the department	Midnapore Electrical Division (PWD) was created in the year 1983 with the objection of creation of assets and its subsequent maintenance within District of erstwhile Midnapore and Bankure
3.	Name of ADM in-Charge	–
4.	Name of Officer-in-Charge	Executive Engineer (Elecl.)
5.	Name of Head Clerk / Clerk-in-charge	Sri Nitaia Ch. Pal
6.	Main functions of Section	Maintenance of all Electrical Installation of Original & Maintenance works.
7.	Acts/ Rules/ Schemes dealt with by Section	
8.	Assets – Computers / Typewriters / Storage	Computer – 1no., Typrwriiter – 2nos., Xerox Machine – 1 no.
9.	Registers maintained	Issue Register, Received Register, GPF Register, Stationery Register, Cash Book, Bill Register etc.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Nil
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) Target completed upto 95% b) Target completed upto 95%
13.	Sanctioned strength and vacancies positions	<u>Sanctioned strength</u> <u>Existing</u> <u>vancant</u> 244 164 80
14.	Inspections carried out in the year	Inspected by the Superintending Engineer, Elecl. Circle No II in the year 2006-07
15.	Action taken on Inspection, if any.	Yes
16.	Audit Objections pending, if any.	Yes
17.	Letters received in the year 2006-2007	3043
18.	Letters issued in year 2006-2007	2644

19.	Cash balance and expenditure (if cash is handled by Section / Office)	Nil
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	Nil
21.	Other Tasks / works done, if any.	
22.	Additional manpower required, if any, in section. _____ If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Additional manpower required but not received. In such cases, works done by existing manpower by engaging them on extra time without any remuneration. No.
23.	Any other remarks or observation.	Vacant posts should be filled up as early as possible.

PROFORMA OF ADMINISTRATIVE REPORT FOR THE 2006-2007

1.	Name of Section / Office	Special Land Acquisition Section
2.	A brief introductory note about the Deptt.	<p>Land Acquisition Section plays a vital role in the context of recent trend of industrialisation across the State. For setting up any industry of any magnitude, land is of prime need. So this Section being entrusted with the L.A. worth is committed to the acquisition of land following existing Acts and Rules and handing over the same to the Requiring Bodies WBIDC/ WBIIDC, WBSEB and Govt. Deptt. Etc. this deserves a unique position with respect to the growth and progress of the State and the Nation as a whole.</p> <p>Recently the very smooth and smart handover of 439.001 acres of land to WBIDC for different industrial units at Kharagpur observes special mention. This has been possible for the commendable leadership of the District Magistrate and the Additional District Magistrate (LA), Paschim Medinipur.</p>
3.	Name of the ADM in-Charge	Ramkrishna Maiti, WBSC (Exe.), ADM (LA) Paschim Medinipur
4.	Name of the Officer-in-charge	Sagar Chakrabarti, WBCS (Exe.), Dy. Magistrate & Dy. Collector & Spl. L.A.O., Paschim Medinipur
5.	Name of Head Clerk / Clerk-in-charge	Sri Monotosh Roy, UDA
6.	Main functions of Section	Land Acquisition & its allied matters / deal with various Court Matters.
7.	Acts/ Rules/ Schemes dealt with by Section	L.A. Act-1 1894, L.A.-Act –II 1948, N.H. Act 1956 & Other Acts applicable
8.	Assets – Computers/Typewriters/Storage	Three Computers & Four Type writers
9.	Registers maintained	Register No.4, No. 5 & Combined Regsiter for L.A. Cases Allotment Register, R.B/s Register
10.	Certificates issued by Section, if any,	Fair Rent and Market Value Certificate
11.	Reports complied	As and when required

12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Target for the year i.e. 2006-2007 acquisition of lands : 439.001 acres for TELCON at Kgp. 36 acres Palashchabri-Srinagar Road 0.35 acres PHE Scheme near Barmohanpur 2.49 acres Kushpata –Gobindapur 0.40 acres WBSEB at Dyaganj 3.22 acres Garbeta-Kangsabati 1.315 acres Rangamati ROB 2.85 acres Chilling Plant at C.K. Road 128.63 acres Jhillikhal Irrigation Scheme etc. involved in High Court Case arising out of 28 Act – II L.A. Cases.				
13.	Sanctioned strength and vacancies position.	Sl. No.	Category	Sanctioned Post	Existing	Vacant
		1.	Spl. L.A.O.	1	-	1
		2.	Addl. L.A.O.	4	2	2
		3.	Asstt. L.A.O.	10	4	6
		4.	Surveyor	21	10	11
		5.	Amin	1	1	0
		6.	Tracer	1	1	0
		7.	Draftsman	5	0	0
		8.	Calculator	5	1	4
		9.	Process Server	9	6	3
14.	Inspections carried out in the year	2007				
15.	Action taken on Inspection, if any.	No				
16.	Audit Objections pending, if any.	Not known				
17.	Letters received in the year 2006-2007	01.01. 06 R-1930, 01.01.07 to 31.07.07-1550				
18.	Letters issued in year 2006-2007	01.01.06 to 31.12.06 I-836 01.01.07 to 31.07.07 I –574				
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	General Cash Book by L.A. Section Cash Balance Rs. 1236.00 as on 10.08.2007				
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	L.A. Case No 2/06-07 a) Complaint received-3 b) Disposed-1 c) Pending-2	L.A. Case No. 4/06-07 & 8/06-07 a) Complaint received-49 b) Disposed-9 c) Pending-40	L.A. Case No.3, 5, 6 & 7/06-07 a) Complaint received-121 b) Disposed-53 c) Pending-68		

21.	Other Tasks / works done, if any.	Recently as per DM's order, the Section has started dealing with matters of NHAI / Defence / Air Force / IIT.
22.	<p>Additional manpower required, if any, in section.</p> <p>If additional manpower is required, how is the work being done now?</p> <p>Whether any additional person has been deployed on deputation or contract?</p>	<p>Stated below – Additional manpower since engaged (re-employment)</p> <p>Does not arise</p> <p>Yes, 9 persons re-employed Addl. L.A.O. –1, Spl. Officers to assist Spl. L.A.O.–1, Asstt. L.A.O.–4, Surveyor –1 U.D.A.-2</p>
23.	Any other remarks or observation.	-

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	Principal Agricultural Office, Paschim Medinipur															
2.	A brief introductory note about the Deptt.	Agricultural activity in Paschim Medinipur.															
3.	Name of the ADM in-Charge	Does not arise															
4.	Name of the Officer-in-charge	Sri Nirmalendu Maity															
5.	Name of Head Clerk / Clerk-in-charge	Sri Alope Narayan Bandyopadhyay															
6.	Main functions of Section	Development of Agricultural-Extensions work etc.															
7.	Acts/ Rules/ Schemes dealt with by Section	Acts/ Rules/ Schemes – Almost all works dealt by this office.															
8.	Assets – Computers/Typewriters/Storage	a) Computer-1, b) Typewriter –10 c) Stoes-2															
9.	Registers maintained	Issue, Receive, Stock, cash Book, Schemes Regd. LOH, Insection Licence, Seed Licence etc.															
10.	Certificates issued by Section, if any,	Fertilizer, LOA Certificate, Insecticide Licence															
11.	Reports complied	Different type of schemetic target fulfilled as per requisition.															
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Different type of Schemetic Target fulfilled as per requisition. No such report															
13.	Sanctioned strength and vacancies position.	<table border="0"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>a) Sanction Strength</td> <td>69</td> <td>184</td> <td>332</td> <td>1509</td> </tr> <tr> <td>b) Vacancies</td> <td>10</td> <td>60</td> <td>153</td> <td>909</td> </tr> </tbody> </table>		A	B	C	D	a) Sanction Strength	69	184	332	1509	b) Vacancies	10	60	153	909
	A	B	C	D													
a) Sanction Strength	69	184	332	1509													
b) Vacancies	10	60	153	909													
14.	Inspections carried out in the year	No Inspection carried out															
15.	Action taken on Inspection, if any.	Does not arise															
16.	Audit Objections pending, if any.	No pending Audit objection															
17.	Letters received in the year 2006-2007	4015 nos. from April'06 to March'07															
18.	Letters issued in year 2006-2007	1435 nos. from April'06 to March'07															
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Cash Book maintained by Cash Section of this Office properly.															

20.	<p>a) No. of complaints or petitions received by Section / Office</p> <p>b) Disposal of complaints done</p> <p>c) Complaints pending</p>	<p>a) No complaints received</p> <p>b) Does not arise</p> <p>c) Dose not arise</p>
21.	Other Tasks / works done, if any.	All types of National duties Election, census.
22.	<p>Additional manpower required, if any, in section.</p> <p>If additional manpower is required, how is the work being done now?</p> <p>Whether any additional person has been deployed on deputation or contract?</p>	<p>Addl. Manpower required as per vacancy shown on column No. 13.</p> <p>Work load is high with existing staff / officers.</p> <p>No.</p>
23.	Any other remarks or observation.	Nil

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	District Youth Officer
2.	A brief introductory note about the Deptt.	Youth Services Department, Govt. of West Bengal come into in early 1970 with the view to bringing about a planned Development in the Sphere of Cultural, Sports, Physique, Computer Training and all economic welfare of the Youth of West Bengal.
3.	Name of the ADM in-Charge	Mr. G. H. Obaidur Rahaman
4.	Name of the Officer-in-charge	Sri Prabal Kanti Maiti, WBSC(Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Nil
6.	Main functions of Section	Implementation of B.S.K.P. Scheme, Computer/ Vocational Training, Distribution of Sports good, Development of play field / Swimming pool, Organise Students & Youth Festival, Science seminar, Cares Guide Centre.
7.	Acts/ Rules/ Schemes dealt with by Section	Self Employment Scheme named “Bangla Swanirbhar Karmasansthan Prakalpa”. Youth Computer / Vocational Training Distribution of Sports gears / holding students & Youth Festival / Science seminar.
8.	Assets – Computers/Typewriters/Storage	a) Computer-1, b) Typewriter Machine (Eng)-2, c) Bengali Type Writer machine –1, d) Fax machine e) Duplicating machine.
9.	Registers maintained	Cheque Register, Bill Register, Bill Transit Register, Cash Book, Dead Stock Register, Stationery articles Register, Issue Register, G.P.F Ledger for Group-D.C.L. Register, Loan Register, Minute Book, Register of B.S.K.P.
10.	Certificates issued by Section, if any,	Certificate of Youth Computer / Youth Vocational Training.
11.	Reports complied	Report on B.S.K.P. / Youth Computer / Vocational Training.
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	1900 100
13.	Sanctioned strength and vacancies position.	7 nos. Sanctioned post and 2 post vacant.
14.	Inspections carried out in the year	
15.	Action taken on Inspection, if any.	

16.	Audit Objections pending, if any.	Yes
17.	Letters received in the year 2006-2007	587 Nos.
18.	Letters issued in year 2006-2007	946 Nos.
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Total expenditure (1-4.2006 to 31-3.2007 = Rs. 10626070.00 Balance in hand Rs. 6260335.00
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	Nil
21.	Other Tasks / works done, if any.	
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	2 nos. One UDA has been deputed from Midnapore Sadar temporary Yes
23.	Any other remarks or observation.	Nil

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	Agricultural Income Tax Office
2.	A brief introductory note about the Deptt.	This office works under the Directorate of Agricultural Income Tax, West Bengal and controlled by the commissioner, Agricultural Income Tax, W.B. The directorate collects Entertainment Tax from Cinema halls Video halls, Cable T.V. operators Luxury Tax from Luxury Hotels and restaurants and Agricultural Income Tax from tea gardens within the state of West Bengal.
3.	Name of the ADM in-Charge	G.H. Obaidur Rahaman, WBCS (Exe.)
4.	Name of the Officer-in-charge	Sri Kalipada Mondal
5.	Name of Head Clerk / Clerk-in-charge	Mousumi Mudi
6.	Main functions of Section	This office collects Entertainment Tax from Cinema Halls, Video Halls, Cable T.V. Operators and Luxury Tax from Luxury Hotels and restaurants.
7.	Acts/ Rules/ Schemes dealt with by Section	Bengal Amusement Tax Act & rule, 1922, West Bengal Entertainment cum Amusement Tax act 1982 and rule 1983, The West Bengal Entertainment and Luxuries (Hotel and restaurants) Tax & Rule 1972.
8.	Assets Computers/Typewriters/Storage	– One Type Writer
9.	Registers maintained	Issue Register, Receipt Register, Bill Register, Contingent Register, Bill Transit Register, Furniture Register, Stock Register, Cash Book Register, Stamp Register, Attendance Register, Forms and Stationary Register, Acquittance Register, Stamp purchase Register, Certificate Register, Daily collection Register, Return Register, G.I. Register, Mis. Case Register, Demand & Collection Register, out Standing Register, Advise List Register.
10.	Certificates issued by Section, if any,	Issued tax clearance certificate to the Cinema Halls, Video halls.
11.	Reports complied	Sub-Divisions wise monthly collection figure and monthly progress reports.
12.	a) Targets set by Govt. and Achievement b) Reasons for failure to achieve Target (if applicable)	Rs. 52 lacs Rs. 40,60,586.00 due to closure of Cinema halls and video halls.

