

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- 5Dö-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 officersø 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 + IDPRDO 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 + 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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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 ðDö-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.Aø 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 ó Computerø / 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 :- öDö</td> <td style="text-align: right;">08</td> </tr> </table>	U.D.C.	11	L.D.C.	06	Typist :	nil	Group :- öDö	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.	

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 -Dø employees of the district.

STAFF POSITION (EXISTING) AS ON 30.06.2006 :

UDA-	: 06
LDA -	: 06
Group -Dø-	: 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. Allotment 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.

FLIES DEALT WITH BY THE SECTION :

1. Establishment matters of Group -Dø including maintenance of Service Books.
2. Establishment matters of Process Services including maintenance of Service Books.
3. Maintenance of Ledges of GPF of Group -Dø employees and Issue of Account Slip.
4. Transfer and posting of Process Service and Group -Dø 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.