

Functions and duties of each unit of the Office

Name of section :- 1- धर्मस्व 2. पुरातत्व

Powers and duties of the officers Employees :-

S No	Name	Designation	Remuneration	Duties
1.	श्री पी. एल. बरकडे	डिप्टी कलेक्टर	8550 + D. A.	1.धर्मस्व 2.पुरातत्व प्रस्तुत नस्तियों का निराकरण
2.				Powers Administrative /Financial officers
3	श्री मिर्जा आरिफ बेग	सहायक ग्रेड -3	3875 + D. A.	

Decision Making process in graphic form

Initiating the file Dealing staff And the section सम्बंधित लिपिक	Channel officers handling the file at each level प्रभारी अधिकारी	Decision taking authority अपर कलेक्टर/ कलेक्टर
Supervisory Auhhority	प्रभारी अधिकारी धर्मस्व शाखा	
Accountable Officer	कलेक्टर जबलपुर	

Norms Decided and followed by theb Organition

❖ Time

❖ Quality

सिटीजन चार्टर के तहत शासन द्वारा निर्धारित

❖ Quantity

Chronological List of

❖ Acts

❖ Rules

धर्मस्व संबंधित शासन आदेश के तहत

❖ Regulations

❖ Manuals

Circulars available in Office
(original text to be given in electronic form)

Statement of various documents to maintained

S.No.	Documents	classification	Duration
1.	धर्मस्व से संबंधित नस्ती	मंदिर / मस्जिद / चर्च / गुरुद्वारा / कब्रिस्तान ईदगाह	—
2.	पुरातत्व से संबंधित नस्ती		स्थायी

structure of consultative committees in which public representatives are members including

❖ The names of latest incumbents	
❖ Copy of the orders	
❖ Circulars for formation	
❖ Duties and responsibilities	

1- Name of the Board, Council, Committees etc. including members and their qualifications. (Original text to be given in electronic form)

S.N.	Body	Members	Qualifications
1.	–	–	–

Directory of the officers and employee

(to be linked with treasury data bank)

S.N.	Name	Designation	address for residence	Phone No. / mobile No.
1.	पी. एल. वरकडे	डिप्टी कलेक्टर	F/19 आदर्श नगर जबलपुर	9425180052
2.	मिर्जा आरिफ बेग	सहायक ग्रेड 3	मुजावर मोहल्ला, गढ़ा जबलपुर	

Monthly remuneration and compensation

S.No.	Budget Head	Year	Allocation	Expenditure
1.	Nil	Nil	Nil	Nil

Detailed Information 2005-2006

S.No.	Name of the Programme	Sponsoring Deptt. Agency	Year	Amt. Allocated	No of Beneficiaries
1.					
2.					
3.					

List of the recipients and nature of concession

S. No.	Nature of concession	Name	address	Programmme	year	Kind of support
1.	—	—	—	—	—	—

Information available in the office

S.N.	categories	Hard Copy	Electronic Form
1.	शासन से प्राप्त निर्देश	नस्ती के रूप में	—

Facility available to citizen for information

S. No.	Facility	Duration of opening (time to be given)	Contact No. Telephone No.
1.	रूम नं. 47, कलेक्ट्रेट, जबलपुर	10.30 A.M. to 5.30 P.M.	—