



**GOVERNMENT OF WEST BENGAL,
DEPARTMENT OF INFORMATION & CULTURAL AFFAIRS,
OFFICE OF ASSISTANT DIRECTOR OF INFORMATION, DARJEELING,
Ph No. 0354-35765052 :Mail :adidarjeeling@gmail.com**

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 Head of the office : Saswati Saha (WBICS)
- Designation : Assistant Director of Information, Darjeeling.
- Address : Bishop Eric Benzamin Road, Old Secretariat building, 1st floor, Darjeeling -734101
- Contact : 7478302699 (M) 0354-35765052 (O)
- Email : adidarjeeling@gmail.com

Functions:

The ADI, Darjeeling, is the nodal officer of the Information directorates of the I&CA Department in Darjeeling, District.

Functions of ADI, Darjeeling, under Information Directorate:

This office is in process to published mouthpiece of the State Government, Paschim Bangla (Nepali) magazine.

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

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

Powers:

The ADI, Darjeeling, is the designated Head of Office as approved by the I & CA Department to act as the reporting officer. As per the delegation of Financial Power Rules, 1976 wherein it is also entrusted to act as the reporting officer for other categories of employees belonging to Group B,C & D under the office of the ADI, Darjeeling, 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 office of the ADI, Darjeeling, 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.
- e) Administrative Orders/Notifications issued by the District Administration 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 ADI, Darjeeling, 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.
- h) Administrative Orders/Notifications issued by the District Administration 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 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) Pay and Service
- c) 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]

Not applicable

(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 advice and as to whether meetings of those boards, councils, committees and other bodies.

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

- District Level Tender Committee
- District Level Folk Identity Card Issuance Committee

(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. Saswati Saha	DDI & ADI(In-Charge), Darjeeling	DDO & Supervision of office administrative	Eric Benjamin Road, Old secretariat building, Darjeeling
2.	Smt. Jeena Rai	AIO, Darjeeling	Looking after the matter related to Paschim Bangal (Nepali) magazine.	Eric Benjamin Road, Old secretariat building, Darjeeling

- (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 the ADI, Darjeeling, and other Government employees of I & CA office of Darjeeling, District 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]

Not applicable to the office of ADI, Darjeeling. The ADI, Darjeeling, receives allotments from the Deptt. of I&CA to meet its office expenditure and to implement as per instructions.

- (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 to the office of the ADI, Darjeeling.

- (13) **Particulars of recipients of concession, permits or authorization 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].

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:**

- 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 I & CA Department, Darjeeling district:

Name : **Saswati Saha (WBICS)**

- Designation : Assistant Director of Information, Darjeeling.
- Address : Bishop Eric Benzamin Road, Old Secretariat building, 1st floor, Darjeeling -734101
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*Deputy Director of Information,
&
Assistant Director of Information,
Darjeeling.*

**Deputy Director of Information
Asst. Director of Information (In-charge) :
Information & Cultural Affairs Department
Govt. of West Bengal, Darjeeling.**