



**National Rural Employment
Guarantee Act, 2005
(West Bengal Rural Employment
Guarantee Scheme 2006)**



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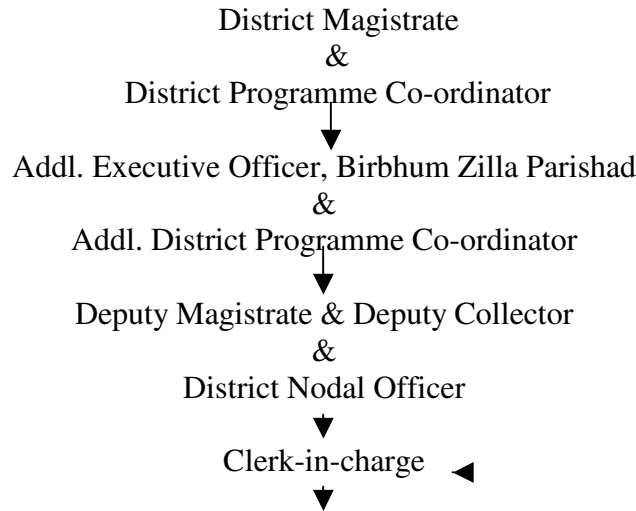
**Govt. of West Bengal
Office of the District Magistrate,
N.R.E.G.P. Cell, Birbhum**

INFORMATION U/S 4 OF R.T.I Act.

(Regarding NREGS-Cell as on 22.07.08)

The NREGS Cell is introduced in Birbhum Collectorate Set-up from January 2006

Its organization chart is as follows:-



4 (b) (i) Other Clerks & dignitories making various desk works attached to the Cell

Functional Desks	Duties	Dealing Assistant
A. Establishment of regular officers & staff (on deputation) and engagement of contractual staff of NREGA	1. Establishment of regular officers & staff (on deputation).	Nanda lal Bera (C-in-C)
	2. Engagement of contractual staff.	Nanda lal Bera
	a) Programme Manager (MIS), Programme Manager (Accounts) and Co-ordinator, Social Audit & Grievances.	
	b) Assistant Engineer (Retd. & Fresh)	Tapan Kumar Datta
	c) Technical Assistant.	Tapan Kumar Datta
	d) Computer Assistant.	Tapan Kumar Datta
	e) Assistant Programme Officer.	Tapan Kumar Datta
	f) Gram Rojgar Sevak	Nanda lal Bera
g) Sub Assistant Engineer (Retd.), and Accounts Clerk (Retd.)	Nanda lal Bera	
h) Skilled Manpower (Data Entry Operator)	Nanda lal Bera	

