



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER: KARIMGANJ
(MAGISTRACY BRANCH)

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No. KMJ. 76/2010/Pt-I/

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NOTIFICATION

In pursuance of the provisions contained under Section 4 (1) (b) of the RTI Act, 2005 the required information is published for general information in the information manual given here in below :-

Information manual of Deputy Commissioner's office, Karimganj under section 4 (1) (b) of the Right to Information Act., 2005.

Chapter - 1

PARTICULARS OF THE FUNCTIONS AND DUTIES

Duties and function of the office of the Deputy Commissioner, Karimganj are divided with the following branches / sections for smooth running of Dist Administrative.

Sl. No.	Name of branch / Section	Function & Duties
1	Personnel Branch	Matter related tom appointment / transfer/ posting / preparation of pay bill in respect of the all section of employees of the office.
2	Nazarath Branch	Handling of cash money & depositing of salary of the staff/officer.
3	Revenue Branch	All works related to Revenue matters including allotment/ settlement of waste land/ encroachment of Govt. land/ settlement of Fishery/ MNP/ Land Revenue etc.
4	L.A. Branch	Matter related to Land Acquisition cases / Revenue Relief/ NBCC project work.
5	Land Reform Branch	Matter related to L.C. Cases and allotment / Settlement of ceiling Surplus land.
6	Magistracy Branch	Matter related to Law & Order/ Cr. P.C. cases / Civil Suit & implementation of RTI Act, 2005/ police verification etc.
7	Administration Branch	Matter related to PRC/NRC/Next of Kin certificate/ Sarai License / Arms/ Explosive License & issue of Passport/ issue of Caste/ Birth & death Certificate.
8	R.Kgo. Brtanch	Mondol / Kananga Estt./ Land Records etc.
9	F.C.S. & C. Affairs Branch	Matter related to PDS, TPDS items/ Trade license & F.I. card/ lifting of MDM rice and other schematic work like Randhanjyoti tetc.
10	Excise branch	Matter related to Country Liquor/ Foreign Liquor etc.
11	Dev./ D.P.Cell Branch	All kinds of Development works/ Schemes.
12	Election Branch	Conduct of Election & Publication of electoral rolls.

Chapter - II

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Powers and duties of the officers and employees are decided Branch wise by the Head of office as per chapter I who are following Act/ Rules/ Govt. Circular/ instructions issued from time to time.

Chapter - III

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

Office of the Deputy Commissioner, Karimganj discharges its function in accordance with the rules, regulations, instructions, manuals etc. issued by the Govt. of India as well as Govt. of Assam from time to time.

Besides Govt. O.M. / Notification / Circular which are also followed in disposal of the cases / matter.

Chapter - IV

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF

No such arrangement exists except formulation of policy by the Govt. and implementation thereof.

Chapter - V

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The documents held by Deputy Commissioner's Office, Karimganj including relevant files on the subject are dealt with in the office including Budget and ceiling of the relevant year. In addition, proceeding of different meetings are also adopted in this office.

Chapter - VI

A STATEMENT OF BOARDS, COUNCIL, COMMITTEE & OTHER BODIES CONSTITUTED AS ITS PART

The following Boards, Councils, Committee and other Bodies consisting of two or more persons as constituted as its part are open to the public or minutes of such meetings are accessible for public.

1. Sub- Divisional Land Advisory Committee.
2. District Development Committee
3. District Level Co-Ordination Committee
4. District Rural Development Agency
5. Other Bodies Headed as Chairman
6. District Vigilance Committee (under PDS)

**THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS**

1. First Appellate Authority - Shri Sanjib Gohain Boruah, ACS,
Deputy Commissioner, Karimganj
2. Public Information Officer - Sri B. C. Nath, ACS,
Addl. Deputy Commissioner, Karimganj.

Chapter - VIII

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

The cases are generally processed at the Branch level and the files are routed to Deputy Commissioner/ Addl. Deputy Commissioner, Karimganj through Branch Officers and the officers are primarily responsible to process the files and decision is generally taken by Deputy Commissioner being head of the office in accordance with rules, regulations, manual, Govt. circular/ instruction etc. issued from time to time.

Chapter - IX

DIRECTORY OF OFFICERS ANF EMPLOYEES

Directory of officers and employees as given in below :-

Sl. No.	Name of officers / Staff	DESIGNATION
1.	Sri Niranjan Kr. Das	Revenue Seristadar
2.	Sri Kshiti Bh. Dey	Head. Asstt.
3.	Sri Basab Purkayastha	Sr. Asstt.
4.	Smti Sipra Bhattacharjee	Sr. Asstt.
5.	Smti Sumitra Chakrobarty	Sr. Asstt.
6.	Sri Abdul Kayam Beg	Sr. Asstt.
7.	Sri A. Bhattacharjee	Sr. Asstt.
8.	Sri Uttam Kr. Sengupta	Sr. Asstt.
9.	Sri Sukhendu Dey	Sr. Asstt.
10.	Sri Nikhil Paul	Sr. Asstt.
11.	Sri Abdul Jalil	Sr. Asstt.
12.	Sri Hironmoy Roy	Sr. Asstt.
13.	Sri Santanu Deb	Sr. Asstt.
14.	Sri Tapan Barman	Sr. Asstt.
15.	Sri Kanchan Deb	Sr. Asstt.
16.	Sri Maniklal Kar	Sr. Asstt.
17.	Sri Biswajyoti Sen	Sr. Asstt.
18.	Sri Dipak Rn. Das	Sr. Asstt.
19.	Sri G. Rn. Chakrobarty	Sr. Asstt.
20.	Sri Debobrata Das	Sr. Asstt.
21.	Sri A. Dutta Choudhury	Sr. Asstt.

