



Government of West Bengal
Information & Cultural Affairs Department
District Information & Cultural Office, Dakshin Dinajpur
Surya Sen Sarani , Rabindrabhaban, Balurghat, Pin- 733101, Phone-03522 255277
e-mail- dd.dico21@gmail.com

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:

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

Name of the Public Authority : Sri Subhayan Haque
Designation: District Information and Cultural Officer (in-charge)
Address: Surya Sen Sarani , Rabindrabhaban, Balurghat, Pin- 733101,
Phone-03522 255277
e-mail- dd.dico21@gmail.com
Website: <https://www.wbicad.in/>

Functions:

The primary function of District Information and Cultural Office under the aegis of the Department of I&CA is to act as an interface between District, Sub-division and Block offices of various Departments of Govt. Of West Bengal including its own with the purpose to inform and generate public awareness by undertaking multi media campaigns often with the help of its sub-offices at Sub-divisions inside the District. Similarly, the District Information and Cultural Office is also entrusted to publish different categories of classified information as Advertisements for public notice on behalf of the District, Sub-division and Block offices of the General Administration and of various Departments. The entire scope of work under District Information and Cultural Office can be broadly sub classified under the following Categories:

Organising publicity campaigns through Hoardings, Tableaus and often by engaging the Lok Prasar artistes for different public welfare schemes by various Departments under the Government of West Bengal in collaboration with concerned Department.

Publishing the advertisements in local periodicals or daily newspapers on behalf of the Department of I&CA, Government of West Bengal as well as the District, Sub-division and Block offices of the General Administration and of various Departments for public notice.

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Organising cultural programmes to commemorate days of significance that are special in the public conscience of West Bengal.

Organising cultural programmes and assisting the Local Administration on the occasions of various State ceremonies.

Informing The Local Administration and the Information Directorate of the Department of I&CA, Government of West Bengal about local news and developments which are significant for public notice and administrative intervention.

Engaging Lok Prasar Prakalpa artistes in different cultural events. Disbursing performance fee, collecting life certificates of these artistes.

Maintainig the Balurghat Rabindrabhaban and looking after the booking process of this auditorium in collaboration with the District Administration.

Maintainig the Dakshin Dinajpur District Museum in collaboration with the District Administration.

Disbursing the salary, allowances of the officer, the members of permanent staff and maintaining the establishment work of the office, facilitating various service matters related to the service /retirement procedural work covered under WBSR and DSBR Rules in respect of the non gazetted employees, maintenance of HRMS database and WBHS of Grp-B, C,D& Gr-A (partially).

Organising different activities by Culture Directorate in District level.

Assisting the Directorate of Film and Directorate of Archaeology of the Dept. of I&CA, Govt. of West Bengal in their District level engagements.

Assisting the Local Administration in organising different activities, Festival, Fairs etc.

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

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

Powers:The District Information and Cultural Officer is the designated Office master and vested with the executive powers as approved by the Principal Secretary to this Department to act as the executive head of the Office of DI&CO with the powers of incurring expenditure (sanctioning of fund) as per the delegation of Financial Power Rules, 1976 wherein it is also entrusted to act as the controlling head for other categories of employees belonging to Group B,C & D under Information Directorate working in the District in the matters of service, welfare and the disciplinary functions in accordance to the WB Service Rules.

Duties:The duties of all the Government employees including officer and members of the permanent staff of the Office of the DI&CO 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.


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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 & 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) of RTI Act 2005].

Norms set for the discharging functions of the officer and members of the permanent staff of the Office of the DI&CO 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) 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.


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- 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 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].

Not applicable. The Principal Secretary of the Department is the executive head vested with the powers to execute any decision that has been approved by the Minister in Charge or the Minister of the State for the Department of I&CA.

(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 Tender Committee • Internal Complaints Committee Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013 • District Level Folk Identity Card Issuance Committee

(9) Directory of the Officer and Staff Members of District Information and Cultural Office, Dakshin Dinajpur:

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

Sl no	Name	Designation	Assignment	Address
1.	Sri Azizur Rahaman	District Information & Cultural Officer		Surya Sen Sarani, Balurghat Rabindrabhaban, Dakshin Dinajpur
2.	Sri. Subhayan Haque	District Information & Cultural Officer (in-charge), Dakshin Dinajpur	Head of the Office, Drawing and Disbursing	Do

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(10) The monthly remuneration received by each of its permanent staff and Officer including the system of compensation as provided in its regulations:

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

Monthly remuneration of the officer and members of the permanent staff of the Office of the DI&CO 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 DI&CO Dakshin Dinajpur, DI&CO Dakshin Dinajpur receives allotments 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) 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.

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(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].

For DI&CO, Dakshin Dinajpur: O/o DI&CO, Dakshin Dinajpur, Surya Sen Sarani , Rabindrabhaban, Balurghat. Working Hours: Everyday from 12.30 noon to 5.30 p.m except on Government Holidays.

(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,[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 District Information and Cultural Office, Dakshin Dinajpur:
Name of the Public Authority : Sri Subhayan Haque

Designation: District Information and Cultural Officer (in-charge)

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