

Inputs for upgrading the District Website

1. Brief introduction:

NAME OF ORGANISATION : Birbhum ZILLA PARISHAD

A. OUR OBJECTIVE

The Panchayat bodies aim at facilitating economic and social development in the rural areas and organise community action in all development activities in the rural sector by implementing Central / State sector programmes. The main areas of activities are: -

1. Making Social Services like health and education including universalisation of Primary Education accessible to people residing in rural areas.
2. Lowering gap between rich and landless people due to land reforms.
3. Augmenting livelihood opportunities for the rural population through various Central / State sponsored schemes.
4. Generation of self and wage employment for below poverty line (BPL) families.
5. Improving the social and economical infrastructure in the rural area.
6. Providing social security and safety nets to the disadvantaged and socially excluded.
7. Improvement in animal resources to help poor rural people.
8. To provide food security through Annapurna and Antodaya Food Programme.
9. Improvement in the field of power and cottage industries in rural areas.
10. Improvement of rural roads and connecting roads.
11. Improvement of women and children through various schemes.
12. To create facilities for agriculture and allied sectors to enhance rural employment potential.

B. BRIEF HISTORY & BACKGROUND:

Before formation of Zilla Parishad the District Board was in force. The District Board was declared defunct in the year 1964. Under 3 tier Panchayati Raj System the Zilla Parishad was formed in this year and Chaired by different Administrators. In the year 1978 as per provision laid down in Panchayat Act. 1973 the first elected Sabhadhipati took the Chair. The first Sabhadhipati was Sri Braja Mukherjee.

List of Administrators & Sabhadhipati

Administrators

1865 to 1920 – Administrators
1920 to 1925 – Sri Abinash Bandyopadhyay
1925 to 1931 – Sri Satyaniranjan Chakraborty
1931 to 1932 – Sri Abinash Bandyopadhyay
1932 to 1940 – Sri J.L. Banerjee
1940 - Sri Harikinkar Samanta
1943 - Sri Surendranath Sarkar
1943 to 1948 – Administrators
1948 to 1948 – Sri Saradindu Majumder
1948 to 1948 – Sri Abinash Chandra Mitra
1948 to 1952 – Administrators
1952 to 1964 – Sri Baidyanath Bandyopadhyay
1964 – Zilla Parishad formed in place of District Board
1964 to 1967 – Sri Baidyanath Bandyopadhyay
1967 to 1969 – Sri Gouri Prasanna Mukherjee
1969 to 1969 – Sri Kalikinkar Mukherjee
1969 to 1978 – Administrators

Sabhadhipat

1978 to 1998 – Sri Braja Mukherjee
1998 to 2003 – Sri Dhiren Let
2003 to 2008 – Sri Manasa Hansda
2008 to 2013 – Smt. Annapurna Mukhopadhyay
2013 to till date – Sri Bikash Roychowdhury.

Birbhum Zilla Parishad is the nodal agency for implementation of the major poverty alleviation programmes in the rural areas of Birbhum District that comprises 19 Panchayat Samities with 167 Gram Panchayats in 3 Sub-

Divisions. This Parishad also organises community action for rural planning and development through the elected Panchayat Bodies at different levels.

C. ORGANIZATIONAL STRUCTURE

Sabhadhipati
Sahakari-Sabhadhipati
Karmadhyakshas of Sthayee Samities
Adhyaksha
Upadhyaksha
Elected Zilla Parishad Members – 35 Nos.
Sabhapati of 19 P.S.s are Ex-Officio Members
Hon'ble M.P.s and MLAs of District are Ex-Officio Members except Ministers.

