



GOVERNMENT OF WEST BENGAL
INFORMATION & CULTURAL AFFAIRS DEPARTMENT
RAJBANGSHI BHASHA ACADEMY
রাজবংশী ভাষা আকাদেমি
VICTOR PALACE : : COOCH BEHAR
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Disclosure of Information u/s 4 of the RTI Act 2005 i.c.w Rajbangshi Bhasha academy

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/s4(1)(b)(i)ofRTIAct,2005]

Name of the Public Authority	Rajbangshi Bhasha Academy
Name/Designation of PA Head	Deepak Kerketta. Secretary,
Address	Victor Palace, Coochbehar
Websites	:https://www.wbicad.in/
Contact No.	8116255247

Functions:

Rajbangshi Bhasha Academy is a Academy under Information and Cultural Affairs Department. Functions of the Rajbangshi Bhasha Academy are to carry out and implement the proposals and recommendations of the "Advisory committee" to be adopted from time to time under the approval of the Director of Culture, I&CA Department, Govt. of West Bengal. Functions of the Rajbangshi Bhasha Academy are: To organize lectures, orations and valedictory addresses and to hold seminars, symposia, conferences, dramas and other academic and cultural gatherings; To give awards for excellence in Rajbangshi in different literary fields to scholars, writers, poets and journalists. To promote, advance, develop and encourage the study of Rajbangshi language and literature in all its aspects in the State. To work for the promotion and development of Rajbangshi script and to compile dictionaries, and also to look after the establishment works of the entire Rajbangshi Bhasha Academy .

- (2) The powers and duties of its officers and employees:
[u/s4(1)(b)(ii)ofRTIAct,2005]

Powers:

The Secretary, Rajbangshi Bhasha Academy is executive head of the Rajbangshi Bhasha Academy office and He has been vested with the powers to execute any decision that has been approved by the Director of Culture or the Secretary of the Department or any higher authority as per order, issued by the I&CA Department. The Secretary, Rajbangshi Bhasha Academy enjoys the power of incurring expenditure as per Delegation of Financial Power Rules,1977 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 Rajbangshi Bhasha Academy are work under the direct supervision of the Secretary, Rajbangshi Bhasha Academy .

Duties :

The Duties of the Officers and employees of Rajbangshi Bhasha Academy 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 Rajbangshi Bhasha Academy 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]
Advisory Committee of RBA

(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 Rajbangshi Bhasha Academy :

[u/s 4(1)(b)(ix) of RTI Act, 2005]
Deepak kerketta, WBICS, Secretary, Raj Bangshi Bhasha academy, Victor Palace, Coochbehar
Websites :<https://www.wbicad.in/> Contact No: 8116255247

(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 Raj Bangshi Bhasha academy 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/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]
 As in the I&CA Department's website : <https://www.wbicad.i>

(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/s4(1)(b)(xv)ofRTIAct,2005]

Reading room is open during office hours

(16) The names, designations and other particulars of the Public Information Officers:
 [u/s4(1)(b)(xvi)ofRTIAct,2005]

Name of the Appellate Authority:

a.

Name	:Shri Kausik Basak,IAS
Designation	:Special Commissioner & E.O Director of Culture :Nabanna
Address	,Room No.908,325,SaratChatterjeeRoad,Howrah-711102, :
Contact No	033-22536619
e-mail add	dirculturewb@gmail.com

b. Name of the State Public Information Officer:

Name	: Shri Deepak Kerketta, WBICS,
Designation	Secretary, Rajbangshi Bhasha Academy
Address	:Victor Palace, Coochbehar,
Contact No	:8116255247
e-mail add	: rbacob2020@gmail.com