

## Department Information for Sub-Divisional Website

1. Name of the Dept. / Section – Establishment Section
2. Brief description of the work done –

Preparation of Pay Bill and T.A. Bill etc. of Officers and Staff and Contingent Bill, etc.
Maintenance of Service Book of all the staff and personal file of Officers and Staff.
Receipt issue and public petitions, Official correspondence etc.
Preparation of pension papers of retired employee's general correspondence related to service matter.
Maintenance of G.P.F. accounts of Group- D employees.
Maintenance of Assets Statements file of Officers and Staff.
Maintenance of West Bengal Health Scheme 2008 file.
Maintenance of Gradation file of Group – 'C' and Group – 'D' etc.

3.

<b>Name of the Head of Department / Section-in-charge</b>	<b>Office address</b>	<b>Landline no.</b>	<b>Mobile no.</b>	<b>E-mail ID</b>
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4. Mandatory disclosures under RTI (SPIO etc.). Sub-Divisional Officer, Tehatta, Nadia.