

Government of West Bengal
Department of Information & Cultural Affairs
"Nabanna" (9th Floor), H.R.B.C. Building,
325, Sarat Chatterjee Road, Mandirtala, Shibpur,
Howrah – 711 102
Information Directorate

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

- Name of the Public Authority :Smt Sharmistha Banerjee [WBCS(Exe)]
- Designation : Director of Information & E.O Additional Secretary
- Address: Room No. 902, Nabanna, 9th Floor, 325, S.C Road, Howrah-711102.
- Contact: 033 2253 5112
- Email: di.icadept@gmail.com
- Website: <https://www.wbicad.in/>

Functions:

The primary function of Information Directorate under the aegis of the Department of I&CA is to act as an interface between various Departments of Govt. Of West Bengal including its own with the purpose to inform and generate public awareness by undertaking multi media campaigns through its sub-offices at District and Subdivisions including Kolkata region.

Similarly, the Directorate is also entrusted to carry out different categories of classified information as Advertisements for public notice on behalf of the various State Governments Departments.

The entire scope of work under Information Directorate can be broadly sub classified under the following units/cells:

- Rural Cell
- Advertisement Cell
- News Bureau Cell
- State Ceremonies & Hospitality Cell
- Non Gazetted Establishment Cell and Hoarding (Kolkata area).
- Digitization Cell –Digitization and Archiving
- Exhibition Wing
- G2C Portal.

Rural Cell: Monitoring works of District and Sub Divisional Offices of Deptt. of I & CA and provide them necessary logistic support like manpower/mobility support etc.

Advertisement Cell: Advertisement in the media (Print and Electronic) issued by any Government Department (except autonomous bodies like Municipal Corporations, Municipalities) is routed through advertisement cell of I&CA Department for a single –window release. All releases under this policy is made by the advertisement cell directly (Tender, Notice, Airport display, Metro Railway display and Radio) or through empanelled agencies (display advertisements and television channels).

News Bureau Cell is responsible for performing media related activities for different departments of the State Govt. In addition the wing manages the ‘West Bengal Pension Scheme for Journalists 2018’ for the retired journalists.

The State Ceremonies & Hospitality Cell upholds the protocol standards as per the State Guest Rules of GOWB for the visiting dignitaries to the State. It organizes varied State Ceremonies including Birth & Death Anniversaries of national leaders / eminent citizens and other important days in a befitting manner in any calendar year.

Non Gazetted Establishment Cell: The activities of this cell is to facilitate the various service matters related to the appointment/service /promotion/retirement /re employment procedural work covered under WBSR and DSBR Rules in respect of the non gazetted employees. Other routine work like transfer/service placement/Gr-D type test/disposal of GPF loans etc including maintenance of HRMS database is done by this cell. It also acts to facilitate WBHS of Grp-B, C,D& Gr-A (partially).

Publicity through Hoarding display site for Kolkata area: There is no hoarding display site under the ownership and administrative control of I&CA Department within Kolkata jurisdiction. Kolkata Municipal Corporation undertakes the same as and when required upon receipts of approved creative and art work from I&CA Department.

Digitization Cell--Digitization and Archiving: Monitoring of News and Advertisement in the Television Channels/Newspapers/Social Media including the preservation of newspaper clippings. Digitization of newspaper/ archiving and preservation of newspaper clipping/ AV news of T V Channels. It also undertakes photography of events organised by Govt. Departments and release of advertisement in Digital and Social Media.

The Exhibition wing organizes exhibition at the International, National, State and District levels through the year. In addition, pavilion of West Bengal at the India International Trade Fair (IIFT) held at Pragati Maidan, New Delhi is also set up by this wing. The Tableau of West Bengal in the Republic Day Parade at Kartavya

Path, New Delhi and tableau on the occasion of Republic Day Parade and Independence Day ceremony at Red Road, Kolkata are also organized by this wing. The West Bengal pavilion at the International Kolkata Book Fair is also done under the supervision of this wing.

G2C Portal : The cell is assigned for development, design, upgrade and maintenance of the following portals, like :

1. Egiye Bangla Portal
2. I & CA Portal
3. Lok Prosar Prakalpa
4. Biswa Bangla Sharad Samman
5. e-Governance Projects : e –Office & GeM .
Other activities includes e- Auction related matters and updation of Samannay Portal etc on behalf of I & CA Deptt..

The other major functions of the Directorate is to act as a nodal for implementation of scheme / programme named as :

- Lok Prasar Prakalpa (LPP) for providing monthly Retainer fee & Pension @ Rs 1000 and performance based fee at the same rate to the enlisted Folk Artists since 2014.
- State Welfare Scheme for Purohits (SWSP) for providing monthly financial assistance @ Rs 1500 to the Purohits & Priests of other communities. The scheme was initiated in the year 2020.
- West Bengal Pension Scheme for the Journalists 2018.

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

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

Powers:

The Director of Information is the designated Office master and vested with the executive powers as approved by the Principal Secretary to this Department to act as the executive head to all the Group A officers assigned under Information Directorate including DICOs and SDICOs in the district with the powers of incurring expenditure (sanctioning and allotment of fund) as per the delegation of Financial Power Rules, 1976 wherein it is also entrusted to act as the controlling head for other categories of employees belonging to Group B,C & D under Information Directorate in the matters of service, welfare and the disciplinary functions in accordance to the WB Service Rules.

