

Disclosure of Information U/S 4 (1)(b) of the RTI Act 2005:

The Right to Information Act has envisaged that all the Public Authorities shall make a constant endeavour to take steps in accordance with the requirement of this Act to publish all relevant information for knowledge of citizens at large and update the same at regular intervals. The Act enjoins that all records of the Public Authority should be duly catalogued and indexed in a manner and in the form which facilitates the Right to Information of Citizens. The relevant information under section 4(1)(b) of RTI Act, 2005 is given below:

1) The particulars of its Organization, functions and duties:

Organization U/s 4(1)(b)(i) of RTI Act 2005].

- (1) Name of the Public Authority : P.D. Bal
 - (2) Designation: Assistant Director of Information-in-charge
 - (3) Address: Dinabandhu Mancha, Sachin Sarkar Sarani, Court More, Siliguri-734001
 - (4) Contact: 0353-2523398
 - (5) Email: adisiliguri2013@gmail.com
- Office of the Assistant Director of Information, State Level Information Centre, Dinabandhu Mancha, Siliguri under the Department of Information & Cultural Affairs, Government of West Bengal.

Functions and duties: This office is entrusted with running and maintenance of Dinabandhu Mancha consisting of one big auditorium, one exhibition hall, one conference hall and three offices of the department. The auditorium and halls are given out on rent to any organizations, private or government. This office maintains the booking procedures, collection of rents, collection of fines and extra time charges, etc. and depositing the same into government accounts. This office also looks after maintenance of the entire complex so that proper services are provided to booking parties as regards to sound system, light system, washroom facilities, security and crowd management, etc. This office also organises commercial cinema shows for ten days every month and the revenue so collected are deposited in government account after paying off the film distributor and GST. Sometimes film festivals are held free of cost for the public.

(2) The powers and duties of its Officers and employees:

[U/S 4(1)(b)(ii) of RTI Act, 2005].

Powers: As per Government rules received from time to time.

Duties: This office is entrusted with running and maintenance of Dinabandhu Mancha consisting of one big auditorium, one exhibition hall, one conference hall and three offices of the department. The auditorium and halls are given out on rent to any organizations, private or government. This office maintains the booking procedures, collection of rents, collection of fines and extra time charges, etc. and depositing the same into government accounts. This office also looks after maintenance of the entire complex so that proper services are provided to booking parties as regards to sound system, light system, washroom facilities, security and crowd management, etc. This office also organises commercial cinema shows for ten days every month and the revenue so collected are deposited in government account after paying off the film distributor and GST. Sometimes film festivals are held free of cost for the public.

(3) The procedure followed in the decision making process including channels of supervision and accountability.

[U/s 4(1)(b)(iii) of RTI Act , 2005].

As regards to booking of auditorium and hall the UDC/LDC initiates the file and finally the ADI approves, after which particular party will pay rent as well as refundable security money as per existing rates approved by the appropriate authority. The procedure followed is defined under the various provisions of the following

- a) W.B Service Rules Part-I & Part-II.
- b) W.B. Financial Rules
- c) W.B. Treasury Rules and
- d) Administrative Orders/Notifications issued by the Govt. Of West Bengal from time to time.

(4) Norms set for the discharging functions:

[U/s 4(1)(b)(iv) of RTI Act , 2005].

All staff are issued duty roster from time to time by the Assistant Director of Information and the staff in turn supervise the agency personnel engaged for duties like security, housekeeping and stage assistance, etc.

(5) The rules, regulations, instructions manuals and records held by it or under its control or used by its employee for discharging functions :

[U/s 4(1)(b)(v) of RTI Act , 2005].

- a) W.B Service Rules Part -I & W.B Service Rules, Part -II.
- b) West Bengal (Classification, Control and Appeal) Rules.
- c) West Bengal Service (Duties, Right and obligation of the Government employees) Rules, 1980.
- d) W.B Financial Rules.
- e) Audit and Accounts Code and related different Orders issued from time to time.
- f) W.B Treasury Rules and
- g) Reports /Orders of the I & CA Department/ Orders & Notifications of the Finance Departments /Administrative orders & notifications of the I & CA Deptt. issued from time to time.

