



Government of West Bengal

Office of the District Information & Cultural Officer

Alipurduar

Rabindra Mancha, Suryanagar, Alipurduar Court -736122 ** Phone & Fax :- (03564) 291435

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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) of RTI Act 2005].

Particulars: Name of the Public Authority :SAMIM ZAMAN [WBICS]
Designation: District Information and Cultural officer.

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Functions:

- **Coordination with media persons**
- **Dissemination of government information to the target audience through different media tools.**
- **Organising different state ceremonies and cultural events.**
- **Implementing instruction from four directorates of I&CA department namely Directorate of Information, Directorate of culture, Directorate of archaeology and Directorate of film.**
- **Coordination with District Administration time to time**
- **During election period media management and monitoring.**

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

[U/S 4(1)(b)(ii) of RTI Act, 2005].

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Powers: The **District Information and Cultural officer** is the designated Office master and vested with the powers as approved by the Principal Secretary to this Department to act as the executive head to all the Group B,C & D assigned in the office office of the DICOs including SDICOs posted in the district with the powers of incurring expenditure of allotted and sanctioned fund as per the delegation of Financial Power Rules, 1976..

Duties: The duties of all the Government employees including Officers and Staffs under Information Directorate is governed by the rules as stated in the W.B Service Rules (Part-I), 1987 vide Appendix 6A of West Bengal Service (Duties, Right and Obligation of the Government employee) Rules, 1980. Power and duties of the Government Employees is clearly defined by the rules as envisaged in the:

1. W.B Service Rules, Part- I & II.
2. W.B Financial Rules.
3. W.B Treasury Rules.
4. Audit and Accounts Code.
5. West Bengal (Classification, Control and Appeal) Rules.

(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 procedure followed is defined under the various provisions of the following

- a) W.B Service Rules Part-I & Pa
- b) Rt-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) of RTI Act 2005].

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.



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(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) 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 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) of RTI Act , 2005].

Files related to: a) Accounts and Audit b) Budget c) Pay and Service d) Miscellaneous Matters
Matters are dealt mostly through e office/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)of RTI Act , 2005]

The ministers belonging to the District are members of the District level Folk Identity Card issuance Committee for Lok Prasar Prakalpa .

(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]

- District level Tender Committee •District Road safety committee • District Level Committee for Lok Prasar Prakalpa •District level adolescence child committee
- District level Child protection and welfare committee • Distinct level committee for sanitation

(9) Directory of the Officers of DI&CO office:

[U/s 4(1)(b)(ix) of RTI Act 2005].

SAMIM ZAMAN (WBICS) (Designation: **District Information and Cultural officer, Alaipurduar**)(Head Of the Office DI&CO,Alipurduar), Duty: As mentioned above .



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(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) of RTI Act , 2005]

Monthly remuneration of all the Officers and other Government employees of Information Directorate 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) of RTI Act 2005]

Not applicable to the Office of the DICO, Alipurduar. DICO Alipurduar receives allotments from the I&CA to meet its office expenditures 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) of RTI Act , 2005].

Not applicable.

(13) Particulars of recipients of concession , permits or authorization 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].

Not Applicable

(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].

Normal office hours

(16) The names, designation and other particulars of the Public Information Officers: [U/s 4(1)(b)(xvi) of RTI Act 2005].

a) Name of the Appellate Authority (FAA): Name :Smt Sharmistha Banerjee,[WBSCS(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 DICO,ALIPURDUAR : i) Name: SAMIM ZAMAN (WBICS) Designation: **District Information and Cultural officer** Address: Rabindra Mancha, Suryanagar, Alipurduar Court -736122 **Contact:** (03564) 291435 E Mail: dicoalipurduar@gmail.com



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