

Proceeding of the meeting of Board of Administrators, Beldanga Municipality

Date :- 24.05.2021, Time :-3:00 PM, Venue :- The Office Chamber of Chairperson



Member Present :- 4

1. Sri Prabhat Chatterjee, Chairperson of the Board of Administrators, Beldanga Municipality.....Sd/-
2. Abu Sufian Mondal, Member of the Board of Administrators, Beldanga Municipality.....Sd/-
3. Abdur Rouf, the Executive Officer of Beldanga Municipality.....Sd/-
4. Dr. Dipankar Ghosh, the Finance Officer of Beldanga Municipality.....Sd/-

In the presence of the members singed above, the proceeding of the meeting is started by the instruction of the Chairperson, Board of Administrators, Beldanga Municipality.

The following decisions are taken unanimously :-

1. Previously Mr. Bharat Kr. Jhawar was one of the operators for Garment Hub, Karmatirtha, Biodiversity and a General Fund Bank Accounts. Now, the name of Shri Jhawar will be replaced by Dr. Dipankar Ghosh, Finance Officer of Beldanga Municipality.

Action :- (i)Binoy Mukherjee, Accountant, (ii) Swarup Mondal, Assist. Cashier.

2. Post facto approvals of all expenditures made vide note sheet approval no. 1332, 1335, 1336, 1337, 1338, 1342, 1345, all dt. 19.03.2021 and 1380, 1383, 1384, all dt. 30.03.2021 and 01 Dt. 01.04.2021 to 40 Dt.20.05.2021, are granted.

Action :- (i)Binoy Mukherjee, Accountant, (ii) Swarup Mondal, Assist. Cashier.

3. Approvals of all expenditures made vide note sheet approval no. 41 Dt. 21.05.2021 to 48 Dt. 24.05.2021 are granted.

Action :- (i)Binoy Mukherjee, Accountant, (ii) Swarup Mondal, Assist. Cashier.

4. The overdrawn pay of Sri Sudhakar Mondal, Overseer of Beldanga Municipality of Rs. 2,50,645.00 was refunded to the own fund of Beldanga Municipality. Recalculating the overdrawn payment it has been seen that the excess payment of Rs. 1020.00 was deposited by Sri Mondal. Now, it is decided to refund the excess payment of Rs. 1020.00 to Sri Mondal and the actual overdrawn payment of Rs. 2, 49,625.00 will be transferred to Salary scheme L.F.

Action :- (i)Binoy Mukherjee, Accountant, (ii) Swarup Mondal, Assist. Cashier.

5. The proposal of online payment of Property Tax and Use of POS machines in municipal areas is approved.

Action :- Subhas Majhi, Assessment-in-Charge.

6. Launch under 'Jalasathi' scheme for this Municipality is lying useless. So, it is decided to surrender the Launch to the concerned authority and de-engagement procedure of man powers engaged under the scheme will be done.

Action :- Tanmoy Bhattacharya, U.D.C.

7. It is decided that a Blood Donation Camp will be organized by this office on 30.05.2021 at 10:00 A.M. to mitigate huge crisis of blood in Blood Banks amid COVID-19 times. Approximate expenditure for organizing the Blood Donation Camp will be as follows :-

Sl. No.	Purpose	Approximated Amount
1	Tiffin, Coffee, Water etc.	Rs. 15,500.00
2	Flex	Rs. 1,200.00
3	Still Photo	Rs. 1,000.00
4	Flower	Rs. 3,000.00
5	Decorator	Rs. 1,300.00
6	Miking	Rs. 2,000.00
Total =		Rs. 24,000.00

Action :- (i) Tanmoy Maitra, Tax Collecting Sarkar, (ii) Somnath Mondal, Store Keeper.

Prabhat Chatterjee
24/05/2021
(PRABHAT CHATTERJEE)
Chairperson of
Board of Administrators
Beldanga Municipality

8. Tanmoy Bhattacharya, U.D.C. of this Municipality will be the Nodal Officer of the scheme 'Samabyathi' and Ranajit Saha, Data Entry Operator of NULM scheme, will assist him for 'Samabyathi' Scheme.

Action :- (i) Tanmoy Bhattacharya, U.D.C., (ii) Ranajit Saha, Data Entry Operator of NULM scheme.

9. The name of Schemes and Nodal Officers are as follows :-

Sl. No.	Name of Scheme	Name of Nodal Officer
1	'Pathashree', 'Development of Municipal Areas', 'B.M.S', 'R.T.I', 'Hard Park & D.S.P. Quarter', 'Electricity', 'I.H.H.L.' including C.T. & P.T. , 'Green City Mission', 'Garment Hub', Solid Waste Management.	Partha Sarathi Ghosh, S.A.E.
2	'Building Cell', 'H.F.A' including I.D., 'Banglar Bari', 'Water (Tube Well & Pipe Line)', 'Disaster Mangement' and 'Paray Samadhan'.	Asish Kr. Mondal, S.A.E.

Action :- (i) Partha Sarathi Ghosh, S.A.E., (ii)) Asish Kr. Mondal, S.A.E.

10. Partha Sarathi Ghosh, S.A.E. of this Municipality will supervise the construction work of 50 bedded four storied shelter for urban homeless under NULM scheme.

Action :- Partha Sarathi Ghosh, S.A.E.

11. Receipt and Expenditure Accounts including Balance Sheets of F.Y. 2016-17, 2017-18 and 2018-19 placed by Accounts Department is approved and these will be forwarded to the concerned higher department for necessary action and kind approval.

Action :- (i) Binoy Mukherjee, Accountant, (ii) Swarup Mondal, Assist. Cashier.

12. Total staff strength of this Municipality will have to be prepared and placed to the Chairperson, Board of Administrators, Beldanga Municipality at an earliest.

Action :- Tanmoy Bhattacharya, U.D.C.

As there is no more discussion today the meeting ended with thanks from and to Chairperson, Board of Administrators, Beldanga Municipality.

Prabhat Chatterjee 24/05/2021

(PRABHAT CHATTERJEE)

Chairperson

Board of Administrators

Beldanga Municipality

Memo No. 4225(1)/T-26/21

Dated 01.06.2021

Copy forwarded for information and taking necessary action to –

1. Sri for compliance.

Prabhat Chatterjee 24/05/2021

(PRABHAT CHATTERJEE)

Chairperson

Board of Administrators

Beldanga Municipality