

Government of West Bengal
Information & Cultural Affairs Department
Office of the District Information & Cultural Officer
Paschim Medinipur
Zilla Parishad Complex, Medinipur, Paschim Medinipur
Pin-721101, Telephone No:03222-275594, Email: dicopaschimmedinipur@gmail.com

Disclosure of Information u/s 4 of the RTI Act, 2005 i.e.w District Information & Cultural Office,
Paschim Medinipur.

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 organization, functions and duties:

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

Name of the Public Authority : District Information & Cultural Office, Paschim Medinipur.

Name/Designation of PA Executive Head : District Information & Cultural Officer, Paschim Medinipur.

Address : Zilla Parishad Complex, Medinipur, Paschim Medinipur, Pin:721101

Email: dicopaschimmedinipur@gmail.com

Contact No: 0322-275594

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:

Information & Public Relations:

- o Acts as a liaison between the Government and the public by implementing directives from the I&CA Department and District Administration.
- o Handles media relations including press releases, press conferences, and issuing journalist accreditation cards.
- o Manages government advertisements and awareness campaigns through print, electronic, and folk media.

Public Awareness Campaigns:

- o Organizes awareness programs on social, health, developmental, and cultural issues using folk media and local communication tools such as hoardings, cable TV, and microphone announcements (toto miking).
- o Ensures publicity for government schemes and initiatives using both temporary and permanent communication infrastructure.

Cultural Promotion & Preservation:

- o Conducts cultural events and festivals like Zilla Loksanskriti Utsav, Rarh-Banga Utsav, and classical music festivals to preserve and showcase Bengal's rich cultural traditions.
- o Coordinates observances of national and international commemorative days such as Independence Day, Republic Day, and birth/death anniversaries of eminent personalities.

Implementation of Key Schemes:

- o Oversees Lok Prasar Prakalpa (LPP) — provides financial and performance-based support to enlisted folk artists.


16.02.2015

- Manages State Welfare Scheme for Purohits (SWSP) — offers monthly financial assistance to priests.
- Supports the West Bengal Pension Scheme for Journalists.

Administrative Duties:

- Functions as the Head of Office, handling establishment matters and serving as the Drawing & Disbursing Officer (DDO). Facilitate the various service matters related to the appointment/ service /promotion/retirement procedural work covered under WBSR and DSBR Rules in respect of the non gazetted employees. Other routine work like GPF loans etc including maintenance of HRMS database. It also acts to facilitate WBHS of Grp-B, C, D etc. Tenders, e-tenders and quotation following the government rules and also act as Drawing and Disbursing Officer.
- Manages establishment-related matters, staff administration, and financial disbursements.
- Maintains and updates databases of folk artists and purohits through the Joy Bangla and LPP Portals.
- Coordinates with the District Administration, Zilla Parishad, and other departments for inter-departmental activities.

Event Management:

- Arranges and manages State ceremonies, government events, melas, and seminars in coordination with various cultural academies and institutions.

Media Monitoring and Archiving:

- Monitoring of News and Advertisement in the Television Channels / Newspapers / Social Media including the preservation of newspaper clippings. Archiving and preservation of newspaper clipping. It also undertakes photography of events organized by Govt. Departments and release of advertisement in Digital and Social Media.

Election-Related Duties:

- Assists in election-related information dissemination and tasks as assigned by the Election Commission and District Administration.

Exhibition and Fair Management:

- Coordinates Sub-Division and district-level exhibitions .
- Manages stalls or pavilions representing West Bengal's culture and development initiatives.

Crisis Communication and Emergency Messaging:

- Plays a vital role in disseminating emergency information during disasters, pandemics, or major administrative actions (e.g., lockdowns, floods).
- Ensures prompt and accurate messaging through local media and folk channels.

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) of RTI Act, 2005].

Powers of the DI&CO:

Executive and Administrative Authority:

- The DI&CO acts as the administrative Officer of the District Information Office under Information & Cultural Affairs Department of Government of West Bengal and exercises operational control over its day-to-day functioning under the direction of Department , Government Orders and as well as under the direction of District Administration.
- 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.

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Financial Powers:

- The DI&CO exercises financial powers within the limits sanctioned by the Delegation of Financial Power Rules, 1976, as assigned by the Director of Information, Director of Culture and Archeology and government orders.
- These powers include drawing and disbursing officer (DDO) responsibilities, which encompass budgeting, fund utilization, expenditure control, and submission of financial returns for the district under Information & Cultural Affairs Department.

Service and Establishment-Related Functions:

- The DI&CO supervises all Group B, C, and D employees within the district office and oversees matters related to their appointments, transfers, leave, promotion, and disciplinary actions in accordance with the West Bengal Service Rules (WBSR Part I & II).
- Maintains establishment records, processes service benefits, and ensures compliance with West Bengal Health Scheme (WBHS) and other staff welfare initiatives.

Implementation of Departmental Programmes:

- Executes all information and cultural programmes and schemes (like Lok Prasar Prakalpa, State Welfare Scheme for Purohiths, etc.) within the district as per directions of the Director of Information, other Directorate of The Department and the Principal Secretary of I&CA Department.
- Manages district-level execution of publicity campaigns, cultural events, exhibitions, and official observances.

Disciplinary and Supervisory Powers:

- Exercises disciplinary oversight on staff posted in the district office and on SDICOs, within the scope permitted under service rules and as delegated by the Director of Information.
- Ensures proper conduct, performance monitoring, and adherence to departmental protocols.

Liaison and Reporting:

- Serves as the primary point of liaison between the District Administration and the Directorate, ensuring that directives from the I&CA Department are implemented effectively.
- Reports periodically to the Director of Information on activities, achievements, financial performance, and operational issues.