B. NREGA fund (Receipt & Payment)	<ol style="list-style-type: none"> 1. Allocation of fund to the GP / PS / BDO for implementation of NREGA schemes. 2. NREGA fund Management & Bank Correspondence 3. Maintain of Cash Book 4. Allocation of fund to the GP / PS / BDO (Contingency, Meeting, Training, Social Audit and Remuneration of Staff etc) 5. Payment through bank & post office along with postal correspondence 6. Maintain of cash book & cheque register 7. Maintain of allotment register 8. Maintain of utilization certificate register 9. Maintain of gradation of APO, Technical Assistant, Computer Assistant & GRS 10. Labour Budget & Budget estimate of NREGA 11. Audit of NREGA 12 Claim for NREGA fund from Central & State 	<p>Subhasis Majumdar</p> <p>Subhasis Majumdar</p> <p>Subhasis Majumdar Nanda lal Bera</p> <p>Shyamal Kumar Mukherjee</p> <p>Subhasis Majumdar Samim Ahmed Samim Ahmed Samim Ahmed</p> <p>Subhasish Majumdar Subhasis Majumdar Subhasis Majumdar</p>
C. Supervision, Inspection & Visit,	<ol style="list-style-type: none"> a) Supervision of works of Programme Manager (Accounts), Programme Manager (MIS), Co-ordinator (S.A & G) b) Liaison with all P.I.As, c) Visit of National Level Monitor & Visit of State Level Monitor. d) Meeting, Training, at District & Other Level 	<p>Kamal Chandra De & Shyamal Mukherjee Kamal Chandra De & Shyamal Mukherjee Nanda lal Bera</p> <p>Nanda lal Bera</p>
D. Receipt/ Issue and Despatch	<ol style="list-style-type: none"> a) Issue and receipt of official letters b) Despatch of official letters & deliver local urgent duck to recipient 	<p>Anadinath Sarkar Manab Konai & Sibas Mondal</p>
E. Complaint & Public Grievance of NREGA	<ol style="list-style-type: none"> a) Maintain of file for Complaint & Public Grievance of NREGA, Show cause notice, Court matters etc. 	<p>Shyamal Kumar Mukherjee</p>
F. Field visit & Inspection	<ol style="list-style-type: none"> a) Maintain of file for field visit & inspection etc of schemes, done by NREGA officials 	<p>Shyamal Kumar Mukherjee</p>
G. Report & Return of NREGA	<ol style="list-style-type: none"> a) Preparation and sending of all reports & returns of the cell, training of staff/officers on reports, creation of NREGA Database and analysis, uploading of reports and data at NREGA website. Any other works as assigned by Nodal Officer as and when required. 	<p>Chiranjib Chattaraj</p>
H. Leave	Maintain of CL & EL register	Tapan Kumar Datta
I. Stationary	Requisition and stock register maintain	Nanda lal Bera
J. Line Department	Maintain of file for line department (Forest, Fisheries etc)	Tapan Kumar Datta
K. NREGS Establishment matter	Supervision of office work / attendance arrangement of meeting and training at District level etc.	Nanda lal Bera

L. Action Plan of NREGA	Approval of Action Plan, vetting of schemes etc under direct supervision of AEO & ADPC, Birbhum	Soukat Ali Siddque, Ramprashad Banerjee & Atanu Singha
M. Misc. Matters	a) Social Forestry b) Requisition of Vehicles c) File for District level Monitoring and Motivating Officer, of NREGA d) Perspective Plan e) Payment of Bills f) Tender/Advertisement etc. g) File for Right to Information i) Administrative & Inspection report of the Cell. j) Backward village. k) District vigilance committee	Shyamal Kumar Mukherjee Shyamal Kumar Mukherjee Shyamal Kumar Mukherjee Nanda lal Bera Nanda lal Bera Nanda lal Bera Shyamal Kumar Mukherjee Nanda lal Bera Shyamal Kumar Mukherjee Shyamal Kumar Mukherjee
N. Typing Desk	Preparation of report & return, Typing work of the Cell	Chatterjee Computers agency provides two D.E.Os

4 (b) (ii) . Power and duties of officer & Employees

Group A : Examining and suggesting decision or deciding course of action (In routine matters)
Monitoring and Supervision of implementation of NREGA in the Districts.

Group C: File maintenance, Filing paper examination/processing/putting up acting on orders issued.

Group D: File movement, Dak delivery M.Konsi & S.Mandal.

4b (iii) Procedure Followed in the Decision making process etc.

Dealing Assistants examine and process the file first and then put up to District Nodal Officer & Officer in charge and final decision is taken by AEO & ADPC or in case of policy matters by DM & DPC.

4b (iv) Norms for Discharge of functions.

- All function attended to promptly on first come first serve basis . In case of fund allocation it is done within 2 days from the date of receipt of claim.
- For routine matters- Disposed by 2/3 days normally
- For non-routine matters – Disposed normally by 3 (three) days except in complicated /policy cases.

4b(v) Rules/ Regulation manuals.

The NREGA (National Rural Employment Guarantee Act, 2005) is introduced on 5th September 2005. The introduction of NREGA started in the Birbhum District from 01.02.2006

Govt. orders and instruction of MoRD, Govt. of India New Delhi and Panchayat & Rural Development department Kolkata.

4b (vi) Statement of categories of documents held

- Running files of functions/ duties as stated
 - Some manuals G.O.s in Guard file
- Issue Register, Form No. 90
 - Receipt Register Form No.16
 - Attendance Register
 - Peon Book
 - Casual & Earned Leave Register
 - Allotment Register
 - Index Register
 - Stock Register
 - Bill Register
 - Complaint Register
 - Stationery Register etc.

