



GOVERNMENT OF WEST BENGAL
West Bengal State Music Academy
36, Prince Anwar Shah Road, Kolkata-700033

Disclosure of Information us 4 of the RTI Act 2005 i.c.w West Bengal State Music 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 organisation, functions and duties:

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

Name of the Public Authority	: West Bengal State Music Academy
Name/Designation of P.A Executive Head	: Surya Banerjee, Secretary in-charge, WBSMA
Address	: 36 Prince Anwar Shah Road, Kolkata-700033
Websites	: https://www.wbicad.in/
Contact No.	:(033) 2417 9502

Functions:

The West Bengal State Music Academy serves as a pivotal institution dedicated to preserving, promoting, and nurturing the rich musical heritage of West Bengal. The academy's core functions include organizing classical music conference, Classical music festivals in districts, and competitions that provide a platform for both established and emerging artists to showcase their talents. It conducts workshops on music and instrumental music, seminars, and training programs aimed at educating and cultivating the next generation of musicians. The academy also focuses on preservation of traditional and contemporary music forms, ensuring that this cultural wealth is recorded and accessible for future generations.

Duties :

The Duties of the Officers and employees of Secretary, West Bengal State Music 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 (Part1), 1987 vide Appendix 6A of West Bengal Service (Duties, Right and obligation of the Government employees) Rules, 1980

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

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

Secretary, West Bengal State Music Academy is the administrative head of the 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 Dept. Secretary, West Bengal State Music 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 Secretary, West Bengal State Music Academy are under the direct supervision of the Secretary, Secretary, West Bengal State Music Academy

(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 Rabindra Sadan 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 West Bengal State Music Academy:**
[u/s 4(1)(b)(ix) of RTI Act, 2005]

Shri Surya Banerjee, WBICS, Deputy Director of Culture and Secretary in-charge West Bengal State Music Academy
36 Prince Anwar Shah Road, Kolkata-700033
Contact No : (033) 2417 9502

- (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 West Bengal State Music 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 thee 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 : Special Commissioner & E.O. Director of Culture
Address : Nabanna, Room No.908, 325, Sarat Chatterjee Road, Howrah-711102,
Contact No : 033-22536619
e-mail add : dirculturewb@gmail.com

(b) Name of the State Public Information Officer:

Name : Shri Surya Banerjee, WBICS
Designation : Secretary in-charge, West Bengal State Music Academy
Address : 36 Prince Anwar Shah Road, Kolkata-700033
Contact No : 033-2417 9502
e-mail add : wbstatemusicacademy@gmail.com