

**DISRTICT
ADMINISTRATION:
ORGANISTIONAL SET UP
& FUNCTIONS**

Submitted by,

SRI TANMAY BISWAS

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ALIPURDUAR DISTRICT

INTRODUCTION:

- District Administration is the management of affairs within a district, which is the basic territorial unit of administration in India.
- It is at this level that the common man comes into direct contact with the administration.
- The district falls under the charge of a district officer, called either Deputy Commissioner or District Collector.
- This officer acts as the representative of the state government at this level.
- The district has also been the unit of administration for various other departments of the State Government. Thus, many State functionaries like the Superintendent of Police, Assistant Registrar of Cooperative Societies, District Agricultural Officer, District Medical Officer, etc., are located at the district headquarters and their jurisdiction extends to the district.
- Thus at the district level there are multiple officers for administering the affairs of the Government.



TITBITS REGARDING THE BLOCKS OF ALIPURDUAR:

Madarihat–Birpara block:

Rural area under Madarihat–Birpara block consists of ten gram panchayats, viz. Bandapani, Hantapara, Madarihat, Totopara Ballalguri, Birpara–I, Khayarbari, Rangalibajna, Birpara–II, Lankapara and Shishujhumra. There is no urban area under this block. Madarihat and Birpara police stations serve this block. Headquarters of this block is in Madarihat.

Alipurduar–I block:

Rural area under Alipurduar–I block consists of 11 gram panchayats, viz. Banchukamari, Parorpar, Shalkumar–I, Vivekananda–I, Chakowakheti, Patlakhawa, Shalkumar–II, Vivekananda–II, Mathura, Purba Kanthalbari and Tapsikhata. Urban area under this block consists of four census towns: Paschim Jitpur, Chechakhata, Alipurduar Railway Junction and Bholar Dabri. Alipurduar police station serves this block. Headquarters of this block is in Panchkalguri.

Alipurduar–II block:

Rural area under Alipurduar–II block consists of 11 gram panchayats, viz. Chaporer Par–I, Mahakalguri, Shamuktala, Turturi, Chaparerpar–II, Majherdabri, Tatpara–I, Bhatibari, Kohinoor, Parokata and Tatpara–II. Urban area under this block consists of one census town: Sobhaganj. Samuktala police station serves this block. Headquarters of this block is in Josodanga.

Falakata block:

Rural area under Falakata block consists of 12 gram panchayats, viz. Dalgaon, Dhanirampur–II, Guabarnagar, Mairadanga, Deogaon, Falakata–I, Jateswar–I, Parangerpar, Dhanirampur–I, Falakata–II, Jateswar–II and Shalkumar. Urban area under this block consists of one municipality: Falakata. Falakata police station serves this block. Headquarters of this block is in Falakata.

Kalchini block:

Rural area under Kalchini block consists of 11 gram panchayats, viz. Jaigaon–I, Jaigaon–II, Dalshing Para, Malangi, Satali, Mendabari, Latabari, Chuapara, Kalchini, Garopara and Rajabhatkawa. Urban area under this block consists of two census towns: Jaigaon and Uttar Latabari. Jaigaon and Kalchini police stations serve this block. Headquarters of this block is in Hamiltanganj.

Kumargram block:

Rural area under Kumargram block consists of 11 gram panchayats, viz. Chengamari, Khoardanga-I, Newland Kumargram Sankos, Turturikhanda, Kamakhyaguri-I, Khoardanga-II, Valka Barabisa-I, Kamakhyaguri-II, Kumargram, Raidak, Valka Barabisa-II. Urban area under this block consists of one census town: Uttar Kamakhyaguri. Kumargram police station serves this block. Headquarters of this block is in Kumargram.