22.	Sri Sajal Nath	Jr. Asstt.
23.	Sri Biswajit Sen	Sr. Asstt.
24.	Sri Deepak Rn. Das	Sr. Asstt.
25.	Sri G. Rn. Chakrobarty	Sr. Asstt.
26	Sri Debbrata Das	Sr. Asstt.
27.	Sri Vibekananda Das	Sr. Asstt.
28	Sri Rajat Roy	Sr. Asstt.
29	Sri Deepak Deshmukhya	Sr. Asstt.
30	Sri Asim Kr. Laskar	Sr. Asstt.
31	Sri Prabir Das Choudhury	Steno - III
32	Sri Apu Rn Dey	Steno - III
33	Paritosh Kr. Roy	Steno - III
34	Smti. Arupa Paul	Jr. Asstt.
35	Sri Sashibabu Tripura	Sr.. Asstt.
36	Smti Jhimli Chakrobarty	Jr. Asstt.
37	Sri Provakar Das	Jr. Asstt.
38	Smti Jyosthana Rani Barman	Jr. Asstt.
39	Sri Bijit Kr. Roy	Sr.. Asstt.
40	Sri Ajit Chakrobarty	Sr. Asstt.
41	Sri Samiron Ch. Dasgupta	Jr. Asstt.
42	Sri Ajit Chakrobarty	Jr. Asstt.
43	Sri Asit Das	Sr. Asstt.
44	Sri Rafiqur Rahman	Sr. Asstt.
45	Sri Sujit Kr. Deb Roy	Sr. Asstt.
46	Sri Debasish Dey	Sr. Asstt.
47	Sri Ashutosh Sen	Sr. Asstt.
48	Smti Rupanjali Dey	Jr. Asstt.
49	Sri Mounsulbul Chorei	Jr. Asstt.
50	Sri Ajoy Kr. Deb	Copiest
51	Smti Beena Deb Roy	Sr. Asstt.
52	Smti Sunanda Dev	Jr. Asstt.
53	Sri S.N. Bhattacharjee	Sr. Asstt.
54	Sri Madhumita Barman	Jr. Asstt.
55	Sri Keshab Das	Jr. Asstt.
56	Mustaque Ahmed Mazumdar	Jr. Asstt.
57	Sri Nirmal Chanda	Jr. Asstt.
58	Smti Mitali Das Choudhury	Jr. Asstt.
59	Sri Sandip Chakrobarty	Jr. Asstt.
60	Sri Pradip Barman	Sr. Asstt.
61	Sri Narayan Ree	Peon
62	Sri Kamalesh Paul	Peon
63	Sri Shekor Ch. Deb	Peon
64	Sri Ritu Ch. Das	Peon
65	Sri Sunil Rn. Ghosh	Peon
66	Smti Archana Deb	Peon
67	Smti Nita Chakrobarty	Peon
68	Smti Swarnali Das	Peon
69	Sri Dwiptendu Dey	Peon
70	Sri Subrata Deb	Peon
71	Sri Gautam Das	Peon
72	Sri Faruk Uddin	Peon
73	Smti Roma Rani Das	Peon
74	Sri Horendra Chorei	Peon
75	Sri Rahul Das	Peon
76	Sri Manna Das	Process Server
77	Sri Rajdeep Acharjee	Peon
78	Sri Sushanta Das	Peon
79	Sri Bivash Das	Process Server
81	Sri Ratanmoni Nath	Process Server
82	Sri Anil Namasudra	Process Server
83	Sri Kandarpa Kr. Deb	Process Server
84	Sri Smororojit Das	Process Server
85	Sri Ujjwal Ch. Das	Process Server
86	Sri Protap Ch. Das	Process Server
87	Smti Lovely Rani Deb	C.M.
88	Smti Chandra Das	Peon
89	Smti Karunamoyee Chakrobarty	C.M.

Chapter - X

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

" No monthly remuneration including compensation as received by the officers and employees except salary as admissible under R.O.P. Rule, 2010.

Chapter - XI

THE BUDGET ALLOCATED TO EACH AGENCY

No budget provisions in remuneration of officers and employees has been placed by Govt.

Chapter - XII

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

The manner of execution of the subsidy programmes including the amount allocated and details of the beneficiaries of such programmes :-

The manner of execution of the subsidy programmes State Plan Fund are released by respective Departments of the Govt. of Assam to the Deputy Commissioner, Karimganj from time to time.

Chapter - XIII

THE PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATION GRANTED BY IT.

Concession /permits of authorization are granted at respective Department Level.

Chapter - XIV

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Preparation & Finalization of annual budget as per existing guide lines.

Allocation of Budget to different Departments under State Plan and allocations etc. are made on the basis of existing norms. All plan Schemes and programmes are taken up as per the guide - lines of the Govt.

Chapter - XV

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

Some information are available in electronic form in the National Informatics Center headed by Dist. Informatics Officer.

Chapter - XVI

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION.

Particulars of the facilities available to citizens for obtaining information including the working hours library or reading Room if maintain for the public.

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Facilities of libraries are not available at the Department level. Members of Public obtain information from the Department through personal or written communications under R.T.I. Act.

Chapter - XVII

SOME USEFUL INFORMATION

The Public Information Officer of the Deputy Commissioner's office maintains a register on the numbers of application as received from public.


Addl. Deputy Commissioner &
State Public Information Officer
Karingani