

## 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,	<b>2006</b>	<b>2007</b>	<b>Residential Certificate</b>	
		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			
		<b><u>Cash break-up as on 31.12.2007</u></b>		<b><u>Cash break-up as on 31.12.2007</u></b>	
		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	<b>Total Rs. 29,17,124.50</b>	<b>Total Rs. 39,81,926.50</b>		
		<b>(Including Cheque)</b>			
		<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	ó Computers ó 28 nos. Type writers ó 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. 3-DØ 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. ढq	Officer	U.D.A	L.D.A	Gr. ढq	Officer	U.D.A	L.D.A	Gr. ढq
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
<b>TOTAL</b>	<b>12</b>	<b>49</b>	<b>33</b>	<b>31</b>	<b>08</b>	<b>45</b>	<b>14</b>	<b>18</b>	<b>04</b>	<b>04</b>	<b>19</b>	<b>13</b>

### 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. ó
13.	Sanctioned strength and vacancies position.	<b><u>Sanction Post</u></b> Group A-3, B-2, C-4, D-4, <b><u>Vacant Post</u></b> 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	<b>Development &amp; Planning</b>
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 <sup>th</sup> Finance Commission etc.
8.	Assets Computers/Typewriters/Storage	Computer 08 / Typewriter-2/Steel Almirah 032, File Cabinet 003, 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.ø 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. -DØ 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	ó
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	ó 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 <sup>st</sup> implementation of the scheme.
13.	Sanctioned strength and vacancies position.	Total strength ó12 (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 01 (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 01) Sub-Inspector of Excise =16 (Regular 014+Reserve 02) Asstt. Sub-Inspector of Excise =13 Excise Constable =80 <b>Vacancy Position</b> 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 -Dø=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.Mø 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	ó
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 ó 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 -Cø= 20 (existing) f) Group -Dø= 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 ó 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 <sup>th</sup> 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. Døø ate ripe aged. 4. Few computer cheaøms 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 SDOs for exe. Officer, Health officer of 8 Municipalities under Paschim Medinipur.</p>
7.	Acts/ Rules/ Schemes dealt with by Section	Govt. Rule
8.	Assets ó 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 ó2, Vacancies UDA ó2, 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 <sup>nd</sup> World War and their windows.												
7.	Acts/ Rules/ Schemes dealt with by Section	Govt. Rule												
8.	Assets ó 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 <sup>nd</sup> world war & veterans Register, 10) 2 <sup>nd</sup> 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 ó 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 ó 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 ó 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 ó100 hac. Achievement ó 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 ó 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 ó 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.	Dosenø arise
14.	Inspections carried out in the year	Sanctioned strength and vacancy position etc. are a maintained by Estt. Sec. For Gr. -CøStaff. And Nazir Khana for the Gr. -Døstaff. Existing, staff position Gr. -Cøó10 nos. and Gr. -Dø4 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 ó 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 ó 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
		<b>53</b>	<b>14</b>

## 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 ó 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.	<b>Sl. No</b>	<b>Category</b>	<b>Sanctioned Post</b>	<b>Existing</b>	<b>Vacancy</b>
		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 ó 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	ó
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"> <li>1. Domicile Certificate</li> <li>2. P.V.R of Central Govt. Employees.</li> <li>3. Housing</li> <li>4. Pollution Control</li> <li>5. Identity Card.</li> <li>6. Registration of News Paper</li> <li>7. Financial Assistance</li> <li>8. Human Right</li> <li>9. Audit &amp; Inspection Report</li> <li>10. Independence Day</li> <li>11. Education</li> <li>12. Central Dispatch Etc.</li> </ol>
7.	Acts/ Rules/ Schemes dealt with by Section	No particular Acts/Rules Scheme are dealt with by this department.
8.	Assets ó Computers / Typewriters / Storage	Two Typewriters
9.	Registers maintained	<ol style="list-style-type: none"> <li>1) Receipt Register</li> <li>2) Issue Register</li> <li>3) V.R. Register</li> <li>4) Domicile Register</li> <li>5) Postal Register</li> <li>6) Leave Register</li> </ol>
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"> <li>a) Targets set by Govt. / Head of office (if any) and Achievement</li> <li>b) Reasons for failure to achieve Target (if applicable)</li> </ol>	<ol style="list-style-type: none"> <li>a) No targe based work is done</li> <li>b) Does not arise</li> </ol>
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. ÆDø 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. öDö 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 Chandi 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 ó 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 ó100 2. -998 grøcolonies ó100 Achievement- 1. G.S. Colonies-67 2. -998-grøcolonies - 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. 61	1	Nil
		3.	R.O.-2	1	1
		4.	K.G.O. 61	1	Nil
		5.	Surveyor-2	2	Nil
		6.	Amin 62	Nil	2
		7.	U.D.A. 63	3	Nil
		8.	L.D.A-4	1	3
		9.	Chairman 66	Nil	6
		10.	Group D-8	2	6
		11.	Contractual 6Nil	Nil	Nil
		12.	Record Keeper 6 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 ó Computers / Typewriters / Storage	Typewriter 1 (one)
9.	Registers maintained	Issue, Receipt, Register ó10, 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 ó5 at present U.D.-5 L.D. ó1, Vacant U.D.-3, LD ó4.
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 ó 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 -Dø2
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 ó 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 ó 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 ó 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 ó 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 ó Computers / Typewriters / Storage	Four No of Steel Almirah
9.	Registers maintained	<b><u>For IBP</u></b> Receipt & issue of letters, Issue of IBP, Account etc. <b><u>For International Passport</u></b> Receipt& Issue of Letters, Receipt of Passport Application, Stock & Leave Register etc. <b><u>For Salable Forms</u></b> 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 ó1364. b) India-Bangladesh Passport : i) Passport issue -25 ii) Application pending ó4. c) International Passport i) Application received ó535. ii) Processed Application sent to RPO ó537 (Out of which 34 of last year). iii) DIB report pending-20
13.	Sanctioned strength and vacancies positions	Itø 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 647 Nos. b) IP 6537 Nos.
18.	Letters issued in year 2006-2007	a) IBP 611 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 ó 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 &amp; 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	ó
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 ó 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-Dø73, Position-D.I./S.-1, ADI/S-Np, A.I./S.-5, S.I./S-56, UDC-10, LDC.-34, Group-Dø62.
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 ó 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 :Dø 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	ó
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 ó Computers / Typewriters / Storage	Computer ó 1no., Typrwriiter ó 2nos., Xerox Machine ó 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	<b><u>Sanctioned strength</u></b> <b><u>Existing</u></b> <b><u>vancant</u></b> 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 Elction.
3.	Name of ADM in-Charge	Mr. G. H. Obaidur Rahaman, WBSC (Exe.)
4.	Name of Officer-in-Charge	Smt. Sharmishtha Banerjee, WBS Sc (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 ó 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 ó17, Vacant ó 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	ó
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 ó Computers / Typewriters / Storage	Computer ó 1no., Typrwriiter ó 2nos., Xerox Machine ó 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	<b><u>Sanctioned strength</u></b> <b><u>Existing</u></b> <b><u>vancant</u></b> 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.