



GOVERNMENT OF WEST BENGAL
Department of Information & Cultural Affairs
Rabindra Okakura Bhaban

27A/1 DD Block, Sector-1, Salt Lake, Kolkata -700 064

Disclosure of Information us 4 of the RTI Act 2005 i.c.w Rabindra Okakura Bhaban

The Right to Information Act has envisaged that all the Public Authorities shall make a constant endeavour to take steps in accordance with the requirements 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 organisation, functions and duties:
[u/s 4(1)(b)(i) of RTI Act, 2005]

Name of the Public Authority	: Rabindra Okakura Bhaban
Name/Designation of P.A Executive Head	: Shri Devasis Dutta, WBICS, Administrative Officer, Rabindra Okakura Bhaban
Address	: 27A/1 DD Block, Sector-1, Salt Lake, Kolkata- 700064
Websites	: https://www.wbicad.in/
Contact No.	: (033) 2337-4999

Functions:

Rabindra Okakura Bhaban is a Cultural Centre which functions as the second campus of Paschimbanga Bangla Akademi under the aegis of Directorate of Culture, I & CA Department, Govt. of West Bengal. The functions of Rabindra Okakura Bhaban can be categorised under 4 heads as for—Rabindra Okakura Bhaban Office, Rabindra Okakura Bhaban Auditorium, Teaching Centre of Japanese Language and Retail Sales Counter as well as Main Store of the publications of Paschimbanga Bangla Akademi. Office of the Rabindra Okakura Bhaban looks after a portion of the establishment works, as a part of the Establishment Section of Paschimbanga Bangla Akademi. Besides organising various cultural and literary programmes, the Auditorium of the Bhaban is allotted in favour of different cultural organisations for their cultural performances as per recommendations of the Hall Bantan committee of the I & CA Department.

Moreover, basic & elementary education is imparted on Japanese language and JLPT (Japanese Language Proficiency Test) Curriculum at Rabindra Okakura Bhaban, which has been conceptualised as an Indo- Japan Cultural Center. A permanent exhibition on Japanese language and culture is also there.

(2) The powers and duties of its officers and employees:
[u/s 4(1)(b)(ii) of RTI Act, 2005]

Powers : Administrative Officer, is the executive head of the Rabindra Okakura Bhaban and he has been vested with the powers to execute any decision that has been approved by the Secretary, Paschimbanga Bangla Akademi or the Director of Culture or the Secretary of the Department or any higher authority as per order, issued by the I&CA Department. As Rabindra Okakura Bhaban is a part of Paschimbanga Bangla Akademi, the Secretary, Paschimbanga Bangla Akademi enjoys the power of incurring expenditure in the case of grant-In Aid, as per Delegation of Financial Power Rules, 1976 as amended, from time to time. Similarly the Administrative Officer, Paschimbanga Bangla Akademi, also, enjoys the power of incurring day to day expenditure, as per Delegation of Financial Power Rules, 1977 as amended, from time to time. Power and duties of the Officer is clearly defined by the different rules as described primarily in W.B. Service Rules Part-I & II, W.B. Financial Rules, W.B. Treasury Rules including procedure to execute the Work. Employees of Rabindra Okakura Bhaban work under the direct supervision of the Administrative Officer, Rabindra Okakura Bhaban and the Secretary, Paschimbanga Bangla Akademi.

Duties:

The Duties of the Officers and employees of Rabindra Okakura Bhaban is same as any officer and employee of any office of the State Government and this has elaborately stated in the W.B. Service Rules (Part 1), 1987 vide Appendix 6A of West Bengal Service (Duties, Right and obligation of the Government employees) Rules, 1980

- (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]

Procedure followed in the decision making process, including channels of supervision and accountability is well defined by the different rules as mentioned in

- (a) W.B. Service Rules Part-I & Part- II,
- (b) W.B. Financial Rules ,
- (c) W.B. Treasury Rules and
- (d) Administrative orders/ Notifications etc. of the Government as issued time to time

- (4) Norms set for the discharging functions:

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

Norms set for the discharging functions of the Officers and employees of the Rabindra Okakura Bhaban are as laid down in:

- (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 time to time
- (f) W.B. Treasury Rules and
- (g) Administrative orders/ Notifications etc. of the Government as issued time to time

- (5) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees 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 time to time
- (f) W.B. Treasury Rules and
- (g) Reports / Orders of the I&CA Department/ Orders of the Finance Department/ Administrative orders & Notifications of the I&CA Department etc. as issued 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) Accounts and Audit
Matters (b) Budget Matters
(c))Revenue matters
(d) Pay & Service matters
(e)Miscellaneous matters
Matters are dealt mainly through e-office/ IFMS and hard copy files and Registered books as per Government guideline.
- (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]
Rabindra Okakura Bhaban is the second campus of Paschimbanga Bangla Akademi and being a registered society Paschimbanga Bangla Akademi has members in the General Body, from the field of Language and Literature.
- (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]
General Body of the Paschimbanga Bangla Akademi is constituted as per the Govt. Orders issued by the Department of Information & Cultural Affairs, Government of West Bengal. The Body meets time to time and put forwards recommendations.
- (9) Directory of the Officers of Rabindra Okakura Bhavan:
[u/s 4(1)(b)(ix) of RTI Act, 2005]
Shri, Devasish Dutta, WBICS, Administrative Officer, Rabindra Okakura Bhaban
27A/1 DD Block, Sector-1, Salt Lake, Kolkata- 700064,
Contact No : (033) 2337-4999/22231-985
- (10) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:
[u/s 4(1)(b)(x) of RTI Act, 2005]
Monthly remuneration:
Monthly remuneration of all officer and Government employee of Rabindra Okakura Bhaban are guided as per West Bengal Services (Revision of Pay and Allowances) Rules, 2019
- (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]
Budget allocation is well defined as mentioned in Budget book under Demand no. 30 for the current financial year which may kindly be seen in the following link :
https://finance.wb.gov.in/writereaddata/Budget_Publication/2025_bp17.pdf

- (12) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

[u/s 4(1)(b)(xii) of RTI Act, 2005]

Not Applicable

- (13) Particulars of recipients of concessions, permits or authorizations granted by it:

[u/s 4(1)(b)(xiii) of RTI Act, 2005]

Not applicable

- (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]

As in the I&CA Department's website :<https://www.wbicad.in/>

- (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]

A Library, exclusively for Little Magazines and Periodicals, is open from 12 Noon- 5 P.M. daily except Government Holidays for use of researchers and students, on prior permission.

- (16) The names, designations and other particulars of the Public Information Officers:

[u/s 4(1)(b)(xvi) of RTI Act, 2005]

(a) Name of the Appellate Authority:

Name : Shri Kausik Basak, IAS
Designation : Special Commissioner &E.O. Director of Culture
Address : Nabanna, Room No.908,325, Sarat Chatterjee Road,
Howrah- 711102
Contact No : (033) 2253-6619
e-mail add : dirculturewb@gmail.com

(b) Name of the State Public Information Officer:

Name : Sri Devasis Dutta, WBICS
Designation : Administrative Officer, Rabindra Okakura Bhaban
Address : 27A/1 DD Block, Sector-1, Salt Lake, Kolkata- 700064
Contact No : (033) 2337-4999
e-mail add : rabindraokakura21@gmail.com