



Government of West Bengal
Department of Information & Cultural Affairs
Manbhum Cultural Academy, Purulia
Office of the District Information & Cultural Officer, Purulia
Email – mcapurulia2018@gmail.com Tele/Fax No 03252-222452

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 endeavor 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:

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|--------------------------------|---|
| ➤ Name of the Public Authority | : Manbhum Cultural Academy |
| ➤ Name / Designation | : Sri Siddhartha Chakraborty [WBICS], Member Secretary, Manbhum Cultural Academy Purulia. |
| ➤ Address | : Court Road, Opposite DRDC Building, Purulia- 723101. |
| ➤ Contact | : +91 9147770405 |
| ➤ Email | : mcapurulia2018@gmail.com |

Functions:

The Manbhum Cultural Academy was formed by a notification vide memo no- 515/Tathya (Nabanna), Dated- 19.02.2018 as per the direction of the Hon'ble Governor of West Bengal with the focus to inance, conservation of the deep rooted culture, heritage of the Manbhum area. It also maybe noted that the said Academy caries out and implement the proposals and recommendations of the "Advisory Committee" to be adopted from time to time after getting prior approval from the Director of Culture, I& CA Department, Govt. of West Bengal.

Moreover, round the year the Academy organizes lectures, workshops, symposiums, and seminars, valedictory sessions, conferences, hands on training, book publishing etc. in a befitting manner. The academy enjoys the proud moment by offering awards for excellence to the stalwarts of various fields of the Purulia District. Such as- literacy fields (scholars, writers, poets, posthumous awards etc.)

To promote the esthetic culture vibes and values of the red soil Manbhum Cultural Academy works relentlessly for the sake of the people Manbhum i.c Purulia.


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

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 WB Service Rules.

Duties:

The Duties of the Officers and employees of Manbhum Cultural 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-I), 1987 vide Appendix GA 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.

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:

Norms set for the discharging functions of the Officers and employees of the Manbhum Cultural 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:

- (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


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(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:

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:

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.

Not Applicable

(9) Directory of the Officers of Manbhum Cultural Academy:

Sri Siddhartha Chakraborty [WBICS], Member Secretary, Manbhum Cultural Academy, Purulia.

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

Monthly remuneration:

Monthly remuneration of all officers and Government employees of Manbhum Cultural Academy are guided as per West Bengal Services (Revision of Pay and Allowances) Rules, 2019 and any other rules/orders issued time to time.

(11) The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made:

Time to time necessary funds are received from the Culture Directorate under the I& CA Deptt. to execute the programs of the academy.


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(12) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not Applicable

(13) Particulars of recipients of concessions, permits or authorizations granted by it:

Not Applicable

(14) Details in respect of the information, available to or held by it, reduced in an electronic form:

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:

Not Applicable

(16) The names, designation and other particulars of the Public Information Officers:

a) Name of the Appellate Authority (FAA):

- Name : Shri Kausik Basak, IAS
- Designation : Special Commissioner & Ex-officio Director of Culture
: Nabanna, Room No.808, 325, Sarat Chatterjee Road, Howrah-711102
- Contact : 033-22536619
- Email : <mailto:dirculturewb@gmail.com>

b) Name of the State Public Information Officer (SPIO) under Information Directorate (Purulia District):

- Name of the Public Authority : Manbhum Cultural Academy.\
- Name / Designation : Sri Siddhartha Chakraborty [WBICS], Member Secretary, Manbhum Cultural Academy Purulia.
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