



GOVERNMENT OF WEST BENGAL
Directorate of Culture
Department of Information & Cultural Affairs
9th Floor, Nabanna, Howrah – 711 102

Disclosure of Information u/s 4 of the RTI Act, 2005 i.c.w Directorate of Culture

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	: Directorate of Culture
Name/Designation of PA Executive Head	: Kausik Basak, Special Secretary and E.O. Director of Culture
Address	: 9 th Floor, Nabanna, 325, Sharat Chatterjee Road, Howrah-711 120
Websites	: https://www.wbicad.in/
Contact No.	: (033) 2253-6691

Functions:

Bengal, since time immemorial, has been celebrated for the richness and diversity of its cultural traditions. The Directorate of Culture is making all efforts to carry forward the rich legacy by undertaking a range of activities all through the year, including holding of cultural events to provide a platform to artistes and organizations, organizing fairs and festivals, competitions, celebration of folk culture, especially ensuring protection of rare and near-extinct cultural traditions, running schemes to aid artistes who are elderly and facing financial difficulties and bringing out various publications to document the state's cultural heritage. Most of these activities are organized through around 20 academies and institutes operating under it..

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

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

Powers :

Director of Culture is executive head of the Directorate of Culture and he has been vested with a range of administrative and financial powers as well as powers to execute any decision that has been approved by the Secretary of the Department or any higher authority as per order, issued by the I&CA Department. He 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 described primarily in W.B. Service Rules Part-I & II, W.B. Financial Rules, W.B. Treasury Rules including procedure to execute the Work. Employees of Directorate of Culture are working under the direct supervision of the Director of Culture.

Duties :

The Duties of the Officers and employees of Directorate of Culture 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 Directorate of Culture 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]

Not Applicable

- (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 Directorate of Culture:**
[u/s 4(1)(b)(ix) of RTI Act, 2005]

See details under 'Culture' tab under <https://icad.wb.gov.in/contact.php>

- (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 Directorate of Culture 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/2025_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.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]

Not Applicable

(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 Kausik Basak, IAS
 Designation : Spl Commissioner & E.O. Director of Culture
 Address : Nabanna, Room No. 908, 325, Sharat Chatterjee Road, Howrah-711102,
 Contact No : 033-22536619
 e-mail add : dirculturewb@gmail.com

(b) Name of the State Public Information Officer:

Name : Sunandita Dasgupta, WBICS,
 Designation : Joint Director in-charge
 Address : Nabanna, Room No. 907, 325, Sharat Chatterjee Road, Howrah-711102
 Contact No : 033-22535114
 e-mail add : dasgupta.sunandita@gmail.com