Sl No	Name of Sthayee Samiti	No of Members
1	Artha – Sanstha – Unnayan – O – Parikalpana	6 nos elected members
2	Jana – Swasthya – O – Paribesh	6 nos elected members
3	Purta Karya-O-Paribahan	6 nos elected members
4	Krishi – Sech – O – Samabay	6 nos elected members
5	Siksha, Sanskriti, Tathya O Krira	6 nos elected members
6	Sishu O Nari Unnayan, Janakalyan O Tran	6 nos elected members
7	Bon-O-Bhumi Sanskar	6 nos elected members
8	Matsya O Prani Sampad Bikash	6 nos elected members
9	Khadya O Sarbaraha	6 nos elected members
10	Khudra Shilpa Bidyut O Achiracharit Sakti	6 nos elected members

Among the 6 nos. Elected members one of them is selected as Chairman and called Karmadhyaksha. Karmadhyaksha of A.S.U.O.P.S.S. is Sabhadhipati. Sabhadhipati is also ex-officio member of all Sthayee Samiti of Zilla Parishad.

2. MAJOR ACTIVITIES OF THE DEPARTMENT

A) FUNCTIONS OF ZILLA PARISHAD

Birbhum Zilla Parishad functions for development in the rural areas of this District. 10 (ten) Sthayee Samities of Zilla Parishad along with the departments of District Administration look after the work of their respective charge. Main object is to eradicate poverty and minimise gap between the rich and the poor.

B) FUNCTIONS OF PANCHAYAT SAMITIES

Every Panchayat Samiti with its 10 (ten) Sthayee Samities works within Panchayat Samiti area like Zilla Parishad, Panchayat Samities work for upliftment of rural people.

C) FUNCTIONS OF GRAM PANCHAYATS

Gram Panchayats work within Gram Panchayat areas. Grass root level planning of development is done at this level. People directly take part in development activities through Gram Sansads.

D) Schmes / Programmes undertaken

2. Powers and Duties of Officers and Employees

Designation of Post	Power	Duties and Responsibilities
Executive Officer	Administrative	Exercise administrative control and supervision of Zilla Parishad.
Additional Executive Officer	Administrative	Exercise administrative control and supervision of Zilla Parishad on behalf of Executive Officer.
Financial Controller & Chief Accounts Officer	Financial	Controls the Accounting system and maintaining Accoutns.
Secretary	Administrative	Works as per direction of AEO
Deputy-Secretary	Administrative	Works as per direction of AEO & Secretary
Additional Deputy-Secretary	Administrative	Works as per direction of AEO & Secretary
District Engineer	Technical	Supervise all technical works related to Civil works of Zilla Parishad
Executive Engineer	Technical	Supervise all technical works related to Civil works of WBSRDA (PMGSY)
Assistant Engineer	Technical	Works as per direction of AEO & DE
Sub-Assistant Engineer	Technical	Works as per direction of AEO & DE
Work Assistant	Technical	Works as per direction of AEO & DE
Office Superintendent	Office Super	Works as per direction of AEO & Secretary
Head Assistant	Clerical	Works as per direction of AEO &

		Secretary
UDA	Clerical	Works as per direction of AEO & Secretary
LDA	Clerical	Works as per direction of AEO & Secretary
PA&AO	Financial	Works as per direction of AEO & FC&CAO
Accountant	Financial	Works as per direction of AEO & FC&CAO
Additional Accountant	Financial	Works as per direction of AEO & FC&CAO
Cashier	Financial	Works as per direction of AEO & FC&CAO
Assistant Cashier	Financial	Works as per direction of AEO & FC&CAO
Medical Officer	Medical	Works as per direction of AEO
Compounder	Medical	Works as per direction of AEO & M.O.
Helper	Medical	Works as per direction of AEO & M.O.
PA to Sabhadhipati	Stenographer	Works as per direction of Sabhadhipati & AEO.
CA to AEO	Stenographer	Works as per direction of AEO.
Stenographer English	Stenographer	Works as per direction of AEO, Secretary & Karmadhyaksha
Stenographer Bengali	Stenographer	Works as per direction of AEO, Secretary & Karmadhyaksha
Typist English	Typist	Works as per direction of AEO & Secretary
Typist Bengali	Typist	Works as per direction of AEO & Secretary
District Information Analyst	Technical	Works as per direction of AEO & Secretary
Computer Assistant	Technical	Works as per direction of AEO & Secretary
Data Entry Operator	Technical	Works as per direction of AEO & Secretary
Assistant Surveyor	Survey	Works as per direction of AEO & DE
Chainman	Assist in Survey	Works as per direction of AEO & DE
PBX Operator	Telephone Operator	Works as per direction of AEO & Secretary
Group-D	Peon	Works as per direction of AEO, Secretary, OS
Chowkidar	Guard	Works as per direction of AEO,