13.	Sanctioned strength and vacancies position.		Sanction Post	Vacant
		Agricultural Income Tax Office	3	1
		Agricultural Income Tax Inspector	3	Nil
		Head Clark	1	Nil
		U.D.C.	4	Nil
		L.D.C.	2	1
		Group 'D'	4	1
14.	Inspections carried out in the year	Office inspected by Addl. Commissioner and Deputy Commissioner. Regular inspection are made by the officer & Inspectors to the cinema halls, video halls, Cable T.V. control rooms, & A.C. Hotel and restaurants.		
15.	Action taken on Inspection, if any.	Assessment of tax is done where evasion of tax is find out.		
16.	Audit Objections pending, if any.	Nil		
17.	Letters received in the year 2006-2007	3291		
18.	Letters issued in year 2006-2007	1321		
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	No cash is handled by this office. Balance in hand Rs. 25/-		
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	Nil		
21.	Other Tasks / works done, if any.	Regular assessments of E. Tax & Luxury tax on cinema halls, cable T.V. cases & A.C. hotel and Retirements.		
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed?	One night watchman is urgently needed. The post of night watchman is vacant since 26.04.2006 due to his accidental death. The office has three Gr. D staffs. They are only opening and closing the gate of the office by turns. They are not performing the full duty of the night watchman. Nil		
23.	Any other remarks.	This office is urgently in need of a computer and a fax machine to conduct smoothly the office works		

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	District Registrar Office, Paschim Medinipur		
2.	A brief introductory note about the Deptt.	Mainly registration of documents done by this department and in this way collection of revenue in the shape of stamp duty and Regn. fees are being done.		
3.	Name of the ADM in-Charge	Shri G. H. Obaidur Rahaman		
4.	Name of the Officer-in-charge	Sri Chittaranjan Chakraborty		
5.	Name of Head Clerk / Clerk-in-charge	Shri Pravakar Kayal		
6.	Main functions of Section	Registration of Deeds.		
7.	Acts/ Rules/ Schemes dealt with by Section	Indian Stamp Act of 1908 and Registration Acts / Rules.		
8.	Assets Computers/Typewriters/Storage	Computers : Nil, Typewriter : 3nos.		
9.	Registers maintained	Yes		
10.	Certificates issued by Section, if any,	No		
11.	Reports complied	No		
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Rs. 51.30 Crores Actual Revenue earning Rs. 37.90 Crore, due to Exemption of recent fees & Stamps under "Amesty Scheme".		
13.	Sanctioned strength and vacancies position.		Sanctioned Strength	Vacancies
		H.A.	1	Nil
		H. Clerk	18	Nil
		U.D.C.	116	4
		L.D.C.	116	115
		Muharriar	1	Nil
		Peon & Nightguard	44	21
	Sweeper	1	Nil	
14.	Inspections carried out in the year	Yes		
15.	Action taken on Inspection, if any.	Yes		
16.	Audit Objections pending, if any.	Yes		
17.	Letters received in the year 2006-2007	4344 Nos letters received in the year 2006-07		
18.	Letters issued in year 2006-2007	3895 Nos. letters issued in the year 2006-2007		
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Cash Balance as on 30.03.2007 Rs. 2,56,838.00 Expenditure as on 30.03.2007, Rs. 1,40,102.00		

20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	6 (Six) 4 (Four) 2 (Two)
21.	Other Tasks / works done, if any.	Besides registration of documents & Hindu Marriage and Spl. Marriage are also being done by this office.
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	141 Nos of vacancies in all registration office in the District. Now the work is being done shouldering extra work beyond standard quota of work by the existing employer.
23.	Any other remarks or observation.	No

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	Office of the Deputy Director, Small Saving Midnapore under Directorate of Small Saving of Finance Deptt. Govt. of West Bengal.
2.	A brief introductory note about the Deptt.	The main task of this office is to popularizes the small savings schemes among the General people thought mobilization of agents so that the collection from these scheme increases. The State Govt. is interested because 100% of the net collections in the state in small saving are given to the State by the Union Govt. in the shape of long term loan.
3.	Name of the ADM in-Charge	Mr. G. H. Obaidur Rahaman
4.	Name of the Officer-in-charge	Sri Partha Ghosh, WBSC (Exe.), Deputy Director, Small Savings, Bankura., Dist.- Paschim Medinipur (in-charge).
5.	Name of Head Clerk / Clerk-in-charge	-
6.	Main functions of Section	<ul style="list-style-type: none"> i) To appoint agents under standardized agency System, Mahila Pradhan Kshetriya Bachat Yogana and P.P.F. Scheme and to renew their agencies. ii) To sanction and grant of incentive cash reward to S.A.S. agents on verification of their receipt books & duly recommended by the Savings Dev. Officers posted at block level. iii) To monitor the activities of Savings Dev. Officers. iv) To make advts. . On local news-papers displaying small savings schemes. v) To make publicity through microphones in conspicuous places throughout the district. vi) To Organise meeting on Small Savings with prospective investors/ agents / general people / panchayat functionaries. vii) Formation of School Sanchayika in Schools for generation of habit of thrifts among the students. viii) Formation of pay Roll Savings Schemes in Offices/ institutions etc. ix) To Keep liaison with the Post Offices for promotion of small savings. x) To Send the report on Small Savings to authorities.
7.	Acts/ Rules/ Schemes dealt with by Section	Various Acts & Rules of the Department of Post Office Govt. of India regarding the functioning of

		the agents under various small savings schemes and the guidelines read-from the Finance Deptt., Govt. of West Bengal.		
8.	Assets Computers/Typewriters/Storage	–	One Typewriter Machine One duplicating Machine	
9.	Registers maintained		All relevant registers as required in a Govt. Office are maintained.	
10.	Certificates issued by Section, if any,		To grant certificates of authorities to act as authorized agents under- i) Standardised Agency System (S.A.S.) ii) Mahila Pradhan Kshetriya Bachat Yojana (M.P.K.B.Y.) iii) Public Provident Fund Scheme (P.P.F).	
11.	Reports complied		Monthly report on net collections of Small Savings in respect of this district and other reports as required by the Directorate, Collectorate and other authorities are compiled and sent to the appropriate authorities.	
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)		Targets on net collections of Small Savings is yet to be received from our Deptt. Achievement / net collections for the last financial year 2006-07 is Rs. 220,60,45,00-00. Consequent upon enhancement of rate of interest on Bank Deposits huge amount are being withdrawn from various Small Savings Schemes. This is why down trend of collections on Small Savings are being observed.	
13.	Sanctioned strength and vacancies position.		Sanctioned Post	Vacant Post
		Group –A	1	1
		Group – B	24	11
		Group –C	2	2
		Group –D	3	-
14.	Inspections carried out in the year		No Inspection held in the year 2006-2007.	
15.	Action taken on Inspection, if any.		Does not arise	
16.	Audit Objections pending, if any.		No such case is pending	
17.	Letters received in the year 2006-2007		504	
18.	Letters issued in year 2006-2007		440	
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07		Cash Balance as on 31.03.2007 Rs. 49,349.00 Expenditure during 2006-2007 Rs. 1,02,57,505.00	

20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	Nil Does not arise Does not arise
21.	Other Tasks / works done, if any.	Nil
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	No additional manpower is required But there are 11 vacancies in the Post of Savings Dev. Officers who play vital role in mobilization of the agent. This is seriously affecting the collection under the schemes and needs to be looked into.
23.	Any other remarks or observation.	Nil

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	Office of the Deputy Director, ARD & Parishad Officer, Paschim Medinipur
2.	A brief introductory note about the Deptt.	The Department of ARD is responsible for all round Animal Husbandry Developmental activities & with Animal Health care within the State of West Bengal herein in the District of Paschim Menidipur, including implementation of State & Centrally Sponsored Schemes on ARD Sector.
3.	Name of the ADM in-Charge	Nil
4.	Name of the Officer-in-charge	Deputy Director, ARD & P.O., Paschim Medinipur.
5.	Name of Head Clerk / Clerk-in-charge	Mrs. Sikha Chakraborty, Head Clerk
6.	Main functions of Section	To look after establishment of the entire office.
7.	Acts/ Rules/ Schemes dealt with by Section	As applicable time to time by the Department
8.	Assets – Computers/Typewriters/Storage	Assets – At District Head Quarter i) 3 No. Computer with Accessories. ii) 3 No Type Writer. iii) As required normally to run the entire establishment.
9.	Registers maintained	Which are normally required for preservation of technical data and establishment & Accounts matter.
10.	Certificates issued by Section, if any,	Normally no special type of certificate is required to be submitted by this office excepting Vetting & feasibility study of technical schemes on Livestock farming.
11.	Reports complied	District wise data of A.I., Health Coverage, Fodder production, farm data compilation.

12.	a) Targets set by Govt. / Head of office (if any) and Achievement	Target Achievement																																
		i) Health Camp.	580 Nos. 772 Nos.																															
		ii) Vaccination done	7 lakh 614858 Nos.																															
		iii) Treatment done	12 lakh 1113930 Nos.																															
	iv) User charge collected	6 lakh Rs. 532164/-																																
	v) Awareness camp	300 Nos 258 nos.																																
	vi) Fertility camp	75 Nos. 58 Nos.																																
	vii) No of A.I. Unit	- 421 Nos.																																
	viii) A. I. Done Govt.	43500 Nos. 41717 Nos.																																
	Prani Bandhus	106500 Nos. 99,300 Nos.																																
	ix) Calf born	Male –24373 Female –24122 Total 48495 Nos.																																
	x) Fodder Development Activity :																																	
	a) Distribution of Central Fodder Minikit –	555 Nos. (among individual beneficiary)																																
	b) Distribution of State Fodder Minikit –	580 Nos (among individual beneficiary)																																
	c) Distribution of salcable fodder seed –	409 kgs.																																
	d) Establishment of Kisan Van –	45 Nos.																																
	e) Establishment of FD plot –	350 Nos.																																
	x) Report on State Duck & Poultry Farm :																																	
		<table border="1"> <thead> <tr> <th></th> <th>Pres ent Stock Position</th> <th>Egg Prod.</th> <th>Sold</th> <th>Averg. Prod/ Yr.</th> <th>Total Ch. Hatch ed</th> <th>% of hatchi ng</th> <th>Sale</th> </tr> </thead> <tbody> <tr> <td>a) Poultry</td> <td>56 26</td> <td>16 10 32</td> <td>1602 259</td> <td>18 9</td> <td>8808 3</td> <td>80.54 %</td> <td>Counter Rs. 865244.10</td> </tr> <tr> <td>b) Duck</td> <td>30 08</td> <td>11 38 67</td> <td>1130 55</td> <td>17 7</td> <td>3941 3</td> <td>50.02 %</td> <td>Credit Rs. 1707894.5 0</td> </tr> <tr> <td>c) Quail</td> <td>13 96</td> <td>44 76 7</td> <td>139</td> <td>10 51 7</td> <td>1051 7</td> <td>47.60 %</td> <td>Total Rs. 25731338. 60</td> </tr> </tbody> </table>		Pres ent Stock Position	Egg Prod.	Sold	Averg. Prod/ Yr.	Total Ch. Hatch ed	% of hatchi ng	Sale	a) Poultry	56 26	16 10 32	1602 259	18 9	8808 3	80.54 %	Counter Rs. 865244.10	b) Duck	30 08	11 38 67	1130 55	17 7	3941 3	50.02 %	Credit Rs. 1707894.5 0	c) Quail	13 96	44 76 7	139	10 51 7	1051 7	47.60 %	Total Rs. 25731338. 60
	Pres ent Stock Position	Egg Prod.	Sold	Averg. Prod/ Yr.	Total Ch. Hatch ed	% of hatchi ng	Sale																											
a) Poultry	56 26	16 10 32	1602 259	18 9	8808 3	80.54 %	Counter Rs. 865244.10																											
b) Duck	30 08	11 38 67	1130 55	17 7	3941 3	50.02 %	Credit Rs. 1707894.5 0																											
c) Quail	13 96	44 76 7	139	10 51 7	1051 7	47.60 %	Total Rs. 25731338. 60																											
	b) Reasons for failure to achieve Target (if applicable)	In most of the cases target has been achieved almost the tune of 85 to 90% in some cases achievement crossed the targeted mark. Target could not be fulfilled tune to want of man power in the A.I. / G.P. units.																																
13.	Sanctioned strength and vacancies positions	Enclosed statement																																
14.	Inspections carried out in the year	15 Nos.																																
15.	Action taken on Inspection, if any.	Normally action has been taken																																
16.	Audit Objections pending, if any.	No report is pending																																