OBJECTIVES OF THE DISTRICT PLAN:

The objective of district planning is to design an integrated and participatory action plan for the development of local area in general and agriculture and allied sectors in particular. The planning process should be initiated at grass root level i.e. at village/ Gram Panchayat level and obviously the planners at village level will have to collect the basic primary data. The objectives of Comprehensive District Agriculture Plan (C-DAP) are:

- To prepare a Comprehensive District Agriculture Plan (C-DAP) through participatory process involving various organizations and stakeholders.
- To enable optimum utilization of scarce natural, physical & financial resources.
- To assess and plan for the infrastructure required to support the development of agriculture and allied sectors. • To establish linkages with the required institutional support services and agencies, like credit, technology transfer, ICT, research organizations etc.
- To evolve an action plan for achieving sustainable agricultural growth with food security and enhancement of cropping system that will improve farmers' income. In this process, it will be ensured that
 - The Agricultural Plans are prepared for the district and then integrated into the agricultural plans of the State based on the Agro-Climatic conditions, availability of technology, trained manpower and natural resources.
- The local needs / crops / feed and fodder / animal husbandry / dairying / fisheries priorities are reflected in the plan.

- The productivity gaps for important crops, livestock and fisheries are reduced and the returns to the farmers from these are maximized.
- There are quantifiable qualitative changes in the productivities of the above components.
- The livestock and fisheries options are given due consideration as an important source of income.

ALIPURDUAR AT A GLANCE:

1.	Geographical Area	2788 sq.km.
2.	Total Population	1501983(census 2011)
3.	Density of population	539 sq. km.
4.	Male population	770905
5.	Female population	731078
6.	Percentage of Male population	51.33%
7.	Percentage of Female population	48.67%
8.	Sex ratio	948
9.	Scheduled Caste population	459014
10.	Male SC population	236341
11.	Female SC population	222673
12.	Percentage of Scheduled Caste	30.57%
13.	Scheduled Tribe	382448
14.	Male ST population	192082
15.	Female ST population	190366
16.	Percentage of ST population	25.46%
17.	No of Literate population	1096448
18.	No of Male Literate population	544131
19.	No of Female Literate population	427664
20.	Percentage of Literate population(Total)	64.7%
21.	Percentage of Male Literate population	36.23%
22.	Percentage of Female Literate population	28.47%
23.	Birth rate	2.89 per Annum
24.	Death rate	2.40 per Annum
25.	Mortality rate	67 per 1000
26.	Total No. of Blocks	6
27.	Total No. of Panchayat Samitis	6
28.	Total No of Municipalities	1
29.	Total No of Gram Panchayat	66
30.	Total No of Tea Gardens	65
31.	Total No of police Stations	8
32.	Important establishments	A)buxa tigrer reserve B)jaldapara wildlife sanctuary C)divisional head quarter of N.F. Railway

33.	Nearest Railway Station from Distract HQ	A)New Alipurduar B)Alipurduar junction C)Alipurduar court
34.	Total No of Police outposts	3

The Functions and Role of the District Magistrate :

As collector: This is the traditional function of the district magistrate. As the head revenue officer his foremost task is the assessment and collection of land revenue.

In addition to these taxes of different types, such as irrigation dues, income tax dues, agricultural dues, canal dues, sales tax, arrears, court fees, excise duties on various commodities, stamp duties, etc. are collected by his office.

The collector assesses the amount of relief required in case of calamities. He also takes the relief work. Land may be acquisitioned for housing schemes, development projects, etc. Land acquisitioned is another function of the collector. Preparation and maintenance of land records is an important function of the collector. The district treasury comes under his control and officers attached to district treasury functions under his supervision.

As District Magistrate: Maintenance of law and order and safety in the district is the primary function of the district magistrate. He pays continuous attention to the problems arising out of social and political tensions, communal disharmony, caste problem, terrorism, smuggling and economic offences which may threaten peace and order in the district and safety of its people.

The function and role of a District Magistrate can be discussed in the following three areas—police, judiciary and jail.

Although the actual administration of the police is discharged by the district superintendent of police under the responsibility of D.G. of police, yet the police force, in general, work under the order and supervision of the district magistrate.

There has been erosion in the authority of the district magistrate as judicial magistrate. Due to the separation of judiciary from the executive the civil and criminal powers are now the responsibility of the judiciary under the control of the High Courts.

The district jails are under the general control of the district magistrate.