(6) Categories of documents that are held by it or under its control:

[U/s 4(1)(b)(Vi) of RTI Act , 2005].

Files related to:

- a) Pay and Accounts
- b) Audit (Conducted by Pr. A.G. office)
- c) Service books of employees
- d) Cash books and stock registers
- e) Miscellaneous Matters

Matters are dealt mostly through IFMS and physical files and registered books as per Govt. guidelines.

(7) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

[U/s 4(1)(b)(Vii) of RTI Act , 2005].

Dinabandhu Mancha Advisory Committee constituted by the department (order no: 3031-tathya (Nabanna), dated: 18.08.2022) and consisting eminent persons like elected public representative, people from cultural organisations, literary organisations, etc. advises this office on several issues for benefit of the public.

(8) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of those boards , councils, committees and other bodies:

[U/s 4(1)(b)(Viii) of RTI Act , 2005].

Dinabandhu Mancha Advisory Committee holds its meeting regularly and draws up resolutions in which many suggestions are given to this office. As per the resolutions this office writes to various related departments for compliance of the suggestions, after approval by the department.

(9) Directory of the Officers of Information Directorate:

[U/s 4(1)(b)(ix) of RTI Act , 2005].

Name	Designation	Assignment	Address
P.D. Bal	Assistant Director of Information	Head of the office and DDO	Dinabandhu Mancha, Sachin Sarkar Sarani, Court More, Siliguri- 734001

(10) The monthly remuneration received by each of its Officers and other employees including the system of compensation as provided in its regulations: [U/s 4(1)(b)(X) of RTI Act , 2005].

Officers and staff do not receive monthly remuneration from this office except one staff (LDC) but whose duty is placed elsewhere.

Three agencies that engaged in security, housekeeping and stage management have six employees each who receive wages from this office as per Labour department, Government of West Bengal circular which revised two times in a year.

(11) The Budget allocated to each of its agency including the particulars of all plans, proposed expenditures and reports on disbursements made: [U/s 4(1)(b)(Xi) of RTI Act , 2005].

Not applicable.

(12) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme. [U/s 4(1)(b)(Xii) of RTI Act , 2005].

Not applicable.

(13) Particulars of recipients of concession, permits or authorization granted by it: [U/s 4(1)(b)(Xiii) of RTI Act , 2005].

Eighteen local theatre groups are given concessional rates in booking the auditorium for their plays. This is done on the basis of the Dinabandhu Mancha Advisory Committee meeting and approval of the department.

(14) Details in respect of the information available to or held by it, reduced in an electronic form: [U/s 4(1)(b)(Xiv) of RTI Act , 2005].

Not applicable.

(15) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use: [U/s 4(1)(b)(XV) of RTI Act , 2005].

Not applicable.

(16) The names, designation and other particulars of the Public Information Officers: [U/s 4(1)(b)(Xvi) of RTI Act , 2005].

A) Name of the Appellate Authority:

- a) Name :Smt Sharmistha Banerjee ,[WBCS(Exe)]
- b) Designation : Director of Information & E.O Additional Secretary
- c) Address: Room No. 902, Nabanna, 9th Floor, 325, S.C Road,
Howrah-711102
- d) Contact: 033 2253 5112
- e) Email: di.icadept@gmail.com

B) Name of the State Public Information Officer (SPIO) under Information Directorate (Headquarter):

Name: Sri Passang Dorjee Bal, (WBICS)

- a) Designation: Assistant Director of Information-in-charge
- b) Address: Dinabandhu Mancha, Sachin Sarkar Sarani, Court More,
Siliguri-734001
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Assistant Director of Information
State Level Information Centre
SILIGURI