17.	Letters received in the year 2006-2007	Letter received 2006-2007 2385 nos. Letter Issued – 2273 Nos.
18.	Letters issued in year 2006-2007	Letter received 2007-2008 (Upto 20.8.07) 1173 Nos. Letter Issued 1484 Nos.
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Cash Balance as on 30.03.2007 Rs. 32,74,253/- Expenditure during 20.08.07 – Rs. 41,500/-
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	Nil Nil Nil
21.	Other Tasks / works done, if any.	Flood & Draught relief operation
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	As noted in vacancy statement Not required locally No additional persons has been deployed.
23.	Any other remarks or observation.	No

Staff position in the District of Paschim Medinipur

In 29 Blocks

Sanctioned post				Present position				Requirement			
1											
Gr A	Gr. B	Gr. C	Gr D	A	B	C	D	A	B	C	D
83	×	117	N.K.	69	×	74	68	14	×	43	46

In District Headquarter including SAHC

Sanctioned post				Present position				Requirement			
2											
A	B	C	D	A	B	C	D	A	B	C	D
38	×	57	NK	27	×	27	38	11	×	30	10

TOTAL (1+2)

121	×	174	Nk	96	×	101	106	25	×	73	56
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PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	National Child Labour Project Deptt., Paschim Medinipur.
2.	A brief introductory note about the Deptt.	Rehabitation of Child Labour & Boured Labour
3.	Name of the ADM in-Charge	Sri G.H. Obaidur Rahaman
4.	Name of the Officer-in-charge	Rathierdra Nath Sarkar (Project Director)
5.	Name of Head Clerk / Clerk-in-charge	Sri Aditya Kumar Shyam
6.	Main functions of Section	Rehabitation of Child Labour with schooling & matter of Boreded Labour.
7.	Acts/ Rules/ Schemes dealt with by Section	Child Labour (prohibition & Regulation) Act 1986 as arrmended.
8.	Assets – Computers/Typewriters/Storage	One Typewriter, One By-Cycle, Two steel Almirah.
9.	Registers maintained	Attendance, Despatch, Issued & Receipt File movement, Establishment Register.
10.	Certificates issued by Section, if any,	No
11.	Reports complied	Yes.
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	No such Targets Does Not arise
13.	Sanctioned strength and vacancies position.	6 Nos
14.	Inspections carried out in the year	164 times
15.	Action taken on Inspection, if any.	Always taken
16.	Audit Objections pending, if any.	No
17.	Letters received in the year 2006-2007	409
18.	Letters issued in year 2006-2007	1858
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Only Rs. 200.00 (Two Hundred) petty cash.
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	a) Nil b) Does not arise c) Dose not arise
21.	Other Tasks / works done, if any.	All matters related to Bonded Labour & Repatriation of Child Laour

22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	No. D.N.A. 1 (one) from District Magistrate
23.	Any other remarks or observation.	

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	Project Officer Cum District Welfare Officer, Backward Classes Welfare, Paschim Medinipur
2.	A brief introductory note about the Deptt.	<ol style="list-style-type: none"> 1. Old-Age Pension to S.T.s belonging to BPL categories of ITDP & Non ITDP Mouzas spread over in the District. 2. Janashree Insurance Scheme for 8578 Lodhas through LIC of India 3. To provide house to homeless Lodhas. 4. Community Development projects like Minor Irrigation, Drinking Water Source, Educational Infrastructure, Village link roads including small Culverts, Construction of S.S.K./I.C.D.S. Centers at I.T.D.P. Mouzes etc. under Special Central Assistance under Arit 275/1, T.S.P., S.C.P. & Lodha Development (P.T.G.) 5. Educational Assistance to poor S.C., S.T., & O.B.C. students through Hostel Grant, Book Grant, Maintenance Charge for both Pre-Metric and Post Metric stages. 6. Special Metric Scholarship to Meritorious S.C. & S.T. students. 7. Ekalavya Model Residential School for S.T. Boys and Girls (VI & XII) now functioning at Jhargram. 8. Health Care programme of Lodhas thorough Homeopathy Centers. 9. Mobile Medical Units are functioning at Goaltore, Belpahari and Lalgargh. 10. 3 nos. Mobile Medical Units are functioning at Goaltore, Belpahari and Lalgargh. 11. Ensuring reservation for S.C./S.T./ & O.B.C. for admission in Educational Institutions and appointment in services. 12. To protect Tribal lands by restoration of by permission 13. Cultural activities Observance of Hul Day, One Act Drama competition on Tribal Language, Celebration of Birth Centenary of Pandit Raghunath Murmu, Seminar on Santali Academy etc.
3.	Name of the ADM in-Charge	Sri G.H. Obaidur Rahaman, WBS (Exe.)

4.	Name of the Officer-in-charge	Goutam Krishna Pradhan, WBSC (Exe.) P.O. Cum DWO, BCW, Paschim Medinipur
5.	Name of Head Clerk / Clerk-in-charge	Smt. Dwijen Roy, UDC
6.	Main functions of Section	Welfare of SC/ST & OBC
7.	Acts/ Rules/ Schemes dealt with by Section	Reservation, Atrocity, all type of Educational Scheme, SCA to SCP / TSP Lodha Dev. Schemes.
8.	Assets – Computers/Typewriters/Storage	1 no. Computer 3 Typewriter.
9.	Registers maintained	Cash, Issue, Receipt, Allotment, All development & educational scheme etc.
10.	Certificates issued by Section, if any,	Janashree Bima Yojona
11.	Reports complied	
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Enclosed
13.	Sanctioned strength and vacancies position.	116 nos. strength 37 nos. vacant
14.	Inspections carried out in the year	2007
15.	Action taken on Inspection, if any.	Monitoring & Supervision & Observation
16.	Audit Objections pending, if any.	No, Audit is running by the Auditor General
17.	Letters received in the year 2006-2007	2375 Nos.
18.	Letters issued in year 2006-2007	4147 nos.
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	4,04,35,034.00 on 31 st March 2007
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	Complain received and these are being deposed off. No records has been maintained.
21.	Other Tasks / works done, if any.	
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	No regular ADWO, 1 no SAE, 3 Nos UDC, 5 nos. LDC, 12 Nos. Inspector BCW, 1 computer Operator One Computer Operator is engaged since February 02 on daily wages baisi.
23.	Any other remarks or observation.	Shortage of contingency fund.

Statement of expenditure under all Educational Schemes during the year 2006-07

Sl. No.	Name of Scheme	Financial target (in Rs.)			Physical progress		
		Fund received/ Target	Fund utilized	Fund surrendered	Boys	Girls	Total
1	2	3	4	5	6		
1.	Post Metric Scholarship (SC)	29753000/-	29496130/-	256870/-	5620	3050	8670
2.	Post Metric Scholarship (ST)	16030000/-	16024905/-	5095	3294	1833	5127
3.	Book grant & Exam Fee APL (SC)	8000000/-	5210320/-	2789680/-	37270	13211	50481
4.	Book grant & Exam Fee APL (ST)	5500000/-	2924690/-	2575310/-	21205	10630	31835
5.	Book grant & Exam Fee APL (SC & ST)	5145000/-	5143130/-	1840/-	9203 7520	3862 3005	13065 10525
6.	Maintenance Charge for S.T. Quota –7620	3657600/-	3657120/-	480/-	5434	2185	7619
7.	Maintenance Charge for S.C. Quota –26280	12614400/-	12614400/-	-	18200	8080	26280
8.	Hostel Charge for S.T. Quota –7847	31388000/-	30868400/-	519600/-	7173	674	7847
9.	Hostel Charge for S.T. Quota –10069	40276000/-	39998000/-	278000/-	8806	1263	10069
10.	Other Compulsory Charge	1400000/-	1115100/-	284900/-	19500	12360	31860
11.	Unclean Occupation	150000/-	24800/-	125200/-	12	8	20
12.	Metric Scholarship for girls (V-X) Quota 246	367500/-	365400/-	2100/-		SC 90 ST154	244
13.	Metric Scholarship for (IX-XIII) Quota 110	528000/-	528000/-	-	SC 29 ST 57	SC 9 ST 15	110
14.	Ashram Hostels	8040100/-	8035750/-	4350/-	SC90 ST865	327	1282
15.	Pre Metric Scholarship for OBC	2100000/-	Drawn in advance				
16.	Post Metric Scholarship for OBC	Fund not received					
17.	Fund for feeder school	805000/-	805000/-	-	25	25	50
18.	Fund for Ekalavys School	3193499/-	1640903/-	-			182
	TOTAL	168948099	158452078	6843425	143262	60513	20526

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	District Mass Education Extn. Officer, Paschim Medinipur
2.	A brief introductory note about the Deptt.	<ol style="list-style-type: none"> 1. Implementation of Literacy schemes- <ol style="list-style-type: none"> a) Total Literacy campaign, b) Post Literacy Campaign, c) Continuing Education Programme. 2. Non Formal Education Programme. 3. Adult High School 4. Audio-Visual Education 5. Janasiksha Prasar Bhavans 6. Neo-Literates' Coner 7. Monitoring of the Literacy Programme 8. Evaluation of the Literacy Programme 9. West Bengal State Literacy Mission Authority. 10. Resource Supports to the Litercy Programme 11. State Resource Centre for Adult Education 12. Education and Training of Physically Handicapped Students (Sponsored & Aided) 13. State Welfare Home (Aided & Sponsord) 14. Programmes and Functions Organised by the Department. 15. Education f Deaf, Blind & Mentally Retarded Children. 16. Cultural Functions, Workshops, Sportsand Felicitation of Physically Handicapped & Mentally Handicapped. 17. Budgetary Allocations of Different Sections.
3.	Name of the ADM in-Charge	Sri R. Maity, ADM (Dev.)
4.	Name of the Officer-in-charge	Smt. Sikha Chakraborty
5.	Name of Head Clerk / Clerk-in-charge	Sri N.D. Chakraborty
6.	Main functions of Section	As in Srl. (2)
7.	Acts/ Rules/ Schemes dealt with by Section	As in Srl (4)
8.	Assets Computers/Typewriters/Storage	– Type-writers

9.	Registers maintained	All type of register as per Govt. Rules.
10.	Certificates issued by Section, if any,	No
11.	Reports complied	As and when necessary
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Targets & Achievement fulfilled as per higher authorities sanctioned G.O. Does not arise
13.	Sanctioned strength and vacancies position.	Sanctioned – 25 nos. Vacancy – 8 nos.
14.	Inspections carried out in the year	10 nos.
15.	Action taken on Inspection, if any.	Higher authorities taken –up decision.
16.	Audit Objections pending, if any.	No
17.	Letters received in the year 2006-2007	448 nos.
18.	Letters issued in year 2006-2007	150 nos.
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Rs. 3.50 permanent advance.
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	a) No b) Does not arise c) Nil
21.	Other Tasks / works done, if any.	Nil
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Typist for typing of official letters work being done by UDC/LDC. No
23.	Any other remarks or observation.	Nil

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	WB.SC.ST.DEV. & Finance Corporation, Paschim Medinipur.
2.	A brief introductory note about the Deptt.	A Govt. of West Bengal Undertaking Deptt., for Finance & Development of SC/ST people, living below the poverty line.
3.	Name of the ADM in-Charge	Sri Golam Hassan Obaidur Rahaman, WBCS (Exe.)
4.	Name of the Officer-in-charge	Sri Sital Chandra Sarkar, WBSC (Exe.)
5.	Name of Head Clerk / Clerk-in-charge	Sri Asok Chakraborty, Assistant
6.	Main functions of Section	To provide loan & subsidy to the SC/ST people and release of Fund of BCW Department.
7.	Acts/ Rules/ Schemes dealt with by Section	Various Loan Schemes dealt with by Corpn. i.e. SCP/NSFDC / NSTFDC / NSKFDC / AMSY / MSY / NSS.
8.	Assets Computers/Typewriters/Storage	Three Computers and One Typewriter
9.	Registers maintained	1. Receive Register, 2. Despatch, 3. Postage & Courier, 4. Salary, 5. Stock, 6. Asset, 7. Allotment of Fund, 8 Schematic Loan Registers, 9. T.A. Bill, 10. Petty cash, 11. General Cash Book, 12. General Ledger, 13. Bank Reconciliation Register etc.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	All Schematic disbursement report & Accounts.

