



Government of West Bengal
Office of the Block Development Officer
Itahar, Uttar Dinajpur

Email: mdmitaharblock@gmail.com

No: 2032 /IDB

Dated : 20 / 07 / 2017

Notification

Application are invited from the eligible candidates on a prescribed format with Xerox copy of age proof, residential proof, copy of P.P.O etc. for the post of Block level Supervisor, on purely contractual basis under cooked Mid-Day Meal Programme at office of the Block development office, Itahar. The details are given below-

1. No. of Post – 1(one).
2. Name of Post – Block level Supervisor.
3. Place of Posting – At the office of Block Development Officer, Itahar.
4. Date of submission of application from 20/07/2017.
5. Last date for receiving of application upto 5PM on 08/08/2017.
6. Date of written & oral exam to be commented on 11/8/2017 from 11AM and onwards.
7. Name of examination centre – Block Development Office, Itahar.

Selection Procedure:

1. Selection of candidate shall be made by a selection committee framed for the purpose. Selection of candidate for the post to be done, through an examination of hundred (100) marks of which 90 marks is meant for written exam of 10 marks for oral exam.

Eligible Criteria:

1. Candidate must be Retired – Govt. employee/ School Teacher employee not below the rank of Group C/ School Teacher & also having basic Computer knowledge.
2. Age Limit- Candidate should be belonged with in age of above 60 to 62 years.

3. Preferably the candidate should be a resident under the jurisdiction of Itahar Block.

Selected Block Level Supervisor should be responsible as the Job Assigned by the District Magistrate, Uttar Dinajpur No. 875/DM/MDM/XXVI/DEO & ACC/14-15/001 Dated 20/01/2016.

The eligible candidate shall get Remuneration amounting Rs. 10000/- (Rupees Ten thousand) only per month.

Desired candidate should submit their application into a Drop Box which is to be kept at Mid-Day Meal Section of Itahar Development Block.

On the Date of Examination candidate should attain examination centre with original and photo copy of each documents i.e. age proof, residential proof, copy of P.P.O etc. within 10:30AM at the office of the Block Development Officer & give reporting signature at the MDM section 1st floor of Itahar Panchyat Samiti.

No candidate will be entertained after 10:30AM on the date of Examination i.e. 11/08/2017.


Block Development officer
Itahar, Uttar Dinajpur

Memo. No: 2032/1/(8) /IDB

Dated : 20 / 07 / 2017

Copy forwarded for information to:

- i) The Sub-Divisional Magistrate, Raiganj, Uttar Dinajpur.
- ii) The O.C Mid-Day Meal, Uttar Dinajpur.
- iii) The S.C food & Supplies, Uttar Dinajpur
- iv) The Sabhapati, Itahar Panchyat Samiti, Itahar Uttar Dinajpur
- v) The BMOH, Itahar Uttar Dinajpur
- vi) The CDPO, Itahar Uttar Dinajpur
- vii) The SI of Schools, Itahar & Itahar North Circle, Itahar Uttar Dinajpur.
- viii) The DIO, NIC, Uttar Dinajpur with a request to publish the notice into the District web portal.


Block Development officer
Itahar, Uttar Dinajpur

Application for the post of Block Level Supervisor under Cooked Mid-Day Meal Programme

To
The Block Development Officer
Itahar, Uttar Dinajpur

Sub: Prayer for the Post of Block Level Supervisor

Ref: Your No. /IDB Dated:

Sir,

In reference to your No. cited above I am applying for the post of _____.

BIO-DATA

1.	Name of applicant	
2.	Before retirement, in which Deptt./ Office the applicant was employed.	
3.	Permanent Address.	
4.	Date of retirement	
5.	Age as on 20.07.2017	
6.	P.P.O No.	
7.	Educational Qualification	
8.	Last Basic Pay Drawn (in Rs.)	
9.	Computer Experience	
10.	Experience of schools MDM related matters	

I am to certify that the information as mentioned in the Bio-Data is true to the best of my knowledge. In case of submission of any incorrect information by me, I agree that my candidature may be cancelled on such grounds.

Place:

Date:

Signature of the Applicant

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
UTTAR DINAJPUR
(Mid-Day-Meal Section)



ORDER

No.: **875** /DM/MDM/XXVI/DEO & ACC/14-15/001

Dated: **20 / 01 / 2016**

It has been observed that the assignment of work have not been followed properly at block & municipality level. In view of that it is hereby ordered that the Supervisors, Assistant Accountants and Data Entry Operators under Mid-Day Meal Programme will do their duty assignment as per following manner.

JOB ASSIGNMENT

Supervisor	Assistant Accountant	Data Entry Operators
1. Coverage of schools status	2. Maintaining all registers of MDM programme (Rice, Cooking Cost, Hon. to cook, MME, Kitchen cum store etc.)	1. Preparation of monthly off-line report return in respect of cooking cost, hon. to cook.
2. Monthly Inspection of School as per guideline	3. Maintaining Cash Book and bank account	2. Analysis of school enrolment & coverage of schools
3. Maintaining stock of Rice registers at block/municipality level	4. Preparation of bill in respect of Cooking cost, Hon. to cook, KCS and sub-allotment of fund to the school point timely.	3. Online Monthly, Quarterly (S.H.P.) & Annual Data entry work into MIS in stipulated time.
4. Monthly Rice stock status at school level & sending report to the district level	5. Compilation of monthly U.C. of each school	4. Maintaining of WBSED portal
1. Compilation of monthly U.C. of each school	6. Preparation of Monthly U.C. of each component	5. Preparation of QPR
5. Compilation of report of School Health Programme	7. Preparation of Quarterly Progress report	6. Preparation of Annual Work Plan & Budget
6. Preparation of Quarterly Progress Report	9. Preparation of Annual Work Plan & Budget	7. Preparation of Monthly U.C.
7. Preparation of Annual Work Plan & Budget	8. Any other duty assigned time to time by authority concerned	8. Any other duty assigned time to time by authority concerned
8. Any other duty assigned time to time by authority concerned		

The Block Development Officers & Chairman of Municipalities are requested to instruct his/her MDM officials to do the above mentioned work from this month onwards. However, BDOs & Executive Officers of Municipalities are also requested to monitor the progress and quality of such work from time to time to verify facts and bridge the gap wherever it is found.

This order is issued in the interest of smooth functioning of MDM Programme.


District Magistrate
Uttar Dinajpur

Memo No.: **875** /1(15)/DM/MDM/XXVI/DEO & ACC/14-15/001

Dated: **20 / 01 / 2016**

Copy forwarded for information and taking necessary action to:

- 1-9. The Block Development Officer (All), Uttar Dinajpur
- 10-13. The Chairman of Municipalities (All), Uttar Dinajpur
14. The CA to the District Magistrate, Uttar Dinajpur
15. The CA to the Additional District Magistrate, Uttar Dinajpur


District Magistrate
Uttar Dinajpur