



GOVERNMENT OF WEST BENGAL
Department of Information & Cultural Affairs
Roopkala Kendro
Block-GM, Sector-v, Salt Lake, Kolkata-700091

Disclosure of Information u/s 4 of the RTI Act 2005 i.c.w Roopkala Kendro

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 : Kausik Nandi, WBICS
Designation : Joint Director –in-Charge, Roopkala Kendro
Address : Block-GM, Sector-V, Salt Lake, Kolkata-700 091,
Websites : <https://kendronline.com>
Contact No. : (033) 40012110

Functions:

Roopkala Kendro was conceptualized as an Institution which will produce socially relevant films meant for education and information of marginal people and will also impart training to young people for professional production of such films. Digital Video Production came in early 90s and became important as an accessible professional medium of film production. Under the Indo-Italian Cooperation Project, Government of Italy agreed to provide all equipments for video production and Government of West Bengal on behalf of Government of India agreed to provide funds for construction of the building, land and administrative expenses under the plan scheme for the institution. The matter was crystalised into a MOU between Government of India and Government of Italy in 1995 where the outlines of the projects were laid down.

Subsequently Roopkala Kendro, Film and Social Communication Institute, was set up as a Registered Society under the administrative control of Department of Information and Cultural Affairs, Government of West Bengal. It was registered in April 2000 under West Bengal Societies Act 1961 located at Block-GM, Sector-V, Salt Lake, Kolkata-700091.

The institute offers 2-year Postgraduate Diploma courses in six disciplines viz. Direction, Motion Picture Photography, Editing, Sound Design, Development Communication and Animation Creation & Direction, with updated technology and proper academic resources.

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

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

Powers :

Being a registered society, the General Body and Executive Council has been constituted as per Memorandum of Association (MoA) with its tenure of 2 years and these are the regulatory body for ruling of the institute and headed by Secretary of I.&CA Department as Chairman,

Director & Chief Executive Officer is executive head of Roopkala Kendro and is responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline therein and he has been vested with the powers to execute any decision taken by the Executive Council and General Body of the Society and other instruction from the appropriate authority.

There are Faculty Members to assist Director & Chief Executive Officer in academic and administrative work. Accounts Officer, Roopkala Kendro functions as a DDO of this Institute. Employees of this Institute work under the direct supervision of the Director & Chief Executive Officer, Roopkala Kendro .

Duties :

Officers and staff of the Institute assume powers, responsibilities and duties as assigned to them from time to time by the Executive Council, General Body and Director & Chief Executive Officer.

(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. Financial Rules ,
- (b) W.B. Treasury Rules and
- (c) Administrative orders/ Notifications etc. of the Government as issued time to time
- (d) Memorandum of Association of the Society
- (e) West Bengal Society Act, 1961

(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 Roopkala Kendro is as per other state government offices and registered societies under Government of West Bengal.

(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) Administrative Orders of the I&CA Department/ Finance Department 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) Course Curriculum of 6 disciplines
- (b) Accounts and Audit Matters
- (c) Budget Matters
- (d) Pay & Service matters
- (e) Miscellaneous matters
- (f) Stock related matters.

Files 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]

Being a registered society, there are members from Film Fraternity in Executive Council and General Body. In cases, experts from other institutes are also consulted.

- (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]

Executive Council & General Body constituted time to time with a tenure of 2 years.

- (9) Directory of the Officers of Roopkala Kendro:**
[u/s 4(1)(b)(ix) of RTI Act, 2005]

- (a) Shri Santanu Basu, IAS, Secretary, I&CA Department & Chairman, Roopkala Kendro Nabanna (9th Floor), 325, Sarat Chatterjee Road, Shibpur, Howrah-711102
Contact No. (033) 2214-3614, (033) 2253-5201
- (b) Shri Mitra Chatterjee, OSD & Ex-officio Special Secretary, I&CA Department acts as Director & Chief Executive Officer, Roopkala Kendro, Block-GM, Sector-V, Salt Lake, Kolkata-700091
Contact No : (033) 40012110
- (c) Shri Kausik Nandi, *WBICS*, Joint Director-in-Charge, Roopkala Kendro Block-GM, Sector-V, Salt Lake, Kolkata-700091
Contact No : (033) 40012110
- (d) Shri Amlan Maitra, Accounts Officer, Roopkala Kendro Block-GM, Sector-V, Salt Lake, Kolkata-700091
Contact No : (033) 40012110
- (e) There are 6 Faculty Member, Course Coordinator, Production Manager in the Institute.

- (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 Roopkala Kendro are most guided as per West Bengal Services (Revision of Pay and Allowances) Rules, 1996 and also as per decision of the Executive Council.

- (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 of the Institute is available in the Budget book under Demand no. 30 for each financial year which may kindly be seen in the following link :

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]

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]

Available in Roopkala Kendro's website : <https://kendroonline.com>

(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]

Library is open from 10:30 a.m. to 5:30 p.m. daily except Government holiday for use of students and faculties.

(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 Mitra Chatterjee,
Designation : OSD & Ex-officio Special Secretary and Director & CEO, Roopkala Kendro
Address : Block-GM, Sector-V, Salt Lake, Kolkata-700091
Contact No : (033) 40012110
e-mail add : roopkalakendro@yahoo.com

(b) Name of the State Public Information Officer:

Name : Shri Kausik Nandi, WBICS,
Designation : Joint Director-in-Charge, Roopkala Kendro
Address : Block-GM, Sector-V, Salt Lake, Kolkata-700091
Contact No : (033) 40012110
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