

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT INFORMATION AND CULTURAL OFFICER
MALDA

Phone : 03512-220477

e-mail : dicomalda@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 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]

Name of the Head of the office: Avijit Biswas (WBICS)

Designation: District Information & Cultural Officer, Malda

Contact: 914777043

Address of the Office: O/o the DI&CO, Malda, E-1, Netaji Market Complex, Bombay Road, Rathbari, Malda, West Bengal- 732101. E-Mail: dicomalda@gmail.com. Phone No: 03512-220477.

Functions:

The DI&CO, Malda is the nodal officer of the four directorates of the I& CA Department. The four directorates are Information Directorate, Culture Directorate, Film Directorate and Archaeology Directorate.

Functions of DI&CO, Malda under Information Directorate:

Lok Prasar Prakalpa is the flagship scheme under Information Directorate. Under this project folk artistes between the ages of 18 - 60 receive Rs.1000/- per month as Retainer fee. Senior artistes, who are above 60 receive Rs.1000/- per month as Pension. Apart from this, for performances, receive Rs.1000/- as Performance fee per programme.

Another function of DI&CO, Malda is to manage the press. Keeping liaison to local journalists and informing them about programmes taking place locally and state-wide. DI&CO, Malda issues Press Accreditation Card to eligible journalists after approval from News Bureau of I& CA Department.

DI&CO, Malda releases advertisements to local newspapers as per the direction from advertisement cell of I& CA Department. DI&CO, Malda also releases tender advertisements to state level newspapers on behalf of District Administration.

DI&CO, Malda conducts different exhibitions on various themes as per the instruction of exhibition wing of I& CA Department.

Publicity with temporary and permanent hoardings on different schemes and matters is also a crucial function of DI&CO, Malda.

DI&CO, Malda observes various state level ceremonies such as Independence Day, Republic Day, etc.

Any other tasks assigned by the Information Directorate to the District Information & Cultural Officer, Malda or his office are being carried out from time to time as per directions.

Functions of DI&CO, Malda under Culture Directorate:

The office of the DI&CO, Malda is working to boost that rich legacy by regularly organizing festivals and events on various genres like music, literature, theatre, fine arts, and dance, apart from promoting the wide-ranging folk varieties of the district as per direction of Culture Directorate of I& CA Department.

Any other tasks like Bangla Moder Gorbo, Jela Lok Sanskriti o Adibasi Sanskriti ebong Jatra Utsab etc. assigned by the Culture Directorate to the District Information & Cultural Officer, Malda or his office are being carried out from time to time as per directions. Arranging cultural programmes in Rabindra, Nazrul, Netaji Janmajayanti; Rabindra prayan dibas; Nazrul prayan dibas; International Vernacular Day etc.

Functions of DI&CO, Malda under Film Directorate:

The office of the DI&CO, Malda monitors the cinema halls in Malda district and acts in accordance with various directives received from the Film Directorate from time to time.

Other tasks assigned by the Film Directorate to the District Information & Cultural Officer, Malda or his office are also carried out as and when directed.

Functions of DI&CO, Malda under Archaeology Directorate:

The office of the DI&CO, Malda, acts on directives received from the Directorate of Archaeology from time to time and undertakes exploration work at various sites like Jagjibanpur, Gour, Adina etc. across the Malda district.

Arranging programmes in International Museum Day. Other tasks assigned by the Archaeology Directorate to the District Information & Cultural Officer, Malda or his office are also carried out as and when directed.

Functions of DI&CO, Malda under District Administration:

The DI&CO, Malda undertakes various activities as per the instructions of the District Administration of Malda. These include organising cultural programmes, arrangement of press conference for the District Magistrate, assisting in public awareness campaigns, and supporting administrative initiatives whenever required. All such tasks are carried out in coordination with the concerned departments and as per the timelines set by the District Administration. Disseminate Government information to general public. Maintaining Liaison with Local Administration to streamline both I&CA Departmental and Administrative activities in the district.

Running the District level Media Certification & Monitoring cell, Media Cell, during election. And also SVEEP activities in the district.

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

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

Powers: The DI&CO, Malda is the designated Head of Office and DDO as approved by the I & CA Department to act as the reporting officer to SDICOs in the district with the powers of incurring expenditure (sanctioning and allotment of fund) as per the delegation of Financial Power Rules, 1976 wherein it is also entrusted to act as the reporting officer for other categories of employees belonging to Group B,C & D under the office of the DI&CO, Malda in the matters of service, welfare and the disciplinary functions in accordance to the WB Service Rules.

Duties: Administrative and Financial duties O/o DI&CO, District Museum, Rabindra Bhawan. Member of LLA, PCP&DT, Child Protection, Kanyashree etc.

The duties of all the Government employees including Officers and Staffs under office of the DI&CO, Malda 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 & 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.
- e) Administrative Orders/Notifications issued by the District Administration 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 DI&CO, Malda 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.
- h) Administrative Orders/Notifications issued by the District Administration 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.
- 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) Pay and Service
- c) 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]

As per Deptt. Order No. 1165/ Tathya (Nabanna), dated 04.05.2017, all 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)(vii) of RTI Act, 2005]

- District Level Tender Committee
- District Level Folk Identity Card Issuance Committee

- (9) Directory of the Officers of Information Directorate:**

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

S 1 No	Name	Designation	Assignment	Address
1	Avijit Biswas (WBICS)	District Information & Cultural Officer, Malda	Head of the office at O/o the DI&CO, Malda	E-1, Netaji Market Complex, Bombay Road, Rathbari, Malda, West Bengal- 732101
2	Tanwishri Majhi	Sub-Divisional Information & Cultural Officer, Chanchal	Head of the office at O/o the SDI&CO, Chanchal	New Administrative Building, Chanchal, Malda, West Bengal- 732123

- (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 the DI&CO, Malda and other Government employees of I& CA office of Malda district 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, Malda. The DI&CO, Malda receives allotments from the Information & Cultural Affairs Department to meet 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]

Place: District Information Centre, Office of the DI&CO, Malda, E-1, Netaji Market Complex, Bombay Road, Rathbari, Malda, West Bengal- 732101.

Working hours: Every day from 10:00 a.m. to 05:30 p.m. excluding 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:

- 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 I & CA Department, Malda district:

Name: Avijit Biswas (WBICS)

- Designation: District Information & Cultural Officer, Malda
 - Address: E-1, Netaji Market Complex, Bombay Road, Rathbari, Malda, West Bengal- 732101
 - Contact: 9147770413
 - Email: dicomalda@gmail.com
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Avi 17.06.2025
District Information &
Cultural Officer, Malda