



Government of West Bengal
Department of Information & Cultural Affairs
Office of the Asst. Director of Information, Durgapur

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 requirements 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:

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

- **Name of the Public Authority under the Information & Cultural Affairs Department:** Information Directorate
- **Name & Designation of State Public Information Officer (SPIO):** Sayanwita Maity, Asst. Director of Information (I/C), Durgapur
- **Jurisdiction :** Office of the Assistant Director of Information, Durgapur
- **Address :** D. M. C Building, City Centre, Post – Durgapur, District – Paschim Bardhaman, PIN – 713 216
- **Email :** sicdgp@gmail.com
- **Website :** <https://www.wbicad.in/>
- **Contact No. :** (0343) 2546218

Functions: Office of the Assistant Director of Information, Durgapur functions under the Information & Cultural Affairs Department, Government of West Bengal and as per the instruction of the department from time to time. The main work of the office is establishment related works, such as facilitating various service matters of the employees/ retired employees of this establishment, different types of billing through IFMS and disbursing WBHS related matters.

Duties: The Duties of the Officers and employees of ADI, Durgapur is same as any officer and employee of any office of the State Government and this has elaborately stated in the W.B. Service Rules (Part I), 1987 vide Appendix 6A of West Bengal Service (Duties, Right and obligation of the Government employees) Rules, 1980

S. Maity. 16/06/25.
Asstt. Director of Information
Durgapur Information Centre
Govt. of West Bengal

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

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

ADI, Durgapur is the administrative head of the office and she has been vested with the powers to execute any decision that has been approved by the Department or any higher authority as per order, issued by the I&CA Department. Power and duties of the Officer is clearly defined by the different rules as describe primarily in W.B. Service Rules Part-1 & I, W.B. Financial Rules, W.B. Treasury Rules including procedure to execute the work.

(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]

Procedure followed in the decision making process, including channels of supervision and accountability is well defined by the different rules as mentioned in

- (a) W.B. Service Rules Part-I & Part- II,
- (b) W.B. Financial Rules,
- (c) W.B. Treasury Rules and
- (d) Administrative orders/ Notifications etc. of the Government as issued 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 employees of the ADI, Durgapur are same 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 time to time
- (f) W.B. Treasury Rules and
- (g) Administrative orders/ Notifications etc. of the Government as issued time to time

(5) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees 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- I,
- (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 time to time
- (f) W.B. Treasury Rules and
- (g) Reports / Orders of the I&CA Department/ Orders of the Finance Department/ Administrative orders & Notifications of the I&CA Department etc. as issued time to time.

(6) Categories of documents that are held by it or under its control:

[U/s 4(1)(6)(vi) of RTI Act, 2005]

Files related to

- (a) Accounts and Audit Matters
- (b) Budget Matters
- (c) Revenue matters
- (d) Pay & Service matters
- (e) Miscellaneous matters

Matters are dealt mainly through IFMS and hard copy files and Registered books as per Government guideline.

(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)(vi) 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 advise and as to whether meetings of those boards, councils, committees and other bodies [U/s 4(1)(b)(vii) of RTI Act, 2005]

Not Applicable

**(9) Directory of the Officers of Assistant Director of Information, Durgapur:
(U/s 4(1)(b)(ix) of RTI Act, 2005]**

Sayanwita Maity, Assistant Director of Information (I/C)
D.M.C. Building, City Centre, Durgapur, Post- Durgapur, PIN – 713216
Email Address: sicdgp@gmail.com
Contact No: (0343) 2546 215

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

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

Monthly remuneration:

Monthly remuneration of all officer and Government employee of ADI, Durgapur are guided as per West Bengal Services (Revision of Pay and 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]

Budget allocation is well defined as mentioned in Budget book under Demand no. 30 for the current financial year which may kindly be seen in the following link :
[https://finance.wb.gov.in/writereaddata/Budget Publication/2025 bp17.pdf](https://finance.wb.gov.in/writereaddata/Budget%20Publication/2025%20bp17.pdf)

(12) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

[ws 4(1)(b)(xii) of RTI Act, 2005]

Not Applicable

(13) Particulars of recipients of concessions, permits or authorizations granted by it:

[u/s 4(1)(6)(xii) 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)

Not Applicable

(16) The names, designations 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, Sarat Chatterjee Road, Howrah-711102

Contact: 033 2253 5112

Email: di.icadept@gmail.com

Website: <https://www.wbicad.in/>

(b) Name of the State Public Information Officer:

Name : SAYANWITA MAITY

Designation: Assistant Director of Information (I/C)

Address : D.M.C. Buiding, City Centre, Post – Durgapur, PIN – 713216

Contact No :0343-2546218

e-mail add: sicdgp@gmail.com

S. Maity . 16/06/25.
Asstt. Director of Information.
Durgapur Information Centre
Govt. of West Bengal