12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Name of Scheme	Target	Disbused	Remarks(b)
		SCP	2652	3029*	*Excess of 05-06
		NSFDC	36	07*	5 Pending at H.O.
		NSTFDC	24	Nil*	1 Pending H.O.
		NSKFDC	30	Nil*	2 Pending at H.O.
		M.S.Y.	230	429*	*Excess of 05-06
		A.M.S.Y	150	118	*
		NSLRS (Trng)	-	-	77 proposals recvd.
*Sufficient suitable proposals are not being received from the sponsoring authorities.					
13.	Sanctioned strength and vacancies position.	1. District Manager : 1No. 2. Assistant Manager : 1 No. 3. Accountant : 1 No. 4. Filed Organiser : 9 Nos. 5. Assistant (Head Clerk) : 3 Nos. 6. Junior Assistant : 2 Nos. 7. Peon / Night / Guard : 4 Nos.			
14.	Inspections carried out in the year	Nil			
15.	Action taken on Inspection, if any.	Nil			
16.	Audit Objections pending, if any.	Nil			
17.	Letters received in the year 2006-2007	979 nos.			
18.	Letters issued in year 2006-2007	1551 Nos.			
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Only Petty cash si handled by the Office. Petty cash balance is Rs. 135.25 as on 31.3.04			
20.	a) No. of complaints or petitions received by Section / Office	a) Nil			
	b) Disposal of complaints done	b) Nil			
	c) Complaints pending	c) Nil			
21.	Other Tasks / works done, if any.	Nil			

22.	<p>Additional manpower required, if any, in section.</p> <p>If additional manpower is required, how is the work being done now?</p> <p>Whether any additional person has been deployed on deputation or contract?</p>	Nil
23.	Any other remarks or observation.	<p>National SC.ST. Finance Corporation, provides Loan Fund with interest for various National Schemes, subject to refund the loan in due course, along with interest and penal interest.</p> <p>But, inspire of various recovery measures from Corpn. level, the recovery position is decreasing day by day.</p> <p>So, it is the observation of the Corporation, that a Sub-Divisional & Block level Monitoring Cell have to work jointly along with the Corpn. Recovery Cell, and necessary Administrative level measures will be highly effective for recovery of long pending dues. Thus the fund position may be restored for further disbursement of loan to SC/ST people.</p>

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	District Officer, F.P.I. & Horticulture, Paschim Medinipur, Govt. of West Bengal			
2.	A brief introductory note about the Deptt.	The Department has been newly set up during the year 02.07.2002 from the Directorate of Horticultural & F.P.I. Govt. of West Bengal, Mayukh Bhaban, Salt Lake, Kolkata-91 for implementing the different scheme of Horticulture & F.P.I. through the different Panchayat Samity of this District.			
3.	Name of the ADM in-Charge	Sri R. Maity, ADM (Dev.)			
4.	Name of the Officer-in-charge	Sri Prabhat Kr. Karak, District Officer, F.P.I. & Horticulture, Paschim Medinipur.			
5.	Name of Head Clerk / Clerk-in-charge	Not yet posted			
6.	Main functions of Section	To implement the different Schemes of Horticulture & F.P.I. among the Panchayat Samities of this District as per Guide line of Directorate of Horticulture & F.P.I. with the supervision of Head of the Office.			
7.	Acts/ Rules/ Schemes dealt with by Section	As related against the Col. No. 6			
8.	Assets Computers/Typewriters/Storage	One Computer is Functioning			
9.	Registers maintained	All type of register as required, which are maintained by this office for documentary evidence as regular course.			
10.	Certificates issued by Section, if any,	Does not arise			
11.	Reports complied	All types of Schematic reports return etc. submitted to the Authority concerned with the complied of submitting Panchayat Samities Report Return etc. f this Dist. Time to time from this end.			
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	An amounting to Rs. 556014 Lakhs were allotted in target during the year 2006-07 but actual expenditure incurred upto the period of 26/02/2008, Rs. 475.00. Rest amount an amounting to Rs. 81,14,000/- will be spend within the 31 March , 08 respectively.			
13.	Sanctioned strength and vacancies position.	Sanctioned Strength	No.	Existing	Vacant
		Group-A	1no	1no	-

		Officer			
		Group C	1 No	-	1 No.
		Group D	1 No	-	1 No
		Engagement of Filed consultant	29 nos.	27 nos	2 nos
		Account clerk	1 No	1 No	-
14.	Inspections carried out in the year	The Central Team along with Director of this Department were inspected the field areas two times, where Schemes of NHM are executed by the different Panchayat Samities of this District and they are very satisfactorily about the activities work of Schemes on Panchayat Samities filed.			
15.	Action taken on Inspection, if any.	Does not arise			
16.	Audit Objections pending, if any.	Does not arise			
17.	Letters received in the year 2006-2007	475 nos.			
18.	Letters issued in year 2006-2007	373 Nos.			
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Existing balance an amounting to Rs 81,14,000/- are lying in my Officer Custody by Cheque and actual Expenditure incurred amounting to Rs. 4,75,000.00 from this end..			

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	Office of the Assistant Director, Consumer Affairs & Fair Business Practices. Paschim Medinipur
2.	A brief introductory note about the Deptt.	The Deptt. of CA Govt. of WB was constituted in 1999 in considering the gravity of the Subject of Consumer Protection. The Directorate of CA & FBP was constituted in 2001.
3.	Name of the ADM in-Charge	Mr. G. H. Obaidur Rahaman, WBCS (Exe.)
4.	Name of the Officer-in-charge	Sri Subal Chandra Sarkar
5.	Name of Head Clerk / Clerk-in-charge	Sri Swapan Kr. Bose, UDC
6.	Main functions of Section	Consumer Awareness
7.	Acts/ Rules/ Schemes dealt with by Section	C.P. Act, C.P. Rules
8.	Assets – Computers/Typewriters/Storage	Type-writer-1
9.	Registers maintained	1. Issue Register 2. Receive Register 3. Cash Book 4. Bill, Stock, Leave, Attendance etc.
10.	Certificates issued by Section, if any,	Nil
11.	Reports complied	Consumer Awareness Reports
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Seminar / Workshop 40 per month Observance of National Consumer Day 24.12.07 Work consumer Day 15.3.07 Awareness programme – 693 Including Seminar – 135 Fair -5 National Consumer Day Observation 11.1.07 World Consumer Right Day Observation on 15.03.07 Nil
13.	Sanctioned strength.	Assistant Director –1 Deputy Assistant Director –2 Consumer Welfare Officer –18 UDC/LDC –5 Typist –1, Peon -1

14.	Inspections carried out in the year	Nil
15.	Action taken on Inspection, if any.	Nil.
16.	Audit Objections pending, if any.	Nil
17.	Letters received in the year 2006-2007	970
18.	Letters issued in year 2006-2007	650
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Report is Annexure -A.
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	From inception upto 31.3.07 Complaint received 243 Redressed <u> 91</u> 112
21.	Other Tasks / works done, if any.	Nil
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Yes Book being done now by the Present Staff. No
23.	Any other remarks or observation.	Nil

ANNEXURE –A

Cash Balance and Expenditure (If cash is Handled by Section / Officer).

Non -Plan									Plan-SP
	OI-Salary	II-TE	13-01	13-02	13-03	13-04	14-RRT	50-OC	
Allotment 2006-07	25,70,999	38,674	15,500	9,000	15,000	42,000	53,664	15,500	91,500
Expenditure	25,59,937	38,636	13,999	11,476	13,451	42,000	53,66	15,433	91,477
Balance	11,862	38	1,501	-2476	1,549	-	-	67	23

PROFORMA OF ADMINISTRATIVE REPORT

1.	Name of Section / Office	Office of the Company Commander, W.B.N.V.F. District Battalion, Paschim Medinipur
2.	A brief introductory note about the Deptt.	<p>National Volunteer Force department was established in 1949 in West Bengal this department was previously known as B.J.R.D. (Bangiya Jatiya Rakshi Dal). Citizens of India or persons having permanent domicile in West Bengal may offer themselves for enrolment as volunteer in the force, for service during a period of a period of emergency and for other purposes as the State Government may think fit.</p> <p>There shall be the following classes of officers and subordinate other ranks in the Force, namely.</p> <p><u>OFFICES :</u></p> <p>1) State Commandant 2) Deputy State Commandant 3) District or Unit Commandant 4) Company Commander</p> <p><u>SUBORDINATES OTHER RANKS :</u></p> <p>1) Asstt. Company Commander 2) Platoon Commander 3) Section Commander</p> <p>Every district in West Bengal does have a district battalion which is looked after by a Company Commander under the control of the District Magistrate who is the Chief District Commandant. Now a days volunteers are called upon for Law & Order & Guarding duty under the disposal of the Superintendent of Police and Govt. Civil authorities respectively.</p>
3.	Name of the ADM in-Charge	Sri Golam Hassan Obaidur Rahaman, WBSC (Exe.), Addl. District Magistrate (General)
4.	Name of the Officer-in-charge	Shri Tapan Kumar Hati, Company Commander (GD & Trg)
5.	Name of Head Clerk / Clerk-in-charge	Shri Chitta Ranjan Shit, Asstt. Company Commander (Clerk)
6.	Main functions of Section	N.V.F. personnel are generally deployed in the aid of police and civil Authorities as per requisition of the concerned authorities. All the N.V.F. personnel are deployed out of the effective list maintained by the District Battalion Office and Call-up notice issued from time to time as per required by the office, to the N.V.F. personnel whose names are entered in the effective list.
7.	Acts/ Rules/ Schemes dealt with	Service condition of N.V.F. personnel are guided by

	by Section	W.B.N.V.F Acts, 1949 and W.B.N.V.F. Rules, 1949 and W.B.S.R. Part-I and Part –II dealing with the officer and staff who are regular employees of this District Battalion.
8.	Assets – Computers/Typewriters/Storage	No Computer and storage are held by this section, only one typewriter is held in this office.
9.	Registers maintained	1. Issue Register, 2. Receipt Register, 3. Deployment register-‘A’ coy. 4. Deployment register –‘B’ coy. 5. Deployment register other than Police. 6. Register of effective Vols. Of Purba & Paschim Medinipur who completed 60 (Sixty) years. 7. Bill register, 8. Bill transit register 9. Allotment register, 10. T.A. bill register 11. Cheque register , 12 Refreshers’ Course of Training register, 13. Inspection register, 14 Attendance register, 15. G.P.F. register, 16. GISS register, 17. P/Tax Register, 18. Disposition Register, 19. Peon book register (Gen.) 20. Peon book register (DM) 21 Acquaintance roll register for Salary 22. Acquaintance roll register for T.A. 23. Leave register, 24. Stock (for stationery / masc. articles) Register, 25. Cash Book
10.	Certificates issued by Section, if any,	Discharge Certificate is issued to the N.V.F. Volunteer who attains the age of 60 (sixty) years.
11.	Reports complied	The following monthly reports are sent to the State Commandant, W.B.N.V.F. Directorate (Bidhan Bhawan), P.O. Kalyani, Dist – Nadia. 1. Monthly Administrative report concerning various matter of administration. 2. Force return relating to the strength of effect volunteers 3. Monthly ‘B’ statement regarding allotment of funds being submitted to the State Commandant, W.B.N.V.F Directorate, Bidhan Bhawan, Kalyani, Nadia.

