



GOVERNMENT OF WEST BENGAL
Department of Information & Cultural Affairs
Nabanna, 9th Floor, 135, Sarat Chatterjee Road, Howrah-711102
&
Writers' Buildings, Block-V, 3rd Floor, Kolkata- 700 001

Disclosure of Information u/s 4(1)(b) of the RTI Act 2005 i.c.w I&CA Department

The Right to Information Act has envisaged that all the Public Authorities shall make a constant endeavor 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	: Sri Santanu Basu, IAS
Designation	: Principal Secretary to the Government of West Bengal
Address	: Nabanna, Room no. 901, 325, Sarat Chatterjee Road, Howrah-711102.
Websites	: https://icad.wb.gov.in
Contact No.	: (033) 2250 1029

Functions:

As per Rules of Business the Department of Information & Cultural Affairs deals with-

1. Information and Public Relations.
 2. All matters connected with the official language of the State and the Union.
 3. All matters connected with cinemas, film industry, including products of films in particular, exhibitions and cultural programme.
 4. Promotion of art and culture.
 5. Promotion of dance, drama, music, theatre, jatra and folk music.
 6. Cultural activities with other States in India and inter-State exchange of cultural troupes.
 7. Centenary celebrations of former distinguished personalities in various fields.
 8. Administration of State institutions of cultural nature except as otherwise specified.
 9. Management of the Basumati Corporation Limited.
 10. Control and Management of different auditoria entrusted with, by statue or otherwise.
- Basically, this Department carries out its functions through 4 (four) Directorates, namely, Information Directorate; Culture Directorate; Films Directorate & Directorate of Archaeology & Museums.

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

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

Powers:

To deal with all the matters as detailed in the Rules of Business, Head of the Department (now Principal Secretary) or any higher authority (to whom the power has been delegated by Head of the Department), issues order entrusting the Officers and employees to conduct

the business of this Department smoothly. Accordingly, all the Officers and employees of this Department have the power to act in the aegis of different common statues like West Bengal Service Rules, West Bengal Financial Rules, West Bengal Treasury Rules, West Bengal Services (Duties, Rights & Obligations of the Government employees) Rules, West Bengal Services (Classification, Control & Appeal) Rules, West Bengal Services (Revision of Pay & Allowances) Rules etc; different Departmental rules / regulation related to recruitment, service condition of the Officers & employees belong to Group A, B, C & D of different Directorates under the Department, control and management of organization as well as schemes of this Department.

Duties:

In general, the Duties of the Officers and employees are defined in the West Bengal Services (Duties, Rights & Obligations of the Government employees) Rules & West Bengal Services (Classification, Control & Appeal) Rules. Specific duties as per the post of the incumbent are determined by the rules/ regulations/ Memoranda as well as specific orders issued from time to time by the Department.

(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]

The Department follows the administrative hierarchy in the process of decision making, through the channels of supervision & accountability as described in PART III – ‘Departmental disposal of business’ of the Rules of Business notified under Clause (3) of Article 166 (3) of the Constitution of India through orders, Notifications etc. of the Government as issued from time to time.

(4) Norms set for the discharging functions:

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

Apart from the general statues viz. West Bengal Service Rules, West Bengal Financial Rules, West Bengal Treasury Rules, West Bengal Services (Duties, Rights & Obligations of the Government employees) Rules, West Bengal Services (Classification, Control & Appeal) Rules specific orders entrusting the Officers and employees for different duties are issued from time to time for smooth functioning of the Department.

(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, Rights and Obligations 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 Department/ Orders of the Finance Department/ Administrative orders & Notifications of the Department etc. issued from 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]

There is no specific order. However, the Head of the Department on his own behalf may arrange for the same.

(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]

There is a Standing Committee on Information & Cultural Affairs Department in the West Bengal Legislative Assembly as per the provisions of Article 194 of Constitution of India which may advise the Department through their report.

(9) Directory of the Officers of Information & Cultural Affairs Department:

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

Sri Santanu Basu, IAS, Principal Secretary;
 Sri Kausik Basak, IAS, Special Commissioner;
 Sri Mitra Chatterjee, OSD & ex-officio Special Secretary;
 Sri Amlanjyoti Saha, WBCS(Exe), Special Secretary;
 Sri Debasis Biswas, WBCS(Exe), Additional Secretary;
 Sri Kritibas Nayak, WBCS(Exe), Additional Secretary;
 Sri Somenath De, WBA&AS, Financial Advisor;
 Sri Balai Krishna Mondal, WBA&AS, Accounts Officer & ex-officio Deputy Secretary;
 Sri Supriya Chakraborty, WBA&AS, Assistant Financial Advisor;
 Sri Sujay Kumar Mandal, WBLS, Joint Secretary (Law);
 Smt. Doel Majumder, WBSS, Deputy Secretary;
 Sri Utpal Bandyopadhyay, WBSS, Deputy Secretary;
 Sri Nirban Singharay, WBSS, Assistant Secretary;
 Sri Prithwinath Bhattacharya, WBSS, Assistant Secretary;
 Smt. Mausumi Chakravarty, WBSS, Assistant Secretary.

(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 the Department 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 and

https://finance.wb.gov.in/writereaddata/Budget_Publication/2024_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://icad.wb.gov.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 Debasis Biswas, WBCS(Exe),
Designation	: Additional Secretary
Address	: Nabanna, Room No.910, 325, Sarat Chatterjee Road, Howrah-711102
Contact No	: (033) 2253 6619 / 9433401935
e-mail address	: icacellx@gmail.com

(b) Name of the State Public Information Officer:

Name : Shri Utpal Bandyopadhyay, WBSS
Designation : Deputy Secretary
Address : Writers' Buildings, Block-V, 3rd Floor, Kolkata- 700 001
Contact No : 9433223214
e-mail add : icarticell@gmail.com