4b (ix & x) Directory of officials and Remuneration

Sl.No	Name of the Officer & Staff with Designation and Address	Basic pay/ Consolidated (Rs.)
01	Sri Arindam Mani, WBCS (Exe), Officer in charge & District Nodal Officer, (on deputation) Govt. Quarters at Lalkuti Para	11625.00
02	Sri Kamal Chandra De, WBCS (Exe), Deputy Magistrate & Deputy Collector (Prob). (on deputation) Govt. Quarters at Sonaton Para	8000.00
03	Sri Shayamal Mukherjee, CDO & APO, (on deputation) Govt. Quarters at Lalkutipara	9375.00
04	Sri Nanda lal Bera, C-in-C & UDC, (on deputation) Govt. Quarters at Lalkutipara	7250.00
05	Sri Tapan Kumar Dutta, UDC, (on deputation), Baruipara	7050.00
06	Sri Shyamal Kumar Mukherjee, A.T.I. (on deputation), Chinpai	6775.00
07	Sri Anadinath Sarkar, Accounts Clerk (Retd.), Karidhya	5000.00 (con)
08	Sri Subhasis Majumder Programme Manager (Accounts) (On Contractual basis), Arabinda pally, Suri	10000.00 (con)
09	Sri Chiranjib Chattaraj Programme Manager (MIS) (On Contractual basis), Sarada Pally, Rampurhat	10000.00 (con)
10	Smt Rupa Salui (Karmakar) Co-ordinator (SA & G) (On Contractual basis), Bolpur	10000.00 (con)
11	Samim Ahmed (Accounts Clerk) (on deputation), Kanachi, Mollarpur	3350.00
12	Soukat Ali Sidikki, SAE (Retd), Chandnipara	5000.00 (con)
13	Sri Rampashad Banerjee, SAE (Retd.), Sheharapara	5000.00 (con)
14	Sri Atanu Singha, Technical Assistant (On Contractual basis), Arabinda Pally, Suri	4500.00 (con)
15	Sri Subhasis Dasgupta Skilled Manpower for Data Entry works (Temporary), Baruipara, Suri	2900.00 (con)
16	Sri Sudip Bandopadhyay, Skilled Manpower for Data Entry works (Temporary), Panuria	2900.00 (con)
17	Sri Manab Konai, Group D (DRW), Karidhya	68.00 per day
18	Sri Sibas Mondal, Group D (DRW), Barabagan	68.00 per day

4b (xi). Budget

The Revised Budget & Budget Estimate for the year 2008 - 2009 Rs. 200.00 (crore).

4b (xii)

<u>Sl. No</u>	<u>Particulars</u>	<u>Amount Rs.</u>
	Opening Balance on 01.04.07	25,35,38,986.35
	Fund Available from Central and State Share	110,29,20,600.00
	Interest -01.04.07 to 31.03.08	62,13,779.00
	Total Availability	136,26,73,365.35
	Total Expenditure	110,54,22,656.00
	Closing Balance as on 31.03.08	25,72,50,709.35

- b) No. of Persondays under NREGA during 2007-2008 – 1,08,27,041
No. of Households provided employment under NREGA during 2007-2008 – 3,51,682
No. of Average persondays under NREGA during 2007-2008 -31 days.

4b(Xii)

4b(Xiv) Details information regarding NREGA may be seen from the web-site www.nrega.nic.in & www.birbhum.nic.in .

4b(Xv) Particulars of facilities available to public and working hours

Facilities to Public: Public may approach Dealing Asstt.concerned direct .For any further clarification he can contact C- in-C or Co-ordinator (SA&G) or District Nodal officer .If still unsatisfied he can contact AEO & ADPC or DM&DPC on appointment or during visiting hours. Public may view from web-site www.birbhum.nic.in & www.nrega.nic.in.

Working hours: As per West Bengal Govt. Rules.

4b (xvi) Name of the Public Information Officers:

PIO : Smt Rupa Salui (Karmakar) Co-ordinator, Social Audit & Grievances.
Substitute : Chiranjib Chattaraj, Programme Manager (MIS).