



GOVERNMENT OF WEST BENGAL  
Department of Information & Cultural Affairs

রবীন্দ্র সাদন

Herasim Lebedeff Sarani, Kolkata -700 071

**Disclosure of Information us 4 of the RTI Act 2005 i.c.w Rabindra Sadan**

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 : Pradip Kumar Sarkar,  
Designation : Administrative Officer, Rabindra Sadan  
Address : Herasim Lebedeff Sarani, Kolkata-700071,  
Websites : <https://icad.wb.gov.in>  
Contact No. : (033) 22239917 / 22239936

**Functions:**

Rabindra Sadan is a Cultural Auditorium. Functions of the Rabindra Sadan, Kolkata are performed under the direct control of the Director of Culture, I&CA Department, Govt. of West Bengal. Functions of the Rabindra Sadan, Kolkata are performed through two wings like, Rabindra Sadan Office and Rabindra Sadan Auditorium. Office of the Rabindra Sadan looks after the establishment works of the entire Rabindra Sadan. Organised different cultural Programmes of I&CA Department and allot the auditorium in favour of different cultural organisations for their cultural performance as per recommendation the Hall Bantan Committee of the I&CA Department and Auditorium part is working to run the auditorium smoothly on daily basis.

**(2) The powers and duties of its officers and employees:**

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

**Powers :**

Administrative Officer, Rabindra Sadan is executive head of the Rabindra Sadan office and He has been vested with the powers to execute any decision that has been approved by the Director of Culture or the Principal Secretary of the Department or any higher authority as per order, issued by the I&CA Department. Administrative Officer, Rabindra Sadan enjoys the power of incurring expenditure as per Delegation Financial Power Rules, 1976 as amended from time to time. Power and duties of the Officer is clearly defined by the different rules as describe primarily in W.B. Service Rules Part-1 & II, W.B. Financial Rules , W.B. Treasury Rules including procedure to execute the Work. Employees of Rabindra Sadan are work under the direct supervision of the Administrative Officer, Rabindra Sadan.

**Duties :**

The Duties of the Officers and employees of Rabindra Sadan 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 Sadan 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 ]

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 advise and as to whether meetings of those boards, councils, committees and other bodies**

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

Not Applicable

- (9) Directory of the Officers of Rabindra Sadan:**

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

Shri Pradip Kumar Sarkar, WBICS, Administrative Officer, Rabindra Sadan  
Herasim Lebedeff Sarani, Kolkataa-700071,  
Contact No : 22239917 / 22239936

- (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 Sadan 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](https://finance.wb.gov.in/writereaddata/Budget_Publication/2025_bp17.pdf) and

[https://finance.wb.gov.in/writereaddata/Budget\\_Publication/2024\\_bp17.pdf](https://finance.wb.gov.in/writereaddata/Budget_Publication/2024_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 ]

List enclosed

- (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://icad.wb.gov.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 ]

Not Applicable

**(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 Kaushik Basak, *WBCS(Exe)*,  
Designation : Special secretary & e.o. Director of Culture  
Address : Nabanna, Room No.808, 325, Sarat Chatterjee Road, Howrah-711102,  
Contact No : 22536619 / 9433401935  
e-mail add : [dirculturewb@gmail.com](mailto:dirculturewb@gmail.com)

**(b) Name of the State Public Information Officer:**

Name : Shri Pradip Kumar Sarkar, *WBICS*,  
Designation : Administrative Officer, Rabindra Sadan  
Address : Herasim Lebedeff Sarani, Kolkataa-700071,  
Contact No : 22239917 / 22239936 / 8420084401  
e-mail add : [rabindrasadan@gmail.com](mailto:rabindrasadan@gmail.com)