As coordinator: The District Magistrate is the overall in charge of every important official activity in the district. He coordinates the activities of all the government departments which function in the district. The names of few such departments are public health, agriculture, public works, irrigation, education and cooperation.

The district magistrate is regarded as a commander who is to co-ordinate their activities. He holds meeting of the officers posted as the head of the various departments at the district level at periodic intervals to take the stock of the work done. The district magistrate gives them suggestions, removes bottlenecks, raises confidence. He guides the district functionaries.

As Development officer: The role of the district magistrate in the development has assumed greatest importance after the initiation of the development planning and the Panchayat Raj system. Several projects and programs of the rural development have been undertaken for the benefit of the cross section of the people and especially for the under privileged and downtrodden people.

Several schemes of development related to health, education, employment, housing, agriculture, marketing of agricultural products etc and some special programs for rural women, children and the youth are in full operation under the supervision of the District Magistrate. These programs aim at eradicating poverty and improving the living standards of the poor and helpless people. Besides, a number of projects, like DDP, DPAP, TDP, CAD, IRDP and many other important projects are undertaken. The district magistrate is responsible for the implementation of all these schemes. In fact, he is the captain, commander and leader.

Role in Panchayat Raj: With the advent of Panchayat Raj the role of the district magistrate is to be viewed in terms of his position and relationship with the Panchayat system. He is not only the Chief Executive Officer of the Zilla Parishad. He also looks after the functioning of the other two-tiers of the Panchayat body by providing necessary assistance and technical help and supervises to ensure that the priorities fixed in the plans are being adhered to. He also ensures that no conflict

develops between the district administrative staff and the elected representatives of the Panchayats bodies and between themselves.

As Crisis Manager: The effectiveness of the office of the District Magistrates is put to test during crisis. Here he is to act as crisis manager and savior. During emergencies caused by natural calamities in the nature of flood, famines, droughts, cyclones etc or man-made crisis, such as riots, fires, loot, murder etc. he has to arrange relief measures, organize rescue operations, check epidemics, ensure medical treatment, prevent panic and perform a host of other crucial functions. At the time of such crisis the DM and his staff appear to be the savior to the down trodden people.

Miscellaneous Functions: The activities of the District Magistrate cannot remain confined within the written boundaries of his functions. As District Magistrate he is to act in various roles and perform various miscellaneous functions. A few important functions of such nature are mentioned below:

- He plays the role of Chief Returning officer and coordinates the entire election proceedings at the district level.
- He functions as the District Census officer.
- He works as the official government representative in the ceremonial functions in the district.
- He handles the protocol work in the district.
- He looks after the working of the municipal bodies in the district.
- He ensures the regular supply of essential commodities at reasonable prices.
- He arranges training for government servants.
- He deals with the personnel matters of the huge number of staff posted in the district.
- He undertakes regular tours and in the district to know about the performance of the government work and also to listen to the grievances of the people about the government.
- He complies and submits various reports related to the district to the appropriate authorities.

Sections under District Magistrate/District Collector:

1. Backward Classes Welfare Section
2. Certificate Section
3. Citizenship Section
4. Civil Defence Section
5. Compensation Section
6. Compensation Section (Escheat Procedure)
7. Confidential Section
8. Development & Planning Section
9. Education Affairs/ Monitoring Section
10. Election Section
11. Establishment Section
12. Excise Section
13. Executive Magistrate's Court
14. Forms & Stationary Section
15. General Section
16. ICDS Section
17. Judicial Munshikhana
18. Land Acquisition Section
19. Land Reforms/Land Revenue Section
20. Law & Order/Civil Suit Cell
21. Library Section
22. Loans Section
23. Motor Vehicles & Taxes Section

24. Municipal Affairs Section
25. National Informatics Centre
26. National Volunteers Force Section
27. Nezarath Section
28. Panchayats & Rural Development Section
29. Passport Section 30. Pool (Vehicles) Section
30. Public Grievance Cell
31. Record Room
32. Refugee Relief & Rehabilitation Section
33. Relief Section
34. Revenue Munshikhana
35. Social Section
36. Strong Room & Stamp Section
37. Tank Improvement Section
38. Treasury Section
39. Vigilance Section

Civil Administration :

In this regard the structure of the district administration and its functions in West Bengal has some definite aspects.