Duties: The duties and responsibilities of officers and employees under the Directorate of Information, Culture and Archeology are aligned with those of all government personnel in the State Government of West Bengal. These are comprehensively governed by the provisions outlined in the West Bengal Service Rules (Part-I), 1987, particularly as detailed in Appendix 6A of the West Bengal Service (Duties, Rights and Obligations of Government Employees) Rules, 1980. These rules prescribe the expected standards of conduct, responsibilities, and service conditions applicable to all government employees, including those working in cultural and information services. Furthermore, the powers and duties of such employees are elaborated and regulated by several key statutory frameworks, including the West Bengal Service Rules, Part I & II, the West Bengal Financial Rules, the West Bengal Treasury Rules, the Audit and Accounts Code, and the West Bengal Classification, Control and Appeal (CCA) Rules. Together, these rules provide a legal and procedural framework for service matters such as appointments, duties, financial responsibilities, conduct, disciplinary actions, and rights of employees, ensuring uniformity, accountability, and efficiency in public service.

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

1. W.B Service Rules, Part- 1 8s 11.
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]

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
- (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 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.
- h) /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]

- W.B Service Rules Part —I & W.B Service Rules , Part —II.
- West Bengal (Classification, Control and Appeal) Rules.
- West Bengal Service (Duties, Right and obligation of the Government employees) Rules, 1980.
- W.B Financial Rules.
- Audit and Accounts Code and related different Orders issued from time to time.
- 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 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]

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

(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] -

- a) District Tender Committee
- b) District Folk Identity Card Issuance Committee

- c) District Level Sexual Harassment Committee
- d) District Level Committee for Dispose of Unserviceable Article
- e) District Level Media Certification and Media Monitoring Committee
- f) District Level Cable TV Monitoring Committee

(9) Directory of the Officers of District Information & Cultural Office, Paschim Medinipur : [u/s 4(1)(b)(ix) of RTI Act, 2005]

Sl No	Name	Designation	Assignment	Address
1.	Barun Mondal (WBICS)	District Information & Cultural Officer, Paschim Medinipur	District Information & Cultural Officer, Paschim Medinipur	Zilla Parishad Complex, Medinipur, Paschim Medinipur, Pin:721101
2.	Kanishka Mandal (WBSICS)	Sub-Divisional Information & Cultural Officer, Kharagpur	Sub-Divisional Information & Cultural Officer, Kharagpur	P.O.- Inda, Kharagpur, Dist- Paschim Medinipur, PIN-721305
3.	Kanishka Mandal (WBSICS)	Sub-Divisional Information & Cultural Officer (In-Charge), Ghatal	Sub-Divisional Information & Cultural Officer (In-Charge), Ghatal	Employment Exchange Building Vill:-Kushpata (Near 12 hat Kali Mandir) P.O + P.S- Ghatal Dist- Paschim Medinipur Pin-721212

(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 officers and Government employees of the office of District Information & Cultural Officer, Paschim Medinipur 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]

There is no provision of Separate Budget allocation for this office. Allotment is provided from the Directorate of Information and Culture i.e. from the department time to time based on the requirement .

(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]

As per departmental directives, programmes are executed accordingly. To ensure proper execution of work, tenders, e-tenders, quotations, and work orders are issued in compliance with government guidelines. The bidder offering the lowest rate is identified and assigned the work. Upon satisfactory completion of the work, payment is made as per the approved rate. Bills are processed through the IFMS (Integrated Financial Management System) portal, strictly following government norms, and the expenses are settled through the treasury into the designated bank account of the concerned party.

Proper records are maintained through the Cash Book, Bill Register, Allotment Register, and Bill Transit Register. The Utilization Certificate for the expenditure is submitted to the concerned Director of the department.

(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]

Currently, a limited amount of information is stored electronically in this office, such as office-related bills, allocation-related details, etc., which are available on the West Bengal Government's WBIFMS portal. Information related to Lok Prasar Prakalpa are stored in the department's LPP portal and the West Bengal Government's Joy Bangla portal. Correspondence and other information are stored in the relevant department's computer system and are used as per government guidelines when necessary. Government Orders act & rules etc. are available as in the I&CA Department's website : <https://www.wbicad.in/>

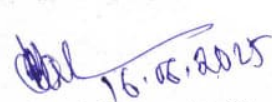
(15) The Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use: [u/s 4(1)(b)(xv) of RTI Act, 2005]

For Paschim Medinipur District information & Cultural office :

Working hours - Monday to Friday from 10.30 am to 5.30 pm except Saturdays, Sundays and other Government holidays.

(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 Appellate Authority :** Smt. Sharmistha Banerjee, WBCS (Exe), Director of Information & Ex-officio Additional Secretary, Nabanna, 9th Floor, 325, S.C Road, Howrah-711102, ica-dept@wb.gov.in: 033-2253-5112
- (b) **Name of the State Public Information Officer:** Barun Mondal, District Information & Cultural Officer, Paschim Medinipur, Zilla Parishad Complex, Medinipur, Paschim Medinipur, Pin:721101, 03222-275594: dicopaschimmedinipur@gmail.com
- (c) **Name Of State Assistant Public Information Officer:** Kanishka Mandal, Sub-Divisional Information & Cultural Officer, Kharagpur , P.O.- Inda, Kharagpur, Dist- Paschim Medinipur, PIN-721305: 03222-225248, sdicokgp@gmail.com
- (d) **Name Of State Assistant Public Information Officer :** Kanishka Mandal, & Sub-Divisional Information & Cultural Officer (In-Charge), Ghatal, Employment Exchange Building, Vill:-Kushpata (Near 12 hat Kali Mandir), P.O + P.S- Ghatal, Dist- Paschim Medinipur , Pin-721212: 03225-244447: sdicoghatal@gmail.com


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Paschim Medinipur