12.	<p>a) Targets set by Govt. / Head of office (if any) and Achievement</p> <p>b) Reasons for failure to achieve Target (if applicable)</p>	<p>Training and recruitment of volunteers were kept under suspension sinedie but if has not been lifted and 137 (One hundred and thirty seven) numbers of Sons/wards/dependents of deceased volunteers of Purba & Paschim Medinipur have been recruited and underwent training, by the State Commandant, W.B.V.N.F. Directorate, Bidhan Bhawan, Kalyani, Nadia every year. Volunteers of this district battlion are detailed to undergo the said training.</p> <p>Not applicable</p>																																
13.	Sanctioned strength and vacancies position.	<table border="1"> <thead> <tr> <th></th> <th>Sanctioned strength</th> <th>Posted strength</th> <th>Vacant</th> </tr> </thead> <tbody> <tr> <td>1. Company Commander (GD &Trg)</td> <td>1</td> <td>1</td> <td>-</td> </tr> <tr> <td>2. Asstt. Company Commander (GD & Trg)</td> <td>2</td> <td>2</td> <td>-</td> </tr> <tr> <td>3. Asstt. Company Commander (Clerk)</td> <td>1</td> <td>1</td> <td>-</td> </tr> <tr> <td>4. Platoon Commander (GD & Trg)</td> <td>10</td> <td>2</td> <td>8</td> </tr> <tr> <td>5. Orderly (peon)</td> <td>1</td> <td>-</td> <td>1</td> </tr> <tr> <td>6. Orderly</td> <td>3</td> <td>1</td> <td>2</td> </tr> </tbody> </table>						Sanctioned strength	Posted strength	Vacant	1. Company Commander (GD &Trg)	1	1	-	2. Asstt. Company Commander (GD & Trg)	2	2	-	3. Asstt. Company Commander (Clerk)	1	1	-	4. Platoon Commander (GD & Trg)	10	2	8	5. Orderly (peon)	1	-	1	6. Orderly	3	1	2
	Sanctioned strength	Posted strength	Vacant																															
1. Company Commander (GD &Trg)	1	1	-																															
2. Asstt. Company Commander (GD & Trg)	2	2	-																															
3. Asstt. Company Commander (Clerk)	1	1	-																															
4. Platoon Commander (GD & Trg)	10	2	8																															
5. Orderly (peon)	1	-	1																															
6. Orderly	3	1	2																															
14.	Inspections carried out in the year	No inspection carried out in the year																																
15.	Action taken on Inspection, if any.	Nil.																																
16.	Audit Objections pending, if any.	The account of the establishment was last audited during the year, 2007 there is no outstanding para of audit queries.																																
17.	Letters received in the year 2006-2007	831																																
18.	Letters issued in year 2006-2007	1334																																
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	Sl. No.	Head	Receipt	Expen.	Saving	Cash balance																											
		1	2070-OAS	Rs. 7,41,935.00	Rs. 6,46,945.00	Rs. 94,990	Nil																											

PROFORMA OF ADMINISTRATIVE REPORT : 2006-07

1.	Name of Section / Office	S.D.O's Office, Ghatal
2.	A brief introductory note about the Deptt.	<p>Sub-Divisional Officer's office is the Head Quarter of a subdivision. The S.D.O. is the Sub-Divisional Nodal and Co-ordinating officer. At the same time he is Sub Divisional Magistrate. Consequently a broad spectrum works are performed here. This may be categorized under 7 broad heads, viz (1) Development, (2) Relief, (3) Magisterial duties and court matter, (4) Election, (5) Regulatory functions (6) financial function, (7) Controller of Sub-divisional Correctional Home.</p> <p>1. Development works – economic, social and cultural all rural developmental activities carried in Block and G.P. level are thorough supervised and monitored regularly. Field visits are made by the S.D.O. and Dy. Magistrates. Utilisating, NREGA schemes, BEUP, MPLAD, United Fund, Funds of Finance Commission, Sarbasiksha Funds, Funds of SC, ST, and Backward deptt. and Minority Deptt. Health Deptt., Education Deptt., Social Welfare Deptt are monitored from this end. Function of Sub-Divisional level officers like SDL & LRO, SAO, PWD and PWD (Road), Agri Irrigation, Agri Mechanical, Electricity, Telephone, Food & Supplies, Employment Exchange are co-ordinate from this end. Development works and Social Welfare Programme of five Municipalities under this Sub-Division are also monitored from this end.</p> <p>2. Relief works – Ghatal is a flood prone Sub Division. Every year flood protection measures are to be taken and relief works are to be done. All the officers and staff of this Sub Division have to work day and night for two to three months.</p> <p>3. Magisterial duties and court matters : The SDO being Sub-Divisional Magistrate and other Dy. Magistrates having duly empowered by Govt., have to perform different Magisterial duties and have to run court under different section of Cr. P.C., I.P.C., E.C. Act, P.D.R. Act, Evidance Act,</p>

		<p>Rent Control Act and L.R. Act. General Law & Order are to be kept by the S.D.M. and the Dy. Magistrates. They have to Inquest of U.D. cases and to take dying declaration.</p> <p>4. Election Work : The SDO and Dy. Magistrates are empowered as EROs. Evry year this office has to under take summery revision, continuous updating of electoral rolls of 4 Assembly Constituencies. This office is to conduct EPIC camping and works of Permanent EPIC centers. The SDO and the Dy. Magistrate have to conduct 3-tire Panchayet Election, Assembly Election and Parliament Election in the capacity of RO/ARO.</p> <p>5. Regulatory Functions – This office handle Gun licence, Money leanding licence, Cinema and Video Licence, Petroleum Licence, Jute Licence, Sarai Licence, Probate case, Puja and microphone permission, issue of SC, ST and OBC certificate, residential certificate etc.</p> <p>6. Financial works –Pay and salary, other allowances of Govt. employee are drawn and disbursed. Other contingent expenditures are made. H.B. Grants and excretes are drawn and disbursed, court fees and N.J. stamp papers are procured and sold. SDO has to control the Ghatal Treasury under which there are 70 D.D.Os.</p> <p>7. To look after Sub-Divisional Correctional Home, S.D.O., Ghatal is also to act as superintendent of Ghatal Sub-Divisional Correctional home.</p>
3.	Name of the ADM in-Charge	Miss Smaraki Mahapatra at Present Mr. G. H. Obaidur Rahaman
4.	Name of the Officer-in-charge	Sri Goutam Mazumder, WNCS (Exe.), SDO, Ghatal
5.	a) Name of Head Clerk b) Clerk-in-charge	Sri Sukhamay Maity (now on deputation at Midnapore Treasury). Sri Asit Kr. Bhattacharya
6.	Main functions of Section	Maintained of Law and Order, Election affairs, Treasury affairs, Development affairs, Relief affairs of this Sub-Division. Court cases certificate cases, Inquest, different licences, certificate(s) regarding SC/ST/OBC/death /Birth Rent Control cases, Magisterial duty,

		Sub Jail matter and others.
7.	Acts/ Rules/ Schemes dealt with by Section	Some section of Cr. P.C. and IPC, EC Act, PDR Act, Rent Control Act, Stamp Act, Gun Licence Act, Petroleum Act, EC Act, Electricity duty Act, Money lending Act, WBL & LR Act, Law Clerk Act, Cinema & Video Licence Act, Child Marriage Registant Act, Dowry Act, Right to information Act / SC, ST & OBC Rule, Other related Rules, Financial Rules, Service Rules, Treasury Rules and Various Development Schemes.
8.	Assets – Computers/Typewriters/Storage	Computers, Type-writers, Franking Machine, Xerox Machine, Duplicator Machine as-well-as other assets requires to run the office smoothly/ Relief & Nazareth godown.
9.	Registers maintained	Issue, Receipt, Despatch, Register(s) Relief, Birth / Death/SC/ST/OBC Register(s) Certificate cases Register(s), Court cases Register(s), Allotment Register(s), Bill Register(s), Transit Register, DCR Register/ Register –94 / Register-96 / Deed Stock Register etc.,
10.	Certificates issued by Section, if any,	Yes, SC / ST / OBC / Residential
11.	Reports complied	All related report of Relief / Development / Election etc.
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	Nil Does not arise
13.	Sanctioned strength and vacancies position.	S.D.O. –1, Dy. Magistrate –2 T.O. –1, A.T.O. –2, A.P.P. –2, S.D.R.O.-1, S.A. & A. O. –1 Accountant –1 H.C. (General) –1 U.D.A –31 L.D.A -27 Gr. ‘D’ –21 B.P.S. –2 Vacancy U.D.A –3, L.D.A.-16, P.S. –3, Gr. ‘D’-5
14.	Inspections carried out in the year	Only internal Inspection held upto 31.03.07
15.	Action taken on Inspection, if any.	Yes
16.	Audit Objections pending, if any.	Yes, necessary steps are being taken to drop the same
17.	Letters received in the year 2006-2007	6502

18.	Letters issued in year 2006-2007	4,397																																										
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	<table border="1"> <thead> <tr> <th>Name of Month</th> <th>Expenditure</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>April'06</td> <td>Rs. 5556791.00</td> <td>Rs. 3102418.00</td> </tr> <tr> <td>May'06</td> <td>Rs. 2007051.00</td> <td>Rs. 2325859.00</td> </tr> <tr> <td>June'06</td> <td>Rs. 2643826.00</td> <td>Rs. 2503344.00</td> </tr> <tr> <td>July'06</td> <td>Rs. 1208505.00</td> <td>Rs. 1989567.00</td> </tr> <tr> <td>August'06</td> <td>Rs. 2485472.00</td> <td>Rs. 1547017.00</td> </tr> <tr> <td>September'06</td> <td>Rs. 1786939.00</td> <td>Rs. 1103866.00</td> </tr> <tr> <td>October'06</td> <td>Rs. 1236162.00</td> <td>Rs. 835946.00</td> </tr> <tr> <td>November'06</td> <td>Rs. 1310398.00</td> <td>Rs. 805394.00</td> </tr> <tr> <td>December'06</td> <td>Rs. 1984258.00</td> <td>Rs. 883566.00</td> </tr> <tr> <td>January'07</td> <td>Rs. 1960597.00</td> <td>Rs. 1681695.00</td> </tr> <tr> <td>February'07</td> <td>Rs. 3417317.00</td> <td>Rs. 1946748.00</td> </tr> <tr> <td>March'07</td> <td>Rs. 3636477.00</td> <td>Rs. 3892501.00</td> </tr> <tr> <td></td> <td>Rs. 29233793.00</td> <td>Rs. 2,26,17,921.00</td> </tr> </tbody> </table>	Name of Month	Expenditure	Balance	April'06	Rs. 5556791.00	Rs. 3102418.00	May'06	Rs. 2007051.00	Rs. 2325859.00	June'06	Rs. 2643826.00	Rs. 2503344.00	July'06	Rs. 1208505.00	Rs. 1989567.00	August'06	Rs. 2485472.00	Rs. 1547017.00	September'06	Rs. 1786939.00	Rs. 1103866.00	October'06	Rs. 1236162.00	Rs. 835946.00	November'06	Rs. 1310398.00	Rs. 805394.00	December'06	Rs. 1984258.00	Rs. 883566.00	January'07	Rs. 1960597.00	Rs. 1681695.00	February'07	Rs. 3417317.00	Rs. 1946748.00	March'07	Rs. 3636477.00	Rs. 3892501.00		Rs. 29233793.00	Rs. 2,26,17,921.00
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20.	<p>a) No. of complaints or petitions received by Section / Office</p> <p>b) Disposal of complaints done</p> <p>c) Complaints pending</p>	<p>a) 58</p> <p>b) 28</p> <p>c) 22 under proses, 8 nos pending</p>																																										
21.	Other Tasks / works done, if any.	Emergence work such as Election / Flood etc and time limit reports & returns of Treasury / Development etc.																																										
22.	<p>Additional manpower required, if any, in section.</p> <p>If additional manpower is required, how is the work being done now?</p> <p>Whether any additional person has been deployed on deputation or contract?</p>	<p>Existing manpower is reduced due to superannuation compared to the sanctioned strength. If 27 nos. vacant posts are filled, no additional manpower is required.</p> <p>The works are being done by the existing staff of respective section.</p> <p>No</p>																																										
23.	Any other remarks or observation.	None																																										