A district is governed by a District Collector, who is better known as a District Magistrate (DM) in the state of West Bengal. Each district is divided into subdivisions, except the Kolkata district, which contains urban area only, administered by Kolkata Municipal Corporation.

A Subdivision is governed by a Sub-divisional magistrate (SDM), better known as a Sub-Divisional Officer (SDO). Other than urban units such as town municipalities, a subdivision contains 'community development blocks' (also known as CD blocks or

blocks). A block consists of urban units such as census towns and rural units called Gram panchayats.

A block is administered by a Block Development Officer (BDO), who is appointed by the Government of West Bengal.

A gram panchayat, which consists of a group of villages, is administered by a village council headed by a Pradhan. As per the West Bengal Panchayat Act, 1973, each Block has a Panchayat Samiti, whose members include the Pradhans of the constituent gram panchayats, and the MLAs from the block. A Panchayat Samiti is headed by a Sabhapati. The third tier of the Panchayati Raj is Zilla Parishad, a district level organization with the Sabhapatis of the constituent Panchayat Samitis and the MLAs from the district as its members. A Zilla Parishad is headed by a Sabhadhipati. For the Darjeeling district, the Zilla Parishad has ceased to exist, but a similar organization for the Siliguri subdivision exists, which is designated as a Mahakuma Parishad.

Police :

A District Superintendent of Police, better known as a Superintendent of Police, heads the District Police organization of West Bengal Police. This is as per the Police Act of 1861, which is applicable to the whole of India. In every subdivision, there is a Sub-divisional Police Officer of the rank of Assistant Superintendent of Police or Deputy Superintendent of Police. Under subdivisions, there are Police Circles, each headed by an Inspector of Police. A Police Circle consists of Police Stations, each headed by an Inspector of Police, or in case of rural areas, by a SubInspector of Police.

Judiciary:

The Calcutta High Court has the jurisdiction of the state of West Bengal. Though most of the districts have more courts other than a District Court, not every subdivision of the state has a Court. Hierarchy in the judiciary is as follows:

A. Criminal Courts

- Supreme Court of India

- High Courts o Session Courts
- Sessions Court
- 1st Class/Metropolitan Judicial Magistrate
- 2nd Class/Metropolitan Judicial Magistrate

B. Executive Courts

ALIPURDUAR COLLECTORATE:

Alipurduar is the 20th district of West Bengal, formed on 25th June 2014. The top of the Alipurduar Collectorate is the District Magistrate. He heads the overall district administration. He is assisted by three ADMs namely-- ADM (General), AEO (ZP), DL & LRO. DL & LRO is often called ADM (LR).

There are 20 sections under ADM (General), among which Establishment Section, Food, RTO, Pool, RM & JM section are main. There are 15 Sections under, among which DPLO is the main.

AEO (ZP) looks after the developmental works under the Zilla Parishad.

DL & LRO or ADM (LR) deals with the land matters in the whole district.

There is one Sub-Divisional i.e Alipurduar Sadar Sub Divisional officer in Alipurduar district to help the District Magistrate in his overall administration. The Sub-divisional officer has to report to the District Magistrate time to time about the development in their sub-divisions.

There are 6 Development Blocks and 1 Municipality in the Alipurduar district.

Apart from the Alipurduar municipality, the district contains nine census towns and rural areas of 66 gram panchayats under six community development blocks: [HYPERLINK "https://en.wikipedia.org/wiki/Gram_panchayat"](https://en.wikipedia.org/wiki/Gram_panchayat)

- **Madarihat–Birpara,**
- **Alipurduar–I,**
- **Alipurduar–II,**
- **Falakata,**
- **Kalchini**
Kumargram

All the Dev Blocks are headed by a Block Development Officer. Block Development officer has to report to their Sub-divisional Officer as well as to the District Magistrate. The Block Development Officers works at their respective Blocks as the representative of the District Magistrate. They are held answerable to the district Magistrate. Through the Block Dev Officer all the development works goes on.

