

1. The particulars of its organization, functions and duties:-

District Compensation Office is a Govt. Concern under the District Magistrate & Collector, Birbhum.

To preserve the Compensation Cases, Records since 1955 (Date of vesting) and necessary arrangement for payment of Compensation as per Govt. Rules under W.B.E.A Act 1953.

The payment of Compensation in two ways viz (a) Secular (b) Annuity are being done in respect of Application received from the Applicant. After receiving the application for payment of Compensation 'Annuity' it goes to S.D.C.O with the proper Case Records after proper verification of previous payment and thereafter goes to D.C.O, A.D.M(G) to D.M. for final approval for payment. Thereafter the bill prepares and send to N.D.C. (Nezarat) section for encashment through Account Payee Treasury cheque.

2. The powers and duties of its Officers and employees.

District Compensation Office is a separate Establishment of Birbhum Collectorate. The District Magistrate has delegated his power for payment of Compensation to the D.C.O Birbhum under T.R. 4.028 of W.B.T. Rules.

b) The District Magistrate & ^{Dy.} Collector, Birbhum has delegated his power for payment of Salaries, Allowances to the staff of Dist. Compensation Office to a Dy. Magistrate & Collector, Birbhum under 4.028 of W.B.T. Rules. All the employees of this Establishment are under the District Magistrate & Collector, Birbhum.

3. The procedure followed in the decision making process, including channels of supervision and accountability.

Decision is taken on the basis of Rules under W.B.E.A Act 1953 in the following manner:-

- 1) S.D.C.O
- 2) D.C.O
- 3) A.D.M(G)
- 4) D.M. & Collector.

4. The norms set by it for the discharge of its functions.

All works of this section are performed by following norms, Rules of W.B.E.A Act 1953.

5) The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The works of this section are performed by following the Rules of W.B.E.A Act 1953

6) A statement of categories of documents that are held by it or under its control.

The following documents and Registers are kept in this office for preparation of Case Records and payment of Compensation and departmental works.

Names of Registers.

Names of Registers

i) Register-26 ii) Stationery Register iii) Issue and Receipt Register
 iv) Guard File v) Leave Register vi) Allotment of Fund in respect of
 Pay and allowances to the staff.

Regarding payment of Compensation.

i) Register- G, ii) Register- E/1 iii) Register- O2 iv) Register- M/1
 v) Register- M/B vi) Register- M/16 vii) Allotment Register for payment
 of Compensation viii) Advice Register ix) Bill delivery Register

7. The particulars of any arrangement that exists for consultation with,
 or representation by, the members of the public in relation to the
 formulation of its policy or implementation thereof.

Not applicable.

8. A statement of the Boards, Councils, Committee and other bodies consistin
 of two or more persons constituted as its part or for the purpose of
 its advice, and as to whether meetings of those boards, councils, committe
 and other bodies are open to the public, or the minutes of the meetings
 are accessible for the public.

Not applicable.

9. A directory of its officers and employees.

i) One Dy. Magistrate & Dy. Collector is the D.D.O for payment of salary
 and allowances, T.A. G.P.F etc. by the order of the District Magistrate

ii) District Compensation Officer is the D.D.O for payment of Compensation
 after the approval of the A.D.M(G), D.M. Birbhum

iii) A.D.M(G) is the in-charge of the Compensation deptt.

iv) S.D.C.O is under supervision of the D.C.O who initiate the Case
 Records primarily and then goes to upwards.

v) The Compensation Office is a separate Establishment under the Collec
 of Birbhum. Its Head of Account for payment of Salaries and maintainanc
 e of staff is 2029 L1R(Comp)

x#)	<u>STAFF PATTERN.</u>		<u>Remarks.</u>
	<u>Sanctioned</u>	<u>Existing</u>	
i) D.C.O	1	Vaccant (Sri A. Arif, S.R.O-I is in-charge)	
ii) S.D.C.O	2	1	
iii) A.C.O	2	Vaccant	
iv) U.D.C	19	11	9 Deputed to other section
v) L.D.C	8	1	1 Deputed to other section
vi) Mohurrier	6	1	5 Vaccant
vii) Group 'D8	8	3	1 deputed to other section 4 Vaccant.

At present there is only 2 U.D.Cs and 1 Mohurrier is working in this
 section.

- a) One U.D.C is the in-charge of checking the case records, Presenting the case records to the S.D.C.O and then geesste upwards, preparing the bills after final approval of the D.M. All other Misc.works of Compensation deptt, Reply of all the letters to the Govt. as well as the Autority concerned Typing of letters etc.
- b) One U.D.C. is the in-charge of all Establishment matters of the employees of the Compensation deptt vig:- Pay and allowances, T.A. G.P.F, Pension, Preparation of all type of bills (Establishment matter)
- c) One Mehurrier is in-charge of keeping of All Case Records (Compensati. Processing Secular cases, Issue, Receipt, Calculation of all type of Compensation amount as well as Record Keeper of Dist. Compensation Record Room.

10) The monthly remuneration received by each of its officers and employes including the system of compensation as provided in its regulations.

Only monthly salary is received as per Govt. Rules.

11) The budget allocated to each of its agency, indicating the particular of all plans, proposed expenditures and reports on disbursements made Financial alletments received and expenditure for the year 2007-08.

Under the Head of Account.

2029-105-NP-002-v-01	Salary	(Recd) 2988000.00	(Expen) 3782267.00
5475	Secular	Nil	
2049	Interest	Nil	
3604	Annuity	(Recd) 125000.00	(Expen) 93436.00

The payment of Compensation in respect of Annuity is being made regularly as per application submitted by the Annuitant.

12) The manner of execution of subs.....programmes.
Net applicable.

13) Particulars of recipients.....by it.
Net applicable.

14) Details.....form.
Net applicable.

15) The particulars of..... public use.
Net applicable.

16) The names.....officers.
Net applicable.

17) Such other information as may be prescribed and thereafter update... every year.
No such type of applications is received.

142.01
D.A.

Sananda
S.D.C.O 14.7.08

[Handwritten Signature]
14/7/2008
DISTRICT COMPENSATION OFFICER,
BIRBHUM.