Duties:

The duties of all the Government employees including Officers and Staffs under Information Directorate is governed by the rules as stated in the W.B Service Rules (Part-I),1987 vide Appendix 6A of West Bengal Service (Duties, Right and Obligation of the Government employee) Rules,1980.

Power and duties of the Government Employees is clearly defined by the rules as envisaged in the:

1. W.B Service Rules, Part- I & II.
2. W.B Financial Rules.
3. W.B Treasury Rules.
4. Audit and Accounts Code.
5. West Bengal (Classification, Control and Appeal) Rules.

(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].

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].

Norms set for the discharging functions of the Officers and other Govt. employees under Information Directorate 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 from time to time.
- f) West Bengal Treasury Rules and
- g) Administrative orders /notification etc of the Government as issued from time to time.

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) Accounts and Audit
- b) Budget
- c) Pay and Service
- d) Miscellaneous Matters

Matters are dealt mostly through e office/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]

The Principal Secretary of the Department is the executive head vested with the powers to execute any decision that has been approved by the Minister in Charge or the Minister of the State for the Department of I& CA.

(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]

- Departmental Tender Committee
- West Bengal Press Accreditation Committee
- Tender Committee for Exhibition
- State Level Committee for Lok Prasar Prakalpa
- State Level Screening Committee for West Bengal Pension Scheme for Journalists, 2018.

(9) **Directory of the Officers of Information Directorate:**
[U/s 4(1)(b)(ix) of RTI Act 2005].

Sl No.	Name	Designation	Assignment	Address
1.	Smt Sharmistha Banerjee [WBCS(Exe)]	Director of Information & E.O Additional Secretary	Head of Office. Information Directorate.	Nabanna, 9th Floor, 325, S.C Road, Howrah-711102
2.	Sri Kaustav Tarafdar (WBICS)	Sr. Additional Director	Additional charge of State Ceremonies & Hospitality	DO
3.	Smt Sumita De (WBICS)	Additional Director of Information	All matters pertaining to Rural Cell & News Bureau.	DO
4.	Sri Debashis Halder	OSD & <i>Ex Officio</i> Addl. Director of Information	State Ceremonies & Hospitality Cell	DO

5.	Smt Jayasri Mondal Pal (WBICS)	Joint Director of Information	Various Campaigns in the District/Subdivision and its monitoring.	Nabanna, 9th Floor, 325, S.C Road, Howrah-711102
6.	Sri Pradip Kr Sarkar (WBICS)	Joint Director of Information	KIC and Digitization Cell	1/1, AJC Bose Road, Kolkata-700020
7.	Sri Manas Das (WBICS)	Joint Director of Information	Implementation of LPP & SWSP scheme.	Nabanna, 9th Floor, 325, S.C Road, Howrah-711102
8.	Sri Kalpendu Mukherjee (WBICS)	Joint Director of Information	Non Gazetted Establishment & administrative /Hoarding (Kolkata area)	DO
9.	Smt Munmun Hore Sinha (WBICS)	Joint Director of Information	Advertisement (Electronic Media)	DO
10.	Sri Kaushik Nandi (WBICS)	Joint Director of Information	Exhibition and District Budget .	DO
11.	Sri Kushal Chakraborty (WBICS)	Joint Director of Information	Advertisement (Print Media)	DO

(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]

Monthly remuneration of all the Officers and other Government employees of Information Directorate under Department of I& CA is guided as per West Bengal Services (Revision of Pay & 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 in the Annual Budget Statement for the year 2025-26 under Demand 30 with details may be seen at : https://finance.wb.gov.in/writereaddata/Budget_Speech/2025_English.pdf

(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].

Sl No:	Name of the Scheme	Total Disbursement for the F.Y 2024-25.	Total No. of Beneficiaries (heads) as on 31.03.2025 .
1.	Lok Prasar Prakalpa (LPP)	230.50 Cr	1,76,247
2.	Social Welfare Scheme for Purohiths (SWSP)	52.53 Cr	29,251
3.	West Bengal Pension Scheme for the Journalists 2018	0.4378 Cr	158

The mode of disbursement for Lok Prasar Prakalpa and SWSP are direct benefit transfer (DBT) through Jai Bangla Portal and for 'West Bengal Pension Scheme for the Journalists 2018' DBT is done through Kolkata Pay and Accounts Office.

(13) Particulars of recipients of concession , permits or authorization granted by it:

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

1. Press Accreditation Card to eligible Journalist/Media representatives as approved by the PAC Committee for the Year 2024-25: Total: 2133 persons.

(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].

Information uploaded at the 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].

For Kolkata Region: Kolkata Information Centre

Working Hours: Everyday from 12.30 noon to 7.30 p.m except on Government Holidays.

(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 (FAA):

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

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

- i) Name : Smt Samapti Dutta, (WBICS)
Designation: Dy. Director of Information
Address: Room No. 904, Nabanna, 9th Floor, 325, S.C Road, Howrah-711102.
E Mail: dd.sd.ica@gmail.com