



Government of West Bengal
Department of Information & Cultural Affairs
Office of the Asst. Director of Information, Coal Field Information Centre
Asansol, 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: Asst. Director of Information, Coal Field Information Centre, Asansol, Paschim Bardhaman
- Address: 2nd Floor, Ashoka Mansion, Opposite Police Line, Burnpur Road, Asansol- 713304.
- Contact: 0341-2251179
- Email: dicopaschimbardhaman@gmail.com

Functions:

The entire scope of work under Asst. Director of Information, Coal Field Information Centre can be broadly sub classified under the following units/cells:

- Establishment Work.
- Information.

Executing the instructions/orders from Head Quarters of I&CA Dept. at the District level of I & CA etc.

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.

Other Function: Providing information through Information centre by this end and also performing other related works.

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

Powers:

The Asst. Director of Information, Coal Field Information Centre 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 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):**

Not applicable.

- (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).**

Not applicable.

- (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]	Asst. Director of Information, Coal Field Information Centre, Paschim Bardhaman	Head Of Office & DDO functional power Asst. Director of Information, Coal Field Information Centre	2 nd Floor Ashoka Mansion, Opposite Police Line, Burnpur Road, Asansol- 713304.

- (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 Asst. Director of Information, Coal Field Information Centre, Asansol, Paschim Bardhaman 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):

N.A

(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: Asst. Director of Information, Coal Field Information Centre 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: Asst. Director of Information, Coal Field Information Centre, Asansol, Paschim Bardhaman
- Address: 2nd Floor, Ashoka Mansion , Burnpur Road, Opposite Police Line, Paschim Bardhaman - 713304.
- Contact: 0341-2251179
- Email: dicopaschimbardhaman@gmail.com