PROFORMA OF ADMINISTRATIVE REPORT : 2006-07

1.	Name of Section / Office	District Probation Officers Section , Deptt. of Jails Govt of West Bengal, Paschim Medinipur.																						
2.	A brief introductory note about the Deptt.	<p>A division of the field of correctional Care, which is a legal. Social and personal Service within the frame work of a Judicial setting, Consisting of intake, investigation and supervision for the purpose of protecting Society, Preventing delinquency and crime and rehabilitating the individual.</p> <p>Administrative Setup of Probation Branch</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center;"><u>Govt. of West Bengal</u></th> <th style="text-align: center;"><u>District</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Principal Secretary</td> <td style="text-align: center;">District Magistrate</td> </tr> <tr> <td style="text-align: center;">Deptt. of West Bengal</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: center;">↓</td> <td style="text-align: center;">Addl. Dist. Magistrate</td> </tr> <tr> <td style="text-align: center;">Inspector General (Corr. Service), West Bengal</td> <td style="text-align: center;">(General)</td> </tr> <tr> <td style="text-align: center;">↓</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: center;">Chief Probation Officer</td> <td style="text-align: center;">Probation Officer</td> </tr> <tr> <td style="text-align: center;">West Bengal</td> <td style="text-align: center;">↓</td> </tr> <tr> <td style="text-align: center;">↓</td> <td style="text-align: center;">Orderly Peon</td> </tr> <tr> <td style="text-align: center;">↓</td> <td style="text-align: center;">Gr.-D Staff</td> </tr> <tr> <td style="text-align: center;">Probation Officer</td> <td></td> </tr> </tbody> </table>	<u>Govt. of West Bengal</u>	<u>District</u>	Principal Secretary	District Magistrate	Deptt. of West Bengal	↓	↓	Addl. Dist. Magistrate	Inspector General (Corr. Service), West Bengal	(General)	↓	↓	Chief Probation Officer	Probation Officer	West Bengal	↓	↓	Orderly Peon	↓	Gr.-D Staff	Probation Officer	
<u>Govt. of West Bengal</u>	<u>District</u>																							
Principal Secretary	District Magistrate																							
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Probation Officer																								
3.	Name of the ADM in-Charge	G.H. Obaidur Rahaman, WBSC(Exe.)																						
4.	Name of the Officer-in-charge	Achin Kumar Dash, WBSC																						
5.	Name of Head Clerk /Clerk-in-charge	Nil																						
6.	Main functions of Section																							
7.	Acts/ Rules/ Schemes dealt with by Section	<p>a) Duties Under the Probation of Offenders Act-1958</p> <p>b) Duties Under the Juvenile Justice (Care & Protection) Act 2000</p> <p>c) Duties Under the Dairy Prohibition Act 1961.</p> <p>d) Sociological enquiry in the desirability of Premature release of Life Convict and other.</p> <p>e) Supervision on the Convicts released on Parole.</p> <p>f) Works in regard to Social as well as economic rehabilitation of the convict to be released from correctional Home.</p> <p>g) To work for child in need care & Protection with child welfare committee.</p>																						

		<p>h) To cause enquiry for temporary / life long custodian of a baby on adoption.</p> <p>i) To cause enquiry for the boys / girls etc. Who are kept into the custody of the authority of the state out side W.B.</p> <p>j) Other enquiry as directed by the Ld. Court.</p> <p>k) Extra departmental works as per instruction of the District authority, such as :</p> <p>i) election duty, ii) Relief works</p> <p>iii) any other official works as given time to time by the D.M. / A.D.M.</p>									
8.	Assets Computers/Typewriters/Storage	Nothing.									
9.	Registers maintained	<p>Yes,</p> <p>i) Registers of : a) P.O. Act, b) J.J. Act, c) Premature release.</p> <p>ii) Chronological register</p> <p>iii) History sheet against each convicts placed under supervision.</p> <p>iv) Despatch register</p> <p>v) M.P.R. files</p> <p>vi) Peon book etc.</p>									
10.	Certificates issued by Section, if any,	No									
11.	Reports complied										
12.	<p>a) Targets set by Govt. / Head of office (if any) and Achievement</p> <p>b) Reasons for failure to achieve Target (if applicable)</p>	<p>No target</p> <p>But achieved 100% works of court orders & other Govt orders and submit reports.</p>									
13.	Sanctioned strength and vacancies position.	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">Sanctioned</th> <th style="text-align: center; border-bottom: 1px solid black;">Vacant</th> </tr> </thead> <tbody> <tr> <td>i) Probation Officer</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>ii) Orderly Peon</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>		Sanctioned	Vacant	i) Probation Officer	2	1	ii) Orderly Peon	2	1
	Sanctioned	Vacant									
i) Probation Officer	2	1									
ii) Orderly Peon	2	1									
14.	Inspections carried out in the year	Inspected by the Chief Probation Officer, West Bengal on 27.12.2006									
15.	Action taken on Inspection, if any.	Yes, As per instruction									
16.	Audit Objections pending, if any.	No.									
17.	Letters received in the year 2006-2007	113									
18.	Letters issued in year 2006-2007	155									
19.	Cash balance and expenditure (if cash is handled by Section / Office) 2006-07	No cash is handled by the section									

20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	Nil
21.	Other Tasks / works done, if any.	Rehabilitation works through NGO like Red cross, M.R.C.C. etc. Childing, Attend Seminar / Workshop etc.
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	If possible one Typist cum Clerk is needed for smooth running the office.
23.	Any other remarks or observation.	Ok

ADMINISTRATIVE REPORT FOR THE 2006-2007

1.	Name of Section / Office	Office of the District Controller (F&S), Paschim Medinipur.
2.	A Brief introductory note about the deptt.	The Deptt. Of Food & supplies is perhaps the only deptt. Where the dealing with the public is most. As such, it has to face a lot of peculiar problems of various nature. There problems are sotted out with the help of district administration that have been very much Co-operative and sympathetic towards the sensitive issues concerning food administration. The work of the Food Deptt. In this district is supervised by one District Controller and four sub divisional Controllers.
3.	Name of the ADM in-charge	---
4.	Name of the Officer-in-charge	Sri Goutam Chowdhury.
5.	Name of the Head clerk / Clerk-in-Charge.	Smt. Jharna Das
6.	Main functions of office	This office deals with maintainece of distribution of food grains as well as S.K.Oil & Levy sugar to the R.C. holders under different Govt. Schemes viz. APL, BPL, AAY & APS and is also involved in procuring levy rice from Rice Mill and from other agencies like BENFED, CONFED, NAFED & WBECSC Pvt. Ltd. This office is also involved in Mid-day meal & SSK schemes.
7.	Acts / Rules / Schemes delt with by section.	Acts pertaining to different control orders are being enforced by food Deptt. The control orders being --- i) WBPDS (Maintenance & Control) order, 2002. ii) W.B. Kerosene control order 1968 iii) W.B. Baby Food control order, 1966 iv) W.B. Cotton cloth & yarn control order, 1960 v) W.B. HSD & MS control order, 2000. vi) W.B. Lubricating control order, 1968. vii) W.B. Rice Mills (control and levy) order, 2007
8.	Assets – Computer’s / Type writers/ Storage	i) 1 (one) type writer. ii) 1 (one) Computer. iii) 1 (one) Fax machine. iv) 1 (one) Telephone. v) 1 (one) Govt. Food Depots.
9.	Registers maintained	Registers maintained by all sections-in-charge.

10.	Certificate issued by office.	Nil			
11.	Reports Compiled	Reports are compiled on regular basis such as collection of levy, TPDS reports, Report on enforcement of different control orders.			
12.	a) Targets set by Govt. / Head of office (if any) and Achievement b) Reasons for failure to achieve Target (if applicable)	a) Target for procuring rice was 37008 MT in KMS 2006-07. Target achieved was 36793.3 MT. b) Shortage of fund.			
13.	Sanctioned strength and vacancy position.	Cetegory	Sanctiod	Existing	Vacany
		i) District Controller (F&S)	1	1	1
		ii) Asst. District Controller (F&S),	1	X	1
		iii) Accounts Officer (F&S)	1	X	1
		iv) S.C.F & S	4	4	×
		v) Chief Inspector (F&S)	17	13	4
		vi) Sub-Inspector (F&S)	91	21	70
		vii) Inspect (F&S)	71	39	32
		viii) Head Clerk	05	×	05
		ix) Accountant	06	06	×
		x) U.D. Clerk	43	37	06
		xi) L.D. Clerk	45	13	32
		xii) Typist (Basic Grade)	05	02	03
		xii) Nazir	05	02	03
		xiii) Typist (Grade-I)	05	02	03
xiv) Group D (Basic Grade)	59	37	22		
xv) Group D (Grade-I)	119	76	43		
14.	Inspections carried out in the year	Regular inspection has to be done throughout the Year as a routine work.			
15.	Action taken on Inspection, if any.	a) Suspension : i) M.R. Distributor - 05 ii) M.R. Dealers - 52 iii) S.K. Oil Agent - 01 iv) S.K. Oil Big Dealers - 05 v) S.K. Oil Dealers - 38 b) Fine imposed & collected Rs. 3,91,000/-			
16.	Audit Objections pending, if any.	Nil			
17.	Letters received in the year 2006-2007	3763			
18.	Letters issued in year 2006-2007	1950			
19.	Cash Balance and expenditure (if	a) Cash Balance :			

	cash is handled by office)	i) Nil as on 31.03.2007 as per General Cash Book. ii) Rs. 70,238.00 as on 31.03.07 as per Cash Book of 2 nd Current Account. b) Expenditure : From General Cash Account :			
		Sl. No.	Scheme	Amount Received (in Rs.)	Expenditure incurred (in Rs.)
		1	Office Expenses	95,727.00	95,727.00
		2.	T.A	69,763.00	69,763.00
		3.	Wages	Nil	Nil
		4.	Maintenance of office Vehicle	Nil	Nil
		5.	Electric	35,899.00	35,899.00
		6.	Telephone	6,181.00	6,181.00
		From 2 nd Current Account :			
		Allotment Received (in Rs.)		Expenditure incurred (in Rs.)	
		1,18,095.00		1,30,836.00	

**ADMINISTRATIVE REPORT OF SARVA SIKSHA MISSION,
PASCHIM MEDINIPUR FOR THE YEAR 2006-07**

1.	Name of Section / Office	Sarva Siksha Mission, Pachim Medinipur
2.	A Brief introductory note about the deptt.	This department is the part of Sarva Siksha Mission project that programme is the comprehensive and integrated flagship programme of Government of India, to attain Universal Elementary Education in the country to provide useful and relevant education to all children in the 5+ to 14 age groups by 2010.
3.	Name of the ADM in-charge	Smt. Smaraki Mahapatra, WBCS (Exe)
4.	Name of the Officer-in-charge	Shri Sabyasachi Sarkar, WBCS (Exe).
5.	Name of the Head clerk / Clerk-in-Charge.	Shri Asoke Kumar Bhakat, UDA
6.	Main functions of office	To provide universal and quality education to all children in the 5+ to 14 age group by 2010.
7.	Acts / Rules / Schemes dealt with by section.	Schemes and Guidelines time to time received from SPDs office dealing with this section.
8.	Assets – Computer's / Type writers/ Storage	6 (Six) computers in the Office
9.	Registers maintained	a) Cash Book b) Allotment Register c) Advance Register d) Dead stock Register e) Stationary Stock register f) Cheque issue & Receipt Register g) Letter Issue Received and Register h) Stamp Stock Register i) Attendance Register j) Ledger Book k) Sales Tax & P. Tax Register l) Cheque Refund Register m) Register for RTs n) Acquaintance of staff o) Register for NPEGEL p) Recruitment Register q) Leave Register.
10.	Certificate issued by office.	Nil
11.	Reports Compiled	Monthly Fund Flow Statement, Statements of Advances, Quarterly progress Report, DISE Report, Cohort Study Report, Various Survey Reports, Pedagogical reports.
12.	a) Targets set by Govt./head of office (if any) and Achievement.	Approved works plan & Budget prepared in each year shown as the target of the Sarva Siksha Mission, Paschim Medinipur. The total fund available during the year including spillover amount of Rs. 716.59 lakh is Rs 5360.33 Lakh. Out of that a sum of Rs. 5274.74 Lakh was spent during the year. In 2006-2007 98.40% is achieved of the target.

	b) Reasons for failure to achieve Targets (If applicable).	Recruitment of para teachers could not be materialized and alternative schools are not opened because of non-receipt of proposals from sub district level.
13.	Sanctioned strength and vacancy position	District Project Officer –1, ADPO-2, DDPO-2, pedagogy Co-ordinator-1, Research-Studies Co-ordinator-2, (Filled up), IED Co-ordinator-1 (Filled up), Gender Co-ordinator-1 (Filled up), CM & AS Co-ordinator-1 (Filled up), UDA (Accounts)-1, UDA (General)-1, UDA (Cash)-1, Accountant –2, District Planning Co-ordinator-1, LDA-2, Technical Assistant-1, Peon / Night Guard-3, FAO-1 (Filled up), Assistant Engineer – 1 (Filled up), Jr. Engineer-2, MIS In-charge-1 (Filled up), PMIS Co-ordinator –1, (Filled up), DEO-2, (1 filled Up).
14.	Inspections carried out in the year	Inspection of Schools Education Department (both SE and PE) for supervision & monitoring of the SSA activities of the all the Primary and Upper Primary Schools of this district.
15.	Action taken on Inspection, if any.	No adverse report as such has been received from inspector as yet.
16.	Audit Objections pending, if any.	Replies to Audit objection have already been sent.
17.	Letters received in the year 2006-2007	7635 Letters received in 2006-07
18.	Letters issued in year 2006-2007	1022 Letters issued in 2006-07
19.	Cash Balance and expenditure (if cash is handled by office)	Cash in hand Rs. 6070.00 Total Expenditure was Rs. 5274.74 lakh.