The nine census towns are Paschim Jitpur, Chechakhata, Alipurduar Railway Junction, Bholar Dabri, Sobhaganj, Falakata, Jaygaon and Uttar Latabari and Uttar Kamakhyaguri. [HYPERLINK "https://en.wikipedia.org/wiki/Uttar_Latabari"](https://en.wikipedia.org/wiki/Uttar_Latabari) [HYPERLINK "https://en.wikipedia.org/wiki/Uttar_Kamakhyaguri"](https://en.wikipedia.org/wiki/Uttar_Kamakhyaguri)

STRUCTURE & FUNCTIONS OF DISTRICT COLLECTORATE:

Office of the District Magistrate plays an important role in both regulatory and developmental administration. Efficient functioning of this office is crucial to maintain the administrative machinery of the state. The range of the activity of this office is extremely diversified and is decentralized to various departments and sections. Let us look into the effective functions of the district collectorate in a nutshell:

General Section: General Section of the office of the District Magistrate is a very important Section of the District Collectorate. The important issues of general administration are dealt with by this Section and the functions of the Section include:

Food cell : This cell coordinates the different food security programmes like Public Distribution System, Issue of Ration Cards, Antodaya Anna Yojana, Annapurna Anna Yojana, Food grains stocks in Food Corporation of India go downs and elsewhere under the District Controller of Food & Supplies;

(a) Registration of births and deaths (b) Public Grievance matters (c) Census matters (d) Processing and issue of Domicile Certificates (e) Allotment of flats at the Housing Estates of the State Government in the district (f) Border-related security and law and order matters in the districts having international borders (g) Industry related matters

ESTABLISHMENT SECTION :

Usually under Senior Deputy Collector. The Establishment Section is another very important Section in the office of the District Magistrate. The Section deals with the following matters: -

a. Service matters of the officers and staff posted in the office of the District Magistrate
b. Preparation of annual budget and net grant statement
c. Allotment and sub-allotment of funds
d. GPF matters of all officers and staff
e. Maintenance of service books :Casual and Earned Leave of all officers and staff
f. Pay Bills and allied bills
g. Law Matters
h. Attendance of officers and staff
i. Open Performance Report of staff
j. Confidential Report of the officers
k. Pension matters and retirement benefits
l. Group Insurance Scheme
m. Transfer and posting of subordinate staff
n. Liaison with State Government in establishment matters
o. Maintenance of Guard File on government order and circulars.
p. Training of IAS & WBCS(Exe.) cadre probationers

• NEZARATH SECTION

Under Nezarath Deputy Collector. The Nezarath Section is another very important Section of the office of the District Magistrate. The Section is the custodian of the cash of the office. The important functions of the Section are:-

a. Preparation of different types of contingency bills
b. Preparation of bills for different schemes and programmes implemented in the district
c. Circuit House matters
d. Maintenance of General Cash Book and Subsidiary Cash Books
e. Maintenance of Schematic Cash Books
f. Maintenance of the office building –liaison with the Public

Works Department g. Maintenance of Personal Ledger Account of the District Magistrate h. Service of notices

JUDICIAL MUNSHIKHANA :

The following functions, inter alia, are performed by the Judicial Munshikhana :

a. Processing of the bills of the Public Prosecutors/Pannel PP's b. Processing of Workmen Compensation Grant c. Processing of Diet Bills for the undertrials d. Administration of Revenue Deposit (criminals) e. Processing of freedom fighter's pension f. Processing of post-mortem bills g. Inquest h. Deployment of Executive Magistrate on magisterial duties and moving the state i. Government for the bestowal of powers of Executive Magistrate on officers j. Matters relating to Human Rights k. Registration of publication and magazines l. Daily Situation Report (Sit Rep.) m. Matters relating to the maintenance of law and orders n. Issue of licences – Arms, Video, Cinema, Poison, Explosives, Fire etc.

