



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(1)(b)(i):

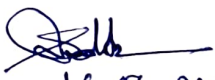
Particular:

- Name of the Public Authority :Sri Satabdi Jodder [WBICS]
- Designation: District Information & Cultural Officer, Kalimpong
- Address: Town Hall, Rishi Road Kalimpong- 734301.
- Email: dicokalimpong@gmail.com

Functions & Duties:

- a) Dissemination of Information of various departments routed through Information & Cultural Affairs Departments or from District Administration through Advertisement or notice in print or electronic media at district level, through hoardings displays or miking as and when instructed.
- b) Processing accreditation applications recommended by Media houses for reporters or photographers working in the district
- c) Facilitating media with information feed on various government programmes, activities, schemes or initiatives for wider public reach and awareness as per instruction from appropriate authorities.
- d) Implementation of schemes of the Information & Cultural Affairs Department in the district through compliance of departmental guidelines or instructions.
- e) Organising cultural events, celebrating memorable days, observing state ceremonies or organising competition in various field of culture in the district level or as per departmental instruction.
- f) Organisation of programmes of various academies under Information & Cultural Affairs Department scheduled in the district.
- g) Looking after issues on archaeological or heritage sites in the district as and when instructed, etc.

(2)The powers and duties of its Officers and employees U/s 4(1)(b)(ii):


16.06.20

The District Information & Cultural Officer is the executive head and DDO of the office and he has been vested with the powers to execute any decision that has been approved by the Director of Information, Director of Culture, Director of Film, Director of Archaeology or the Secretary of the Department or any higher authority as per order, issued by the I&CA Department. District Information & Cultural Officer enjoys the power of incurring expenditure as per Delegation 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 work under the direct supervision of the head of office or as per instruction from the Directorate of Information.

The Duties of the Officer is same as any officer 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. And the employees are governed by the concurrence of the Finance Department and subsequent approval of the State Government.

(3)The procedure followed in the decision making process including channels of supervision and accountability U/s 4(1)(b)(iii):

The procedure followed is defined under the various provisions of the following a) W.B Service Rules Part-I & Part-II. b) W.B. Financial Rules c) W.B. 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(1)(b)(iv):

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.

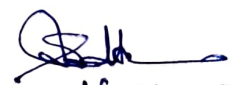
(5)The rules, regulations, instructions manuals and records held by it or under its control or used by its employee for discharging functions U/s 4(1)(b)(v):

- 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) W.B Treasury Rules and
- g) 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):

Matters are dealt through 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):


16.06.25

As per Deptt. Order No. 1165/Tathya(Nabanna): Dtd. 04/05/2017, all the Mininsters belonging to the district are members of the District Level Folk Identity Card Issuance Committee for Lok Prasar Prakaalpa.

(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):

- a) District Tender Committee
- b) District level Folk Identity card Issues Committee (DLFICIC)
- c) Unserviceable Articles Disposal Committee for the office
- d) Internal Complaints Committee on Sexual Harassment of Women at Workplace

(9) Directory of the Officers U/s 4(1)(b)(ix):

Sl No.	Name	Designation	Assignment	Address
1.	Sri. Satabdi Jodder, WBICS	District Information & Cultural Officer, Kalimpong	Head of Office & DDO functional power for District Information & Cultural Officer	Town Hall, Kalimpong, 734301

(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(1)(b)(x):

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(1)(b)(xi):

Not applicable to the office of DICO, Kalimpong. DICO, Kalimpong receives allotment from the Department of I&CA 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(1)(b)(xii):

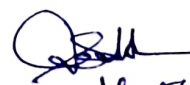
Not Applicable.

(13) Particulars of recipients of concession, permits or authorization granted by it U/s 4(1)(b)(xiii):

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):

Not Applicable.


16.06.25

(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):

For Kalimpong Region: Kalimpong DICO Office. Working Hours: Monday to Friday from 10.30 a.m to 5.30 p.m except Saturdays, Sundays and other Government Holidays.

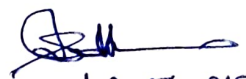
(16) The names, designation and other particulars of the Public Information Officers U/s 4(1)(b)(xvi):

a) Name of the 1st Appellate Authority:

- 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 (Kalimpong District):

- Name : Sri Satabdi Jodder, WBICS
- Designation: District Information & Cultural Officer, Kalimpong
- Address: Town Hall, Kalimpong, 734301.
- Contact: +91 9147770421
- Email: dicokalimpong@gmail.com


16.06.25