FUNCTION OF THE SECTION :

This Section is responsible for smooth transaction of Cash, Cheques etc, in connection with various types of development works and implementation of schemes of different level, disbursement of monthly salaries, TA Bills, GPF Bills to the Officers & Staff of the Collectorate.

Beside, this Section Looks after Sweeping, Supply of draining works, Sanitation of District Magistrate & Additional District Magistrates Bunglow as well as that of Circuit House and Dak Bunglow. Entertainment of VIPs and VVIPs during their visit to the district Maintenance of Establishment matters of process services and Group 'D' employees of the district.

STAFF POSITION (EXISTING) AS ON 30.06.2006 :

UDA-	: 06
LDA -	: 06
Group 'D' -	: 09
Process Server -	: 07
Sweeper -	: 04

REGISTER PAINTAINED :

1. Receipt Register, 2. Issue Register, 3. Movement Register, 4. Bill Register, 5. Bill Transit Register, 6. Advance Register, 7. Stock Register, 8. Aooltment Register, 9. Deed Stock Register, 10. Allotment Register of MUP, 11. Casual Leave Register, 12. Cheque receiving Register, 13. Advance Register.

CASH BOOK MAINTAINED :

1. 10 (Ten) Subsidiary Cash Books are maintained in there cash payment and cash receiving consulers.
2. Main Cash Book
3. P.L. Cash Book District Magistrate.

FLIES DEALT WITH BY THE SECTION :

1. Establishment matters of Group 'D' including maintenance of Service Books.
2. Establishment matters of Process Services including maintenance of Service Books.
3. Maintenance of Ledges of GPF of Group 'D' employees and Issue of Account Slip.
4. Transfer and posting of Process Service and Group 'D' employees.
5. Purchase of Stationary articles for maintenance of Office.
6. Security money of Nazir / Assist. Nazir / Elisted Contractors / Suppliers.

7. Cancellation of Cheques
8. File relating to PL Accounts of District Magistrate.
9. File relating to Maintenance of Daily Rated Workers.
10. File relating to Purchase of Electrical equipment.
11. File relating to Payment of Telephone Bills.
12. File relating to Payment of Electricity Bills

ISSUE & RECEIPT REGISTER :

No. of letters issued from 01.01.2007 to date : 903

No. of letters received from 01.01.2007 to date : 941

CASUAL LEAVE REGISTER & LATE ATTENDANCE REPORT :

It is maintained properly. Late Attendance reports are sent in time.

AUDIT QUARRY :

The status report on outstanding Audit Paras are sent as and when asked for

ASSEMBLY QUESTION & LOKESABHA QUESTION :

No Reports is lying pending.

DRAWAL OF ADVANCE AND ADJUSTMENT THERE TO :

No advance was drawn during the period of inspection by this section and therefore question of submission of adjustment bill does not arise.

STOCK REGISTER :

Stock Register for purchase of stationery articles is maintained properly

CASH VERIFICATION :

Cash Balance in hand Rs. 14,63,58,998.66 (Rupees fourteen crore sixty three lakh fifty eight thousand nine hundred ninety eight and sixty six paise) only which tallies with the balance as stood on 24.09.2007 in main Cash Book.

OBSERVATION :

Work done by the staff of this section is more or less satisfactory. Guard File is maintained Properly but maintenance of Index Register is required.

ANNUAL ADMINISTRATIVE REPORT : 2006-07
OFFICE OF THE DISTRICT INFORMATION & CULTURAL OFFICER,
PASCHIM MEDINIPUR

1.	Name of Section / Office	Office of the District Information & Cultural Officer, Paschim Medinipur
2.	A Brief introductory note about the deptt.	Information & Cultural Affairs Department performs the responsibility of reaching out to the masses through its four directorates-Information, Culture, Films and Archaeology. The district Office of this department follows the same path. The office, in congruence with the objectives of the department functions as the mouthpiece of the Government in the district. The cultural activities of the Government on the district are also organized by the office.
3.	Name of the ADM in-charge	Mr. G.H. Obaidur Rahaman, ADM General
4.	Name of the Officer-in-charge	Shri Marityunjoy Kar Mahapatra District Information & Cultural Officer Paschim Medinipur.
5.	Name of the Head clerk / Clerk-in-Charge.	Post lying vacant
6.	Main functions of office	<ol style="list-style-type: none"> 1] To assist the District Administration in matters relating to dissemination of information from it. 2] To look after all affairs concerning media-organizing press meets, distribution of press releases, accreditation of media persons from the district. 3] Publication of all Govt. advertisements in newspapers / periodicals / magazines/ journals of the district must be routed through this office. 4] Organization of cultural programmes of the Govt. in the district viz. International Mother Language Day, Rabindra Jayanti, Nazrul jayanti, Rabindra Tirodhan Dibas, Sahid Dibas, Cultural programmes of Republic Day and Independence Day etc. 5] Organization of other cultural events, competitions, workshops, seminars from time to time in pursuance of departmental order. Also , according to departmental orders received poster exhibitions (posters published by I & C.A. deptt. only), multimedia and social communication campaigns etc are organized.

10.	Certificate issued by office.	Certificates are only issued to successful candidates when competitions are organized in pursuance with departmental order.
11.	Reports Compiled	Monthly report of the office activities sent every month to the Director of Information and ex-officio joint secretary to the Govt. of West Bengal, Information & Cultural affairs Department, Writers Buildings, Kolkata.
12.	a) Targets set by Govt./head of office (if any) and Achievement.	The office works on its different activities (as described in col.6) in Pursuance with departmental orders, which vary according to its nature. Hence the concept of target setting is not applicable to this office.
	b) Reasons for failure to achieve Targets (If applicable).	Not applicable
13.	Sanctioned strength and vacancy position	a) District Information and Cultural Officer - 01 b) Sub-Divisional Information and Cultural Officer , Paschim Medinipur (Sadar)-01. c) Technical Supervisor - Midnapore - 01. d) U.D. Assistant (for D.I.C.O) - 01- Vacant. e) U.D. Assistant (for S.D.I.C.O.) - 01-vacant. f) Field Information Assistant (for D.I.C.O.) - 01-vacant. g) Junior F.I.A. - 02, 01 vacant. h) Laboratory Assistant (Radio) 03, 01 Vacant. i) L.D. Assistant (for D.I.C.O.) - 01. j) Electric mistry - 01, Vacant. k) Operator - D.A.V. unit -01. l) Operator -D.A.V. unit (sadar)-01, vacant. m) Driver- D.A.V. unit -01 n) Assistant Operator-D.A.V. unit - 01. o) Group "D" employees -10 Sanctioned Strength -27 Vacant posts - 07
14.	Inspections carried out in the year	Not applicable
15.	Action taken on Inspection, if any.	Not applicable
16.	Audit Objections pending, if any.	Ni;
17.	Letters received in the year 2006-2007	1134 nos.
18.	Letters issued in year 2006-2007	684 nos.
19.	Cash Balance and expenditure (if cash is handled by office)	Cash balance and expenditure as on 31.03.2007 Rs. 31,766 only.

ANNUAL ADMINISTRATIVE REPORT : 2006-07

1.	Name of Section / Office	Establishment Section																				
2.	A Brief introductory note about the deptt.	<p>The Establishment Sec. of the collectorate is one of the most important Sec. in the Collectorate. The Section looks after all the Establishment matter of officer & Group- C staff along with sub Divisional officer (Sadar) and partially of those posted at Block Head Quarters. In Paschim Medinipur Collectorate, the Establishment Section the performs the followings works. Preparation of pay and subsistence allowance bills.</p> <p>OFFICERS' CELL</p> <p>The officers cell is constituted with 3 staff out 23 excluding the office-in-charge of the Esstt. Section. The staff pattern of which is as follows.</p> <p style="text-align: center;">Sr. Dy. Collector, Sri sagar Chakraborti, W.B.C.S (Exe.)</p> <p style="text-align: center;">Sri Amitava Banarjee, U.D.A.</p> <p>Staff pattern : L.D.A. - 1, Group- "D"-1</p> <p>Apart from this General Establishment Section there is another Cell which deals with the Establishment matters exclusively of the officers, Viz. I.A.S., W.B.C.S. (Exe), WBA & AS, and officers of certain other services. Accordingly this cell has been christened as the gazetted officers' Cell. To facilitate the work, the cell is functioning with, Senior Deputy collector as the officer-in-Charge. But it is manned by a separate group of staff including the clerk-in Charge.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name of the office</th> <th style="text-align: center;">Sanctioned Strength</th> <th style="text-align: center;">Working Strength</th> <th style="text-align: center;">Vancancy</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Dist head Quarter</td> <td style="text-align: center;">9DMDC+ (One) DPRDO & One DPLO)</td> <td style="text-align: center;">7 Dy. Magistrate & Dy. Collector+One DPLO</td> <td style="text-align: center;">2D MDD + IDPRODO 1 D.M.D.C.</td> </tr> <tr> <td style="text-align: center;">Kharagpur SDO Office</td> <td style="text-align: center;">SDO+3 DMDC</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Jhargram SDO Office</td> <td style="text-align: center;">SDO+3DM DC</td> <td style="text-align: center;">SDO+ Three Dy. Magistrate & Dy. Collector</td> <td style="text-align: center;">Nil</td> </tr> <tr> <td style="text-align: center;">Ghatal SDO Officer</td> <td style="text-align: center;">SDO + 3Dy. Magistrate & Dy. Collector</td> <td style="text-align: center;">SDO + Two Magistrate & Dy. Collector</td> <td style="text-align: center;">1 DMDC</td> </tr> </tbody> </table>	Name of the office	Sanctioned Strength	Working Strength	Vancancy	Dist head Quarter	9DMDC+ (One) DPRDO & One DPLO)	7 Dy. Magistrate & Dy. Collector+One DPLO	2D MDD + IDPRODO 1 D.M.D.C.	Kharagpur SDO Office	SDO+3 DMDC			Jhargram SDO Office	SDO+3DM DC	SDO+ Three Dy. Magistrate & Dy. Collector	Nil	Ghatal SDO Officer	SDO + 3Dy. Magistrate & Dy. Collector	SDO + Two Magistrate & Dy. Collector	1 DMDC
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No. of Blocks	Sanctioned Strength	B.D.O.s Posted	Vancancy
29	29	29	Nil

PENSION CELL

The Pension cell is constituted with 3 staff out of 23 excluding the Office-In-Charge of the Esstt. Section. The staff pattern of which is as follows.
Sr. Dy. Collector Sagar Chakrabarti. WBCS (Exe)
Sri Gopal Dua, U.D.A

Staff Pattern Group "D"-1

This Cell discharges all the works relating to the pensioner benefits including payment of gratuity, GISS, & Leave salary etc. of the employees and officers who are going to be retired and already retired from the Govt. Service under Paschim Medinipur Collectorate. Pension Cell prepare the pension papers as well as pension proposal primarily before one year earlier of the each and every employees and officers of the collectorate.

The main object of the cells to receive the pension papers submitted by the employees and officers for processing the same and to send to the A.G. (A&E) W.B. for final settlement having collected various report and documents from the concerned deptt. and D.A's of the section like as service book, pay certificate in a annexure -1315-F dt. 14-10-92, Integrity clearance Report from the vigilance Commissioner, No liability report and report on D.P. Case and Court case etc. as per the guidance of the D.C.R.B-1971 and Govt order issued time to time. The pension cell also maintains the register for keeping the accounts of the pension cases on process and disposal.