REVENUE MUNSHIKHANA :

The Revenue Munshikhana deals with the following works:-

a) Disposal of under-valuation cases and spoiled stamp matters b) Disposal of probate cases and impounding cases c) Disposal of House Building loan cases d) Disposal of Revenue Deposit Cases e) Disposal of Electricity Duty Cases f) Disposal of Bhagchhas cases (done by the SDO) g) Disposal of cases under Essential Commodities Act h) Determination of legal heirs of Government Employees i) Maintenance of Guard File on government order. j) Stamp vendors' licenses k) Money-lending licenses (by SDO) l) Fees / retainer bills for G.P. / AGPs m) Pursuing cases pending before the State Administrative Tribunal n) Monitoring / compilation of revenue collection o) Court cases – appointment of GP / AGP

RTA SECTION :

The functions of the Motor Vehicles (RTA) Section include:-

a. Registration of vehicles b. Processing and issue of vehicles licence c. Processing and issue of conductor's licence d. Processing and issue of learner's licence e. Compilation of monthly performance report f. Compilation of monthly motor vehicles revenue generation report g. Maintenance of solatium fund account

RECORD ROOM :

The Record Room Section has the following functions:-

- Maintenance of government documents & papers as per the provisions of the Record Manual; b. Maintenance of the birth and death cases and registers; c. Maintenance of mouza maps; d. Keeping records of the consignments of papers; e. Maintenance of petitions registers; f. Maintenance of court fees registers g. Preparation and issue of certified copies of old records; h. Maintenance of registers on:- (i) CS, Khatian cases/HRC cases/R.C.cases/D.L.cases (ii) Certificate cases (iii) Birth and death registration cases (iv) Miscellaneous cases.

EDUCATION PROGRAMME MONITORING SECTION:

a. Sarba Shiksha Mission – which comprises primary school education, Sishu Shiksha Karmasuchi, non-formal education initiatives like continuing education programmes for drop-outs rates in literacy programmes, neoliterates and monitoring of results.

b. Mid Day Meal Programme in Primary Schools and Sishu Shiksha Kendras There is a Sarba Shiksha Mission Committee at the district level under the Chairmanship of the Sabhadhipati of Zilla Parishad. The District Magistrate is the Vice-Chairman of the Committee.

POOL / VEHICLE SECTION :

This section is generally looked after by a Pool Superintendent under the control of the Nazareth Deputy Collector. This Section deals with the following functions:-

a. Arrangement and deployment of Government and hired vehicles used for official purpose by the office of the District Magistrate/Collector. b. Deployment of pool vehicles for officers on Magisterial duties and on other emergency occasions. c. Repair and maintenance of Government and hired vehicles. d. Deployment of pool vehicles on VIP duties and movement of the Ministers hailing from the district. e. Management of pool garage.

REFUGEE RELIEF & REHABILITATION SECTION :

The RR & R Section in the district deals with the following functions:-

Collection and compilation of reports and returns from the Block Development Officers and Municipalities on the status of RR & R land and camps; b. Registration of free hold title deeds for the displaced families; c. Demarcation of the land of the colonies and the squatters; d. Conduct of survey in the Government sponsored rehabilitation colonies e. Regularization of squatters colonies f. Collection and maintenance of various materials for the displaced persons.

CERTIFICATE SECTION :

This Section deals with matters relating to the realization of government dues. The government dues include repayment of loan given by the Central Government and the State Government with interest thereon, and dues to the banks and financial institutions. The West Bengal Public Demands Recovery Act regulates the procedures for realization of government dues through initiation of certificate proceedings.

PASSPORT SECTION:

The Indo-Bangladesh passports are issued by the District Magistrate. The application for grant of Indo-Bangladesh passports are processed and disposed by the Passport Section after proper field enquiries by the Passport Section. For the convenience of the Indian citizens applying for International Passports, facilitation counter has recently been opened at the District Passport Offices. The applications for international passports are now received at the office of the District Magistrate. The District Magistrate gets the police verification/enquiry done on such applications and forwards them to the Regional Passport Office in Kolkata for final disposal. The objective of this exercise is to expedite disposal expeditiously dispose of the applications of the persons residing in the district. The Passport Section maintains separate register of records on (a) Indo-Bangladesh Passport and (b) International Passports.