		Secretary, Sabhadhipati
Sweeper	Sweeper	Works as per direction of AEO, Secretary, MO
Driver	Driver	Works as per direction of AEO, Secretary.
Roller Driver	Driver	Works as per direction of AEO, Secretary, DE

3. Procedures followed in the Decision Making Process including channels of supervision and accountability

1	Administration	The respective Sthayee Samiti takes decision in the meeting. The decision(s) so taken by all the Sthayee Samiti is / are then ratified in the General meeting. Having ratified those decisions are implemented by the office.
2.	Technical	The matters related to technical aspects dealt by the Engineering wing with approval of the authority.

4. Norms set by the Department for discharging of its functions

1	West Bengal Panchayat Act-1973.
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5. Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions

Particulars	
1	West Bengal Panchayat Act-1973, Local Self Govt. Act 1885, West Bengal Zilla Parishad (Election, Constitution & Administration) Rules 1914.
2	West Bengal Local Self Govt. Accounts Rule W.B. 1885.
3	West Bengal Panchayat Accounts Rule 2003.
4	WBSR

6. Statement of categories of documents held by it or under its control

Particulars	
Receipts & Payment Report (Form 27)	
Cash Analysis	
Vouchers	
Monthly Progress Report in respect of different schemes	
Utilisation Certificate	

7. Particulars of any arrangement that exists for consideration with or presentation by the members of public in relation to the formulation of its policy on implement thereof.

Particulars	
Only the Sthayee Samiti takes the decision in their Sthayee Samiti meeting with	

members.

8. Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting to other Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Particulars

The minutes is accessible to its members and officials only.
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11. Details in respect of information available to or held by it reduced in an electronic form

Particulars

1. Accounts – SaralIfms

2. e-Tender – http://wbternders.gov.in

3. Salary – COSA

12. The particulars of facilities available to citizens for obtaining information including working hours of a library or reading room if maintained for public use

Particulars

No such facility available at present

13. The name of the Appellate Authority, SPIO & ASPIO under RTI Act-2005

Sl No	Name and Designation of Appellate Authority, SPIO & ASPIO	Jurisdiction	Office Address	Contact No
1	Secretary, Birbhum Zilla Parishad & SPIO	Birbhum	Birbhum Zilla Parishad, Suri, Birbhum, PIN 731101	03462-255712, extn 201, 03462-253072

14. Such other information as may be prescribed

Particulars

N/A

MISSION NIRMAL BANGLA

This is a centrally-sponsored scheme with 75:25 share of Central Govt. and State Govt. This Programme runs with the following objectives.

1. Bring about an improvement in the general quality of life in the rural areas.
2. Accelerate Sanitation coverage in Rural areas.
3. Generate felt demand for Sanitation facilities through awareness creation and health education.
4. Cover School/Anganwadis in Rural areas with Sanitation facilities and promote hygiene education and Sanitary habits among students.
5. Encourage cost effective and appropriate technologies in Sanitation.
6. Eliminate open defecation to minimize risk of drinking water source and food.
7. Convert dry latrine to pour flush latrines and eliminate manual scavenging practice, wherever in existence in rural areas.
8. Panchayat Samities have engaged Rural Sanitary Marts for construction and installation of IHHL and Community Latrines as per local demand.