PERFORMANCE.

- a) No of application received..... 03
- b) No. of application sent to A.G.03
- c) Cases finally disposedc of02
- d) Not yet disposed01

Advance pension case for the year 2007

- a) No of proposal sent to A.G. W.B. 3
- b) Pension Cases disposed of10
- c) No yet disposed03

The Senior Deputy collector last inspected the cell in the year 2007. No main problem was found in course of the said inspection. Maximum pension proposal are sent to A.G.(A.E) W. B. before 6/7 month earlier for final settlement and returned back with the sanctioned to this end in due time.

	 15 Employees have retired on superannuation during the current year and their benefits have been given on the date of superannuation.								
3.	Name of the ADM in-charge	Mr. G.H. Obaidur Rahaman, WBCS (Exe)								
4.	Name of the Officer-in-charge	Sagar Chakrabarti, WBCS (Exe.)								
5.	Name of the Head clerk / Clerk-in-Charge.	Nil								
6.	Main functions of office	<ul style="list-style-type: none"> i) Preparation of pay subsistence allowance bills. ii) G.P.F. Advance sanction and recover. iii) Medical Re- Imbursements. iv) Group Insurance. v) L.T.C.& T.A. Bill. vi) Appointment, Transfer and posting of staff. vii) Promotion / Increments and related matters. viii) Preparation of Gradation list. ix) Various Loan and their records. x) Leave of the mentress of the Staff and maintenance of leave records. xi) Maintenance of Service Book. xii) Issue & Dispatch / Maintenance Guard file. xiii) fixation & Fixation of pay etc. 								
7.	Acts / Rules / Schemes delt with by section.	As per rule of WBSR								
8.	Assets – Computer’s / Type writers/ Storage	Two computer have been installed for preparation of various work of the section.								
9.	Registers maintained	Issue, Received, Allotment, D.P.Case, Resion.								
10.	Certificate issued by office.	Nil								
11.	Reports Compiled	As an which complied								
12.	a) Targets set by Govt./head of office (if any) and Achievement.	No Applicable								
	b) Reasons for failure to achieve Targets (If applicable).	Not applicable								
13.	Sanctioned strength and vacancy position	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">U.D.C.</td> <td style="text-align: right;">11</td> </tr> <tr> <td>L.D.C.</td> <td style="text-align: right;">06</td> </tr> <tr> <td>Typist :</td> <td style="text-align: right;">nil</td> </tr> <tr> <td>Group :- “D”</td> <td style="text-align: right;">08</td> </tr> </table>	U.D.C.	11	L.D.C.	06	Typist :	nil	Group :- “D”	08
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14.	Inspections carried out in the year	2007								
15.	Action taken on Inspection, if any.	No								
16.	Audit Objections pending, if any.	Audit is faced mainly by the NDC								
17.	Letters received in the year 2006-2007	5266 nos.								

18.	Letters issued in year 2006-2007	1774 nos.
19.	Cash Balance and expenditure (if cash is handled by office)	Not applicable
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	
21.	Other Tasks / works done, if any.	Posting of Staff
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Nil
23.	Any other remarks or observation.	

ANNUAL ADMINISTRATIVE REPORT : 2006-07

1.	Name of Section / Office	Establishment Section																				
2.	A Brief introductory note about the deptt.	<p>The Establishment Sec. of the collectorate is one of the most important Sec. in the Collectorate. The Section looks after all the Establishment matter of officer & Group- C staff along with sub Divisional officer (Sadar) and partially of those posted at Block Head Quarters. In Paschim Medinipur Collectorate, the Establishment Section the performs the followings works. Preparation of pay and subsistence allowance bills.</p> <p>OFFICERS' CELL</p> <p>The officers cell is constituted with 3 staff out 23 excluding the office-in-charge of the Esstt. Section. The staff pattern of which is as follows.</p> <p style="text-align: center;">Sr. Dy. Collector, Sri sagar Chakraborti, W.B.C.S (Exe.)</p> <p style="text-align: center;">Sri Amitava Banarjee, U.D.A.</p> <p>Staff pattern : L.D.A. - 1, Group- "D"-1</p> <p>Apart from this General Establishment Section there is another Cell which deals with the Establishment matters exclusively of the officers, Viz. I.A.S., W.B.C.S. (Exe), WBA & AS, and officers of certain other services. Accordingly this cell has been christened as the gazetted officers' Cell. To facilitate the work, the cell is functioning with, Senior Deputy collector as the officer-in-Charge. But it is manned by a separate group of staff including the clerk-in Charge.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Name of the office</th> <th style="width: 25%;">Sanctioned Strength</th> <th style="width: 25%;">Working Strength</th> <th style="width: 25%;">Vancancy</th> </tr> </thead> <tbody> <tr> <td>Dist head Quarter</td> <td>9DMDC+ (One) DPRDO & One DPLO)</td> <td>7 Dy. Magistrate & Dy. Collector+One DPLO</td> <td>2D MDD + IDPRDO 1 D.M.D.C.</td> </tr> <tr> <td>Kharagpur SDO Office</td> <td>SDO+3 DMDC</td> <td></td> <td></td> </tr> <tr> <td>Jhargram SDO Office</td> <td>SDO+3DM DC</td> <td>SDO+ Three Dy. Magistrate & Dy. Collector</td> <td>Nil</td> </tr> <tr> <td>Ghatal SDO Officer</td> <td>SDO + 3Dy. Magistrate & Dy. Collector</td> <td>SDO + Two Magistrate & Dy. Collector</td> <td>1 DMDC</td> </tr> </tbody> </table>	Name of the office	Sanctioned Strength	Working Strength	Vancancy	Dist head Quarter	9DMDC+ (One) DPRDO & One DPLO)	7 Dy. Magistrate & Dy. Collector+One DPLO	2D MDD + IDPRDO 1 D.M.D.C.	Kharagpur SDO Office	SDO+3 DMDC			Jhargram SDO Office	SDO+3DM DC	SDO+ Three Dy. Magistrate & Dy. Collector	Nil	Ghatal SDO Officer	SDO + 3Dy. Magistrate & Dy. Collector	SDO + Two Magistrate & Dy. Collector	1 DMDC
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PERFORMANCE.

- a) No of application received..... 03
- b) No. of application sent to A.G.03
- c) Cases finally disposed of02
- d) Not yet disposed01

Advance pension case for the year 2007

- a) No of proposal sent to A.G. W.B. 3
- b) Pension Cases disposed of10
- c) No yet disposed03

The Senior Deputy collector last inspected the cell in the year 2007. No main problem was found in course of the said inspection. Maximum pension proposal are sent to A.G.(A.E) W. B. before 6/7

		month earlier for final settlement and returned back with the sanctioned to this end in due time. 15 Employees have retired on superannuation during the current year and their benefits have been given on the date of superannuation.
3.	Name of the ADM in-charge	Mr. G.H. Obaidur Rahaman, WBCS (Exe)
4.	Name of the Officer-in-charge	Sagar Chakrabarti, WBCS (Exe.)
5.	Name of the Head clerk / Clerk-in-Charge.	Nil
6.	Main functions of office	i) Preparation of pay subsistence allowance bills. ii) G.P.F. Advance sanction and recover. iii) Medical Re- Imbursements. iv) Group Insurance. v) L.T.C.& T.A. Bill. vi) Appointment, Transfer and posting of staff. vii) Promotion / Increments and related matters. viii) Preparation of Gradation list. ix) Various Loan and their records. x) Leave of the mentress of the Staff and maintenance of leave records. xi) Maintenance of Service Book. xii) Issue & Dispatch / Maintenance Guard file. xiii) fixation & Fixation of pay etc.
7.	Acts / Rules / Schemes delt with by section.	As per rule of WBSR
8.	Assets – Computer’s / Type writers/ Storage	Two computer have been installed for preparation of various work of the section.
9.	Registers maintained	Issue, Received, Allotment, D.P.Case, Resion.
10.	Certificate issued by office.	Nil
11.	Reports Compiled	As an which complied
12.	a) Targets set by Govt./head of office (if any) and Achievement.	No Applicable
	b) Reasons for failure to achieve Targets (If applicable).	Not applicable
13.	Sanctioned strength and vacancy position	U.D.C. 11 L.D.C. 06 Typist : nil Group :- “D” 08
14.	Inspections carried out in the year	2007
15.	Action taken on Inspection, if any.	No

16.	Audit Objections pending, if any.	Audit is faced mainly by the NDC
17.	Letters received in the year 2006-2007	5266 nos.
18.	Letters issued in year 2006-2007	1774 nos.
19.	Cash Balance and expenditure (if cash is handled by office)	Not applicable
20.	a) No. of complaints or petitions received by Section / Office b) Disposal of complaints done c) Complaints pending	
21.	Other Tasks / works done, if any.	Posting of Staff
22.	Additional manpower required, if any, in section. If additional manpower is required, how is the work being done now? Whether any additional person has been deployed on deputation or contract?	Nil
23.	Any other remarks or observation.	

NEZARATH SECTION

Name of the section / office	: Nezarath Section
Name of ADM in charge	: Ms. Smaraki Mahapatra, IAS
Name of the Officer-in-charge	: Shri Renu Pada Dey, WBCS (Exe.)
Name of the clerk-in-charge	: Shri Kamala Kanta Das (Nazir)

FUNCTION OF THE SECTION :

This Section is responsible for smooth transaction of Cash, Cheques etc, in connection with various types of development works and implementation of schemes of different level, disbursement of monthly salaries, TA Bills, GPF Bills to the Officers & Staff of the Collectorate.

Beside, this Section Looks after Sweeping, Supply of draining works, Sanitation of District Magistrate & Additional District Magistrates Bunglow as well as that of Circuit House and Dak Bunglow. Entertainment of VIPs and VVIPs during their visit to the district Maintenance of Establishment matters of process services and Group 'D' employees of the district.

STAFF POSITION (EXISTING) AS ON 30.06.2006 :

UDA-	: 06
LDA -	: 06
Group 'D' -	: 09
Process Server -	: 07
Sweeper -	: 04

REGISTER MAINTAINED :

1. Receipt Register, 2. Issue Register, 3. Movement Register, 4. Bill Register, 5. Bill Transit Register, 6. Advance Register, 7. Stock Register, 8. Appointment Register, 9. Deed Stock Register, 10. Allotment Register of MUP, 11. Casual Leave Register, 12. Cheque receiving Register,
13. Advance Register.

CASH BOOK MAINTAINED :

2. 10 (Ten) Subsidiary Cash Books are maintained in there cash payment and cash receiving consultants.
3. Main Cash Book
4. P.L. Cash Book District Magistrate.

FILES DEALT WITH BY THE SECTION :

1. Establishment matters of Group 'D' including maintenance of Service Books.
2. Establishment matters of Process Services including maintenance of Service Books.
3. Maintenance of Ledges of GPF of Group 'D' employees and Issue of Account Slip.
4. Transfer and posting of Process Service and Group 'D' employees.
5. Purchase of Stationary articles for maintenance of Office.
6. Security money of Nazir / Assist. Nazir / Elisted Contractors / Suppliers.

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8. File relating to PL Accounts of District Magistrate.
9. File relating to Maintenance of Daily Rated Workers.
10. File relating to Purchase of Electrical equipment.
11. File relating to Payment of Telephone Bills.
12. File relating to Payment of Electricity Bills

ISSUE & RECEIPT REGISTER :

No. of letters issued from 01.01.2007 to date : 903

No. of letters received from 01.01.2007 to date : 941

CASUAL LEAVE REGISTER & LATE ATTENDANCE REPORT :

It is maintained properly. Late Attendance reports are sent in time.

AUDIT QUARRY :

The status report on outstanding Audit Paras are sent as and when asked for

ASSEMBLY QUESTION & LOKESABHA QUESTION :

No Reports is lying pending.

DRAWAL OF ADVANCE AND ADJUSTMENT THERE TO :

No advance was drawn during the period of inspection by this section and therefore question of submission of adjustment bill does not arise.

STOCK REGISTER :

Stock Register for purchase of stationery articles is maintained properly

CASH VERIFICATION :

Cash Balance in hand Rs. 14,63,58,998.66 (Rupees fourteen crore sixty three lakh fifty eight thousand nine hundred ninety eight and sixty six paise) only which tallies with the balance as stood on 24.09.2007 in main Cash Book.

OBSERVATION :

Work done by the staff of this section is more or less satisfactory. Guard File is maintained Properly but maintenance of Index Register is required.