



Government of West Bengal
Department of Information & Cultural Affairs
Office of the District Information & Cultural Officer
Paschim Bardhaman

Email – dicopaschimbardhaman@gmail.com Tele/Fax No 0341-2251179

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 Organisation, functions and duties (Under section 4(1)(b)(i) of RTI Act, 2005):

- Name of the Public Authority: Rajesh Kumar Mondal [WBICS]
- Designation: District Information & Cultural Officer, Paschim Bardhaman
- Address: 2nd Floor, Ashoka Mansion, Opposite Police Line, Burnpur Road, Asansol- 713304.
- Contact: 0341-2251179
- Email: dicopaschimbardhaman@gmail.com

Functions:

The primary function of District Information & Cultural Office under the aegis of the Department of I & CA is to act as an interface between various Departments of Govt. of West Bengal including its own with the purpose to inform and generate public awareness by undertaking multi media campaigns in this district.

The entire scope of work under District Information & Cultural Office can be broadly sub classified under the following units/cells:

- Work of Rural Wing.
- Advertisement issues.
- State Ceremonies.
- Establishment Work.
- Publicity through Hoarding display site.
- Film Directorate issue.
- Cultural Directorate issue.
- Archaeological Directorate issue.

General Function of the DI&CO office:

Executing the instructions/orders from Head Quarters of I&CA Dept. at the District level and monitoring works at Sub Divisional Offices of Dept. of I & CA etc.

LPP: Executing the scheme , called “Lok Prosar Prokolpo” under which the total folk artist enrolled as on 31.03.2025 is 2018 and they are regularly get the retainer fee from the head quarter through JayBangla Portal @1000/- p.m . They are also performing in the various Govt. and non Govt. programme including the Tourist Bungalow at Maithan for which they are getting performance fees @1000/- per programme per day. During the performance , they are dissipated the various awareness messages among the mass along with the Govt. schemes for the people. Total performance fees disbursement Rs. 13,16,000.00/- (Thirteen Lakh Sixteen Thousand) only.

Advertisement Matter: Advertisement in the media (Enlisted Newspaper only) issued by any Government Department in this district (except autonomous bodies like Municipalities) is routed through this office.

The State Ceremonies: This office organizes various State Ceremonies including Birth & Death Anniversaries of important personalities and other important days in a befitting manner in any calendar year in and around the District Head Quarter of Paschim Bardhaman District.

Establishment Work: The various service matters related to the appointment/service/promotion/retirement /re-employment procedural work covered under WBSR and DSBR Rules in respect of the non-gazetted employees maintain at this end at the scope of this office. Other routine work like maintaining the documents /files of transfer/service placement/Gr-D type test/disposal of GPF loans etc including maintenance of HRMS database is done by this end. It also acts to facilitate WBHS of Grp-B, C, D& Gr-A (partially).

Publicity through Hoarding display site: Publicity thought permanent hoarding is done by end of DI&CO, Paschim Bardhaman after getting approved display matter from the Department.

Film Directorate: Act up on the cited issues on and when orders come from respective Department.

Cultural Directorate: Act up on the cited issues on and when orders come from respective Department. The major programme like Bangla Moder Gorbo, Puja Carnival etc. organised by this office under the Cultural Directorate and other designated programme, workshop of different academies like Sishu Kishore Academy, Paschim Banga Rajya Sangeet Academy, Rajya Charukala Parshad, Paschim Banga Natya Academy etc. of the Cultural Directorate.

Archaeological Directorate: Act up on the cited issues on and when orders come from respective Department.



(2) The powers and duties of its Officers and employees (Under section 4(1)(b)(ii) of RTI Act, 2005):

Powers:

The District Information & Cultural Officer is the designated Office master and vested with the executive powers as approved by the Director of Information to this Department to act as the executive head to all the employees assigned under Information Directorate including SDICOs in the Sub- Division and also entrusted to act as the controlling head of these employees 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 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 (Under section 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 (Under section 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.

(5) The rules, regulations, instructions manuals and records held by it or under its control or used by its employee for discharging functions (Under section 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 Dept. Issued from time to time.

(6) Categories of documents that are held by it or under its control (Under section 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 (Under Section 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 Prasara Prokolpo.

(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 advice and as to whether meetings of those boards,

councils, committees and other bodies (Under section 4(1)(b)(viii) of RTI Act, 2005).

- District Level Tender Committee
- District Level Folk Identity Card Issuance Committee (DLFICIC)
- Committee for West Bengal Housing Scheme for accredited Journalists working in the districts, 2023 (except Kolkata)

(9) Directory of the Officers of Information Directorate (Under section 4(1)(b)(ix) of RTI Act, 2005):

Sl No.	Name	Designation	Assignment	Address
1.	Rajesh Kumar Mondal [WBICS]	District Information & Cultural Officer, Paschim Bardhaman	Head Of Office & DDO functional power District Information & Cultural Officer	2 nd Floor Ashoka Mansion, Opposite Police Line, Burnpur Road, Asansol- 713304.
2.	Sayanwita Maity [WBSICS]	Sub- Divisional Information & Cultural Officer, Durgapur	Head Of Office & DDO functional power Sub- Divisional Information & Cultural Officer	Durgapur Municipal Corporation Building, City Centre, Durgapur Paschim Bardhaman Pin- 713216

(10) The monthly remuneration received by each of its Officers and other employees including the system of compensation as provided in its regulations (Under section 4(1)(b)(x) of RTI Act, 2005):

Monthly remuneration of all the Officers and other Government employees of District Information & Cultural 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 (Under section 4(1)(b)(xi) of RTI Act, 2005):

Allotments are received from respective Directorate of I&CA Department, time to time for met up the different purpose for which it is allocated.

- (12) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme (Under section 4(1)(b)(xii) of RTI Act, 2005).**

Not Applicable

- (13) Particulars of recipients of concession, permits or authorization granted by it (Under section 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 (Under section 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 (Under section 4(1)(b)(xv) of RTI Act, 2005):**

For Paschim Bardhaman Region: DI&CO office of the Paschim Bardhaman.

Working Hours: Monday to Friday from 10.00 a.m. to 5.30 p.m. except Saturdays, Sundays and other Government Holidays.

- (16) The names, designation and other particulars of the Public Information Officers (Under section 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 Information Directorate (Paschim Bardhaman District):

- Name: Rajesh Kumar Mondal [WBICS]



- Designation: District Information & Cultural Officer, Paschim Bardhaman
- Address: 2nd Floor, Ashoka Mansion, Burnpur Road, Opposite Police Line, Paschim Bardhaman - 713304.
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c) Name of the State Assistant Public Information Officer (SAPIO) under Information Directorate (Paschim Bardhaman District):

- Name: Smt. Sayanwita Maity [WBSICS]
- Designation: Sub-Division Information & Cultural Officer, Durgapur
- Address: Durgapur Municipal Corporation Building, City Centre, Durgapur-Paschim Bardhaman-713216
- Contact: +91 9147770396
- Email: sdicodgp@gmail.com


District Information & Cultural Officer
Paschim Bardhaman