

Government of West Bengal
Department of Information & Cultural Affairs
Office of the District Information & Cultural Officer,
Purba Bardhaman
Email – dico.bwn@gmail.com

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(I)(b)(i) of RTI Act,2025)-

- Name of the Public Authority :Shri Ram Sankar Mondal [WBICS]
- Designation: District Information & Cultural Officer, Purba Bardhaman
- Address: 3rd Floor Treasury Building, Court Compound, Purba Bardhaman, PIN: 713101.
- Contact: +91 9147770391
- Email: dico.bwn@gmail.com

Functions:

The primary function of District Information & Cultural under the aegis of the Department of I & CA is to act as an interface between various Departments of Govt. Of West Bengal including its own with the purpose to inform and generate public awareness by undertaking multi media campaigns through its at District, Subdivisions and Blocks

Similarly, the District Information & Cultural is also entrusted to carry out different categories of classified information as Advertisements for public notice on behalf of the various State Governments Departments.

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

- Advertisement.
- State Ceremonies.
- Publicity through Hoarding display site.
- Film Directorate.
- Cultural Directorate.
- Archaeological Directorate.



(Ram Sankar Mondal, WBICS)
District Information & Cultural Officer,
Purba Bardhaman

Advertisement: Advertisement in the media (District level Local News Paper only) 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: It organizes varied State Ceremonies including Birth & Death Anniversaries of important personalities and other important days in a befitting manner in any calendar year in and around the Purba Bardhaman District.

Publicity through Hoarding display site: Publicity through Permanent & Temporary Hoarding are arranged to display from the end of DI& CO, Purba Bardhaman after getting approved matter from the Department.

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

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

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

(2) The powers and duties of its Officers and employees: (u/s-4(I)(b)(ii)of RTI Act,2025)-

Powers:

The District Information & Cultural is the designated Office master and vested with the executive powers as approved by the Director of Information to this Department to act as the executive head to all the Group A officers assigned under Information Directorate

including SDICOs in the Sub- Division. also entrusted to act as the controlling head for other categories of employees belonging to Group B,C & D under Information Directorate in the matters of service, welfare and the disciplinary functions in accordance to the West Bengal Service Rules.

Duties:

The duties of all the Government employees including Officers and Staffs under Information Directorate is governed by the rules as stated in the West Bengal 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. West Bengal Service Rules, Part- I & II.
2. West Bengal Financial Rules.
3. West Bengal Treasury Rules.
4. Audit and Accounts Code.
5. West Bengal (Classification, Control and Appeal) Rules.

(Ram Sankar Mondal, WBICS)
District Information & Cultural Officer,
Purba Bardhaman

(3) The procedure followed in the decision-making process including channels of supervision and accountability. (u/s-4(I)(b)(iii)of RTI Act,2025)-

The procedure followed is defined under the various provisions of the following

- a) West Bengal Service Rules Part-I & Part-II.
- b) West Bengal. Financial Rules
- c) West Bengal. 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: (u/s-4(I)(b)(iv)of RTI Act,2025)-

Norms set for the discharging functions of the Officers and other Govt. employees under Information Directorate are as laid down in:

- a) West Bengal Service Rules Part-I & West Bengal 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) West Bengal 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(I)(b)(v)of RTI Act,2025)-

- a) West Bengal Service Rules Part-I & West Bengal 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) West Bengal Financial Rules.
- e) Audit and Accounts Code and related different Orders issued from time to time.
- f) West Bengal Treasury Rules and
- g) Reports/Orders of the I & CA Department/ Orders & Notifications of the Finance Departments /Administrative orders & notifications of the I & CA Department Issued from time to time.

(Ram Sankar Mondal, WBICS)
District Information & Cultural Officer,
Purba Bardhaman

(6) Categories of documents that are held by it or under its control: (u/s-4(I)(b)(vi)of RTI Act,2025)-

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(I)(b)(vii)of RTI Act,2025)-

As per Department order no- 1156/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 PrasarPrakalpa.

(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(I)(b)(viii)of RTI Act,2025)-

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

(9) Directory of the Officers of Information Directorate:(u/s-4(I)(b)(ix)of RTI Act,2025)-

Sl No.	Name	Designation	Assignment	Address
1.	Shri Ram Sankar Mondal [WBICS]	District Information & Cultural Officer, Purba Bardhaman	Head Of Office & DDO functional power District Information & Cultural Officer.	3rd Floor Treasury Building, Court Compound, Purba Bardhaman, PIN: 713101.
2.	Smt. Susmita Mukherjee [WBSICS]	Sub- Divisional Information & Cultural Officer, Katwa	Head Of Office & DDO functional power Sub- Divisional Information & Cultural Officer	Madhabitala, Katwa, Purba Bardhaman, PIN- 713130
3.	Shri Asit Ghoshal [WBSICS]	Sub- Divisional Information & Cultural Officer, Kalna	Head Of Office & DDO functional power Sub- Divisional Information & Cultural Officer	Puraton Bus Stand, 3 rd Floor, Karma Tirtha Building, Kalna, Purba Bardhaman, PIN- 713409



(Ram Sankar Mondal, WBICS)
District Information & Cultural Officer,
Purba Bardhaman

- (10) **The monthly remuneration received by each of its Officers and other employees including the system of compensation as provided in its regulations: (u/s-4(I)(b)(x)of RTI Act,2025)-**

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(I)(b)(xi) of RTI Act,2025)-**

It is directly not applicable to the office of the DICO, Purba Bardhaman. The DICO receives allotments from the Department of I&C 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(I)(b)(xii) of RTI Act,2025)-**

Not Applicable.

- (13) **Particulars of recipients of concession, permits or authorization granted by it: (u/s-4(I)(b)(xiii) of RTI Act,2025)-**

Not Applicable

- (14) **Details in respect of the information available to or held by it, reduced in an electronic form: (u/s-4(I)(b)(xiv) of RTI Act,2025)-**

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(I)(b)(xv)of RTI Act,2025)-**

For Purba Bardhaman Region: Purba Bardhaman DICO Office.

Working Hours: Monday to Friday from 10.30 a.m. to 5:30 p.m. except & Saturdays, Sundays and other Government Holidays.

**(Ram Sankar Mondal, WBICS)
District Information & Cultural Officer,
Purba Bardhaman**

(16) **The names, designation and other particulars of the Public Information Officers: (u/s-4(I)(b)(xvi)of RTI Act,2025)-**

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 (Purba Bardhaman District):**

- Name : Shri Ram Sankar Mondal [WBICS]
- Designation: District Information & Cultural Officer, Purba Bardhaman
- Address: 3rd Floor Treasury Building, Court Compound, Purba Bardhaman, PIN: 713101
- Contact: +91 9147770391
- Email: dico.bwn@gmail.com

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

1.

- Name : Smt. Susmita Mukherjee [WBSICS]
- Designation: Sub-Division Information & Cultural Officer, Katwa
- Address: Madhabitala, Katwa, Purba Bardhaman, PIN- 713130
- Contact: +91 9147770394
- Email: sdicokatwa@gmail.com

2.

- Name : Shri Asit Ghoshal [WBSICS]
- Designation: Sub-Division Information & Cultural Officer, Kalna
- Address: Puraton Bus Stand, 3rd Floor, Karma Tirtha Building, Kalna, Purba Bardhaman, PIN- 713409
- Contact: +91 9147770393
- Email: sdicokalna@gmail.com

(Ram Sankar Mondal, WBICS)
District Information & Cultural Officer,
Purba Bardhaman