



Government of West Bengal
Department of Information & Cultural Affairs
Office of the District Information & Cultural Officer
Bankura

Email – dicobankura2018@gmail.com Tele/Fax No.: 03242-251075

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)]

- Name of the Public Authority :Sri GANESH HANSDA [WBICS]
- Designation: District Information & Cultural Officer, Bankura.
- Address: Schooldanga, Gandhi Vichar Parishad, Bankura ,PIN-722101
- Email: dicobankura2018@gmail.com

Functions:

The District Information & Cultural Officer (DI&CO) plays a pivotal role in disseminating government information, promoting cultural heritage, and ensuring effective public communication at the district level under the guidance of the Department of Information & Cultural Affairs (I&CA), Government of West Bengal. The DI&CO ensures that the objectives of the Information & Cultural Affairs Department are effectively realized at the grassroots level by acting as a cultural ambassador and communication bridge between the Government and the people. The key functions of District Information & Cultural Officer are as follows:

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

- Advertisement.
- Publicity through Temporary & Permanent Hoarding display site.
- Film Directorate.
- Cultural Directorate.
- Archaeological Directorate.

Advertisement: Advertisement in the media (District level Local News Paper only) issued by any Government Department (except autonomous bodies like Municipalities) is routed through advertisement cell of I&CA Department or sometimes from District Administration or Zilla Parishad end for a single - window release.

The State Ceremonies & Hospitality: 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 eminent they personalities and other important days in a befitting manner in any calendar year in and around the Bankura District.

Publicity through Hoarding display site: Publicity thought permanent hoarding is done by end of DI&CO, Bankura after getting approved matter from the Department.

Film Directorate: Act up on the cited issues on and when orders come from respective Department.

Cultural Directorate: Conducts cultural events and festivals like Zilla Loksanskriti O Adibashi Sanskriti and JatraUtsav, Bangla Moder Garba, Natya Utsav, Charukala Workshop, Recitation workshop and showcase Bengal's rich cultural traditions.

Coordinates observances of national and international commemorative days such as Independence Day, Republic Day, and birth/death anniversaries of eminent personalities.

Archaeological Directorate: Support for Archaeological Events:

Maintains communication with the State Directorate of Archaeology and Heritage Commissions for initiatives concerning the district's historical sites.

Helps in coordinating district-level activities involving excavation, conservation, or research of archaeological importance.

(2) The powers and duties of its Officers and employees: [u/s 4(1)(b)(ii)]

Powers:

The District Information & Cultural Officer, Bankura is the designated Office master and vested with the executive powers as approved by the Director of Information to this Department. And DI&CO is responsible day to day functions of department directed principles and policies.

The **Sub-Divisional Information & Cultural Officers (SDICOs)** function under the **supervision** and control of the DI&CO, with the DI&CO functions for coordinating, monitoring, and guiding their work.

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)]

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 and duties : [u/s 4(1)(b)(iv)]

Norms set for the discharging functions of the Officers and other Govt. employees under DI&CO, Bankura 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)]

- 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)]

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)]

As per Departmental order no.: 1165/Tathya(Nabanna) dated 04.05.2017, all the Minsters belonging to the District are members of the District Level Folk Identity card Issuance Committee for Lok Prasar Prakaalpa.

(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.

- District Tender Committee
- District level Folk Identity card Issues Committee (DLFICIC)

(9) Directory of the Officers of Information Directorate:

Sl No.	Name	Designation	Assignment	Address
1.	Sri Ganesh Hansda [WBICS]	District Information & Cultural Officer, Bankura	Head of Office & DDO functional power District Information & Cultural Officer	Gandhi Vichar Parishad, Schooldanga, Bankura, PIN - 722101
2.	Smt. Soumi Das [WBSICS]	Sub- Divisional Information & Cultural Officer, Bishnupur	Head of Office & DDO functional power Sub-Divisional Information & Cultural Officer	Ward No.- 15 (Near BSNL Office) Bishnupur, Bankura PIN- 722122
3.	Sri Arka Das [WBSICS]	Sub- Divisional Information & Cultural Officer, Khatra	Head of Office & DDO functional power Sub-Divisional Information & Cultural Officer	Rabindra Sarani, Gurusaday Mancha, Khatra, Bankura PIN- 722140

(10) The monthly remuneration received by each of its Officers and other employees including the system of compensation as provided in its regulations:

Monthly remuneration of all the Officers and other Government employees of District Information & Cultural 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)]

Not Applicable to the office of the DI&CO, Bankura. District Information & Cultural Officer, Bankura receives allotments from the Department of I&CA to meet its office expenditure and to implement various programmes.

- (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)]

Not Applicable

- (13) Particulars of recipients of concession, permits or authorization granted by it: [u/s 4(1)(b)(Xiii)]

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)]

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]

For Bankura Region: Bankura DICO Office.

Working Hours: Monday to Friday from 10.30 am to 5.30 pm except Saturdays, & Sundays and other 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 - Bankura District:

- Name : Sri Ganesh Hansda [WBICS]
- Designation: District Information & Cultural Officer, Bankura
- Address: Gandhi Vichar Parishad, Schooldanga, Bankura, PIN - 722101.
- Contact: +91 917770400
- Email: dicobankura2018@gmail.com

c) Name of the State Assistant Public Information Officer (SAPIO) under Information Directorate (Bankura District):

- Name : Smt. Soumi Das [WBSICS]
- Designation: Sub-Division Information & Cultural Officer, Bishnupur
- Address: Ward No.- 15 (Near BSNL Office) Bishnupur, Bankura PIN- 722122
- Contact: +91 914777398
- Email: sdicobsp@gmail.com

- Name : Sri Arka Das [WBSICS]
- Designation: Sub-Division Information & Cultural Officer, Khatra
- Address: Rabindra Sarani, Gurusaday Mancha, Khatra, Bankura PIN- 722140
- Contact: +91 914777399
- Email: sdicokhatra@gmail.com


District Information &
Cultural Officer, Bankura