



Government of West Bengal

OFFICE OF THE DISTRICT INFORMATION & CULTURAL OFFICER, COOCH BEHAR

Victor Palace, P.O. & Dist.- Cooch Behar

Phone No. -03582-228331 Email id : dicocob2011@gmail.com

Disclosure of Information U/S4(l) (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(l)(b) of RTI Act, 2005 is given below:

1) The particulars of its Organization, functions and duties:

(U/s4(l)(b)(i) of RTI Act 2005].

- ◆ **Name of the Public Authority: Angira Dutta, WBICS**
- ◆ **Designation: District Information & Cultural Officer**
- ◆ **Address: 1st Floor Victor Palace, Sagar Dighi Square, Cooch Behar Pin-736101**
- ◆ **Contact: 035 8222 8331/ 9147770424**
- ◆ **Email: dicocob2011@gmail.com**

Functions:

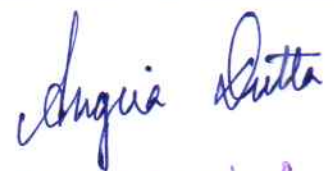
The primary function of District Information & Cultural Office, Cooch Behar under the aegis of the Department of I&CA is to act as an interface between the Department and the district administration the purpose to inform and generate public awareness by undertaking multi media campaigns through various methods.

Similarly, the office is also entrusted to carry out different categories of classified information as advertisements for public notice on behalf of the various State Governments Departments in the district.

District Information &
Cultural Officer,
Cooch Behar

The District Information & Cultural Office, Cooch Behar undertakes various works related following wings of the Directorate of Information as instructed –

- ☐ **Advertisement related works of District Administration**
 - ☐ **Press Accreditation Card Distribution**
 - ☐ **Organising District and State level Programmes as instructed by Dept. of I&CA**
 - ☐ **Hoarding and Outdoor Publicity.**
 - ☐ **Organising Exhibition**
-
- ☐ **Advertisement related works of District Administration:** This office undertakes duties to publish various classified advertisements of the various department of Cooch Behar district according to norms set by the Dept of I&CA in various news media. This office also takes action to publish advertisements in local news media as instructed by the Dept of I&CA.
 - ☐ **Press related assignments:** This office is responsible for performing media related activities for different departments of the State Govt. in district. This office also undertakes works as a liaison issuance regarding the renewal of Press Accreditation Card for the journalists of Cooch Behar.
 - ☐ **Organising District and State level Programmes as instructed by Dept. of I&CA:** It organizes various State Ceremonies including Birth & Death Anniversaries of national leaders/eminant citizens and other important days in a befitting manner in any calendar year as instructed by the Department.
 - ☐ **Establishment related works:** This office also undertakes service matters related works its employees covered under WBSR and DCRB Rules. Other routine works like disposal of GPF loans, maintenance of HRMS database, West Bengal Health Scheme.
 - ☐ **Publicity through Hoarding display:** There are 10 (ten) hoarding display sites under the ownership and administrative control of I&CA Department in Cooch Behar district. This office undertakes hoarding publicity through these hoardings along with other rented hoardings as required in accordance with the instruction from the Dept of I&CA.


District Information &
Cultural Officer,
Cooch Behar

- ❑ **Organising Exhibition:** This office organises and displays exhibition matters provided by I&CA Department at various places of the district.
- ❑ **Implementation of LokPrasarPrakalpa:** This office implements Lok Prasar Prakalpa in the districts engaging folk artists of various genres.

2) The powers and duties of its Officers and employees:
(U/S4 (I) (b) (ii) of RTI Act,2005].

Powers:

District Information & Cultural Officer, Cooch Behar is entrusted with the works of Head of the Office along with the powers of Drawing& Disbursing Officer as per the Delegation of Financial Power Rules along with the other establishment related jobs.

Duties:

The duties of all the Government employees including Officers and Staffs under District Information& Cultural Office, Cooch Behar 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.


District Information &
Cultural Officer,
Cooch Behar

3) The procedure followed in the decision channels of supervision Making process including and accountability.

[U/s4(1)(b)(iii)ofRTIAct, 2005].

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

- a) W.B Service RulesPart-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) Normssetforthedischargingfunctions

[U/S 4 (1)(b)(iv)of RTIAct 2005].