VIGILANCE SECTION:

In the capacity of the District Vigilance Officer, all complaints of corruption and irregularities by State Government employees posted in the districts are enquired into by the District Vigilance Wing. Vigilance Inspector, Assistant Superintendent of Vigilance and Deputy Superintendent of Vigilance are posted in the district for the purpose according to the workload. All enquiry reports are processed and compiled for onward transmission to the State Vigilance Commission for taking disciplinary actions against the erring officers.

RELIEF SECTION:

The Relief Section maintains the District Disaster Management Plan ready and updates the Plan from time to time. The District Disaster Management Plan highlights the following aspects:

The contingency plan to combat disaster – at Gram Panchayat, Block, Subdivision and District Level; b. Inventory of relief materials available at the Gram Panchayat, Block, Subdivisional and District Level; c. Maintenance of stocks of relief and allocation to the Block and Sub-divisional Offices; d. Maintenance of register on telephone/fax/number/e-mail addresses of the important persons/organizations of civil, para-military and military administration; e. Maintenance of Guard File of Government orders and circulars.

TREASURY:

Treasury means any Treasury of the state Govt. notified as such by the finance department and includes Pay & Accounts office. All Government transactions in the district are made through District Treasury.

There may be at least two or more Treasuries for a district, according to the volume of work. Each Treasury is headed by the Treasury Officer, who is assisted by a number of Additional Treasury Officers. Other staff includes Accountant, Deputy Accountant and Clerks of the required number.

The functions of the District Treasuries are:-

- Checking and passing of bills under different heads of account
- b. Maintenance of Allotment Registers – Drawing and Disbursing Officer-wise
- c. Preparation of monthly Treasury Accounts and ensuring timely dispatch of the same to the AG (A&E) West Bengal Directorate of Treasuries, West Bengal
- d. Maintenance of L.F. & P.F. accounts
- e. Printing of cheques for payment under different heads of account
- f. Preparation of Annexures
- g. Marking treasury voucher numbers against the passed bills
- h. Receiving bills from the DDOs under different heads of accounts
- i. Works relating to pension cases for Government pensioners, teachers
- j. Making appropriate entries in Pension Payment Orders
- k. Cell of non-judicial stamps, court fee, revenue stamps etc. to the vendors, licensee and public

DEVELOPMENT & PLANNING SECTION:

This Section also monitors the following schemes and programmes:

- a. Bidhayak Elaka Unnayan Prakalpa
- b. Member of Parliament Local Area Development Scheme
- c. Schemes of Finance Commissions
- d. District Plan and DHDR preparation
- e. Uttar Banga Unnayan Parishad/Sunderban Development (in North & South 24- Pgs.)Board/Paschimanchal Unnayan Parishad Schemes
- f. Schemes of the West Bengal Minority Development and Finance Corporation
- g. Border Area Development Programme (in districts having international border)
- h. Backward Areas Development Fund (in selected districts).
- i. Matters related to District Planning Committee

The bills for payment under the above mentioned schemes are also processed in this Section.

PANCHAYAT & RURAL DEVELOPMENT SECTION

This section looks after the following functions:-

- a. Replies to audit queries on Block and Panchayat Administration
- b. Reports and returns in respect of all development schemes executed by the Zilla Parishad, Panchayat Samiti and Gram Panchayat
- c. Interpretations and explanations on the West Bengal Panchayat Act and Rules and other Rules made thereunder
- d. Files relating to the Rural Development set up of Block establishment and Panchayat Samiti Establishment
- e. Training and retraining of Panchayat functionaries/officials
- f. Monitoring of programmes like NSAP, PROFLAL etc.
- g. Strengthening Rural Decentralization Programme (in selected districts)
- h. Maintenance of Guard File on Government orders and circulars.
- i. Conduct of Panchayat elections.
- j. MGNREGS

The District Magistrate also functions at the District Panchayat Election Offices. The conduct of the three tier Panchayat Election is also monitored by this Section at the district level.