CHCMI

- Community Health Care Management Initiative is a programme on preventive and promotive Health Care System and was launched by Health and Family Welfare Department, Women & Child Development and Social Welfare Department under the leadership of

- Panchayats and Rural Development Department. Our aim is the participation of community itself in preventive and promotive Health.
- District Public Health Cell was formed and subsequently Block Public Health Cell was formed for monitoring of this work along with concerned Janaswasthya O Paribesh Sthayee Samities.
 - Last Saturday meeting at Gram Panchayat (Health & Education) are regularly going on with subsequent discussion on work plan of Janaswasthya at G.P. Level. Invitees are as per Govt orders. Similarly Janaswasthya O Paribesh Sthayee Samiti of Panchayat Samities and Zilla Parishad are conducting the monthly meeting for monitoring action plan and other health related matters.
 - Parisista 1 & 2, the format supplied from P&RD Department are being discussed at all Levels and compiled reports were sent to State Public Health Cell, Panchayats & Rural Development Department monthly.
 - Doctors are sitting at GPHQSC once a week for patient examination.
 - Safe Maternity “Social Sanitation Programme”, Total Immunization, 100% Registration of birth and death Infrastructure development of BPHC, PHC, SC’s, Elimination of Malnutrition, Reduction of IMR, MMR and Prevention of diarrhoeal disease and ARI in Children are our motto.

**INDIRA AWAS YOJANA (IAY) / PRADHAN MANTRI
AWAASS YOJANA – GRAMIN (PMAY-G)**

Indira Awas Yojanas is meant for providing houses to poor in the rural areas.

Objective:

The objective of Indira Awas Yojana is primarily to help construction/upgradation of dwelling units of members of Scheduled Caste/Scheduled Tribes, free bonded labours and other below the poverty line(BPL) non SC/ST rural households by providing them lumpsum financial assistance.

Target Group: The beneficiaries under IAY are selected out of Permanent Wait List of Rural Household Survey-2005. The beneficiaries are selected on basis of score in Rural Household Survey-2005. Year wise target are fixed by Government and the same is distributed as 60% for SC & ST, 15% for Minority and 25% for other community. 3% of the target is earmarked for physically and mentally challenged persons

Funding Pattern: Indira Awas Yojana is a centrally sponsored scheme funded on cost-sharing basis between the Govt. of India and the State Government in the ratio 75:25. Unit cost is Rs.0.70 Lakh.

Location of Indira Awas Yojanas :

The Indira Awas Yojana dwelling units should normally be built on individual plots in the main habitation of the village. The houses can also be built in a cluster within a habitation, so as to facilitate the development of infrastructure, such as, internal roads, drainage, drinking water supply etc. and other common facilities.

PRODHAN MANTRI GRAM SADAK YOJANA

It is a Central Government Programme to build all weather roads in rural areas with the object to provide connectivity by way of an all weather roads to all habitations with a population of 1000 persons and above in the 1st stage.

All habitation with a population of 500 persons and above will be covered in the next stage.



In respect of hill states and the deserts areas as well as tribal (schedule v) areas, the object would be to connect habitation with a population of 250 persons and above.

It must be ensured that the provision of new connectivity (i.e. connecting unconnected habitations) should be given precedence over upgradation works in keeping with the objectives of the programme.



4. Forms / application
5. Major achievements / signature schemes / projects –
-in separate file
6. Administrative Set-up from District to G.P. Level
9. Directory of officers

Sl No	Designation	Office phone no. With STD Code	Office fax no with STD Code	Residence phone no with STD Code	Residence Fax no with STD Code	e-mail ID	Remarks
1	Executive Officer	03462-255222	03462-256222	03462-255223	03462-255223	dm-bir@nic.in	
2	Additional Executive	03462-258642	03462-257327	03462-255634	-	aeozp-bir@nic.in	

	Officer						
3	Financial Controller & Chief Accounts Officer	03462-253072	03462-257327	-	-	fcca0.birbhumzp@gmail.com	
4	Secretary	03462-253072	03462-253072				
4	Deputy-Secretary	03462-259749	03462-257327	-	-	dsbirbhumzp@gmail.com	
5	District Engineer	03462-255712	03462-257327	-	-	debirbhumzp@gmail.com	
6	Executive Engineer	03462-259704	03462-259704	-	-	wb-bir@nic.in	

Additional District Magistrate, Birbhum
& Additional Executive Officer,
Birbhum Zilla Parishad