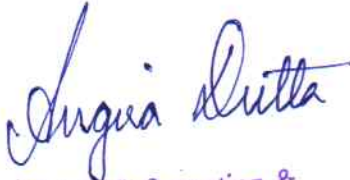
Norms set forth the discharging functions of the Officers and other Govt. employees under District Information& Cultural Office, Cooch Behar are as laid down in:

- 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.BFinancialRules
- 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 Governments 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/s4(1)(b)(v)ofRTIAct,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.


District Information &
Cultural Officer,
Cooch Behar

- 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(l)(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 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 there of:

[U/s 4(l)(b)(vii) of RTI Act, 2005]

As per Departmental order no 1165/Tathya (Nabanna) ; Dt 04/05/2017, all the Ministers belonging to the district are the members of the District Level Folk Artistes 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 Level Folk Identity Card Issuance Committee

Angia Dutta
 District Information &
 Cultural Officer,
 Cooch Behar

9) Directory of the Officers of Information Directorate:

[U/s4(l)(b)(ix) of RTI Act, 2005].

Sl No.	Name	Designation	Assignment	Address
1.	SPIO: Angira Dutta WBICS	District Information & Cultural Officer, Cooch Behar	Head of Office of the O/o DICO	1 st Floor Victor Palace, Sagar Dighi square, Cooch Behar Pin- 736101
2.	Pranab De WBSICS	SDICO Cooch Behar Sadar	All matters related to the Establishment Cell	1 st Floor Victor Palace, Sagar Dighi square, Cooch Behar Pin- 736101

10) The monthly remuneration received by each of its Officers and other employees including the system of compensation as provided in its regulations:

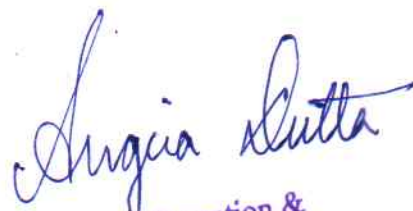
[U/s4(1)(b)(x) of RTI Act, 2005]

Monthly remuneration of all the Officers and other Government employees of District Information & Cultural Office, Cooch Behar 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/s4(l)(b)(xi) of RTI Act, 2005]

Not applicable to the Office of DICO COOCHBEHAR. DICO COOCHBEHAR receives allotments from the Dept. of I&CA to meet its office expenditure and to implement various programmes.


District Information & Cultural Officer,
Cooch Behar

12) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme.

[U/s4(1)(b)(xii) of RTI Act, 2005].

Not Applicable.

13) Particulars of recipients of concession, permits or authorization granted by it:

[U/s4(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/s4(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/s4(1)(b)(xv) of RTI Act, 2005].

Working Hours every day except Government holiday. 10:30am to 5:30pm.

16) The names, designation and other particulars of the Public Information Officers:

[U/s4(1)(b)(xvi) of RTI Act, 2005].

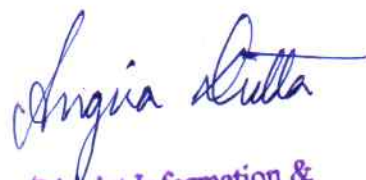
a) Name of the Appellate Authority (FAA):

- Name : Smt Sharmista Banerjee, WBCS (Exe)
- Designation : Director of Information
- Address: Department of Information & Cultural Affairs, 9th Floor, Nabanna, 325, S.C Road, Howrah- 711102


District Information &
Cultural Officer,
Cooch Behar

b) Name of the State Public Information Officer (SPIO) and State Assistant Public Information Officer (SAPIO)

Sl no	Name	Designation	Assignment	Address
1	SPIO: Angira Dutta WBICS	DICO, Cooch Behar	Head of Office of the O/o. DICO	1 st Floor Victor Palace, Cooch Behar Sagar Dighi Square, Pin 736101
2	Pranab De WBSICS	SDICO, Cooch Behar Sadar	All matters related to the Establishment Cell.	1 st Floor Victor Palace, Cooch Behar Sagar Dighi Square, Pin 736101
3	SAPIO: Prajna Saha WBSICS	SDICO Mekhliganj	Head of Office of the O/o. SDICO, Mekhliganj	Ward No. 07 Paschim Para P.O. Mekhliganj Dist- Cooch Behar Pin- 735304
4	SAPIO: Anirban Sain WBSICS	SDICO Mathabhanga	Head of Office of the O/o. SDICO, Mathabhanga	Pachagar, Ward No- 09 Siatlkuchi Road P.O. – Mathabhanga, Dist- Cooch Behar Pin- 736146


District Information & Cultural Officer,
Cooch Behar