BACKWARD CLASSES WELFARE SECTION:

The District Magistrate acts as the Joint Commissioner of Reservation. The Backward Classes Welfare Section deals with the following

- a. Processing and issue of Caste and Tribe Certificate
- b. Stipends to the students belonging to SC & S.T. communities
- c. Monitoring of the activities of Hostels and Ashrams for the students belonging to S.C. & S.T. Communities
- d. Monitoring of the development schemes/programmes implemented for the people belonging to the S.C., S.T. & other backward class communities.
- e. Monitoring of the activities of the office of District Manager, West Bengal Scheduled Tribes Community (above the age of 60 years) in ITDP mouzas.

LAND ACQUISITION SECTION:

The functions of Land Acquisition Section include:

- Establishment matters of the staff employed in the Section including the maintenance of their Service Books b. Maintenance of case files of land acquisition cases c. Maintenance of case records on estimates, allotment of funds d. Maintenance of case records on land acquisition and Notifications e. References cases under Section 30 of L.A. House site cases f. Supervision of the works of the Drawing Section g. Maintenance and updating of Guard file on Government orders and circulars.

LAND AND LAND REFORMS SECTION:

The District Land & Land Reforms Officer and Ex-officio Additional District Magistrate (Land Reforms) looks after this Section. The Section deals with following functions:-

- Establishment and service matters of the officers and staff of the Section b. Establishment and service matters of the officers and staff of the offices of the Sub-Divisional Land & Land Reforms Officers, Block Land & Land Reforms Officers and the Revenue Officers c. Maintenance of case records on L.R. cases d. Maintenance of Appeal cases on L.R. matters e. Collection, compilation and submission of monthly reports on land revenue collections f. Safe custody of the mouza maps g. Supervision of the works of the Drawing Section h. Maintenance and updating of Guard File on Government orders and circulars.

ELECTION SECTION:

The functions of the Election Section are as follows:-

- a. Conduct of Assembly and Parliament elections; b. Conduct of revision of Electoral Roll c. Safe custody of the electoral rolls; d. Safe custody of the ballot boxes and Electronic Voting Machines; e. Safe custody of election materials; f. Maintenance of files and records on Photo Identity Cards; g. Coordination in election matters with the sub-division and block offices;
- h. Compilation and despatch of reports and returns as directed by the Election Commission of India, State Election Commission, Chief Electoral Officer and the State Government; i. Maintenance of permanent EPIC centre.

MUNICIPAL AFFAIRS SECTION:

This Section performs the following functions:-

- Compilation of reports on performance of the Municipalities in the extension of civic amenities; b. Compilation of reports on performance of the Municipalities in revenue collection; c. Review of the schemes executed by the Municipalities; d. Drawing and disbursing of funds for the Municipalities.

INTEGRATED CHILD DEVELOPMENT SERVICES – OFFICE:

The functions of the office of the District Programme Officer, ICDS are:-

- a. Establishment and service matters of the officers and staff of ICDS set-up; b. Compilation and updating of the reports and returns of the performance of ICDS programme c. Coordination of the district office with the offices at Block Level in the implementation of ICDS programme; d. Monitoring of the stocks management system for ICDS; e. Maintenance and updating of the circulars and orders of Government in Guard File; f. Computerization of the performance

reports on ICDS programme; g. Implementation of Janani Suraksha Yojana and Micronutrient Initiative Project.

Coordinating Role of Different Tiers of Administration

CONCLUSION

Therefore, District Administration can function efficiently through the network of various Departments and Organisations.

- The huge quantum of power and functions vested upon the District Collector in various aspects, law and order and Developmental works makes it mandatory for the District Collectorate machinery down up to the GPs to work in sync with the District Magistrate.
- The Collector's responsibilities have enormously expanded in the areas of development and welfare activities. And these developments led to a shift in the style of his functioning.
- Now-a-days he has been called upon more often than not to explain, convince, cajole and persuade people that matter especially the people's elected representative and seek their active cooperation and participation in the execution of various programmes beamed at people concerning their welfare and development.
- It is increasingly being felt that administrative leadership is more necessary in the fields of economic and social development rather than in the more routine, traditional law and order and collection of revenues.
- Thus, District Administration is the basic unit of administration.