



Government of West Bengal
Department of Information & Cultural Affairs
Office of the District Information & Cultural Officer, Howrah
Email – dicohowrah2018@gmail.com.
Phone No-033-26378339

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 duly be 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 Public Authority :Smt. Somasree Pal [WBICS]
- Designation: District Information & Cultural Officer, Howrah
- Address: 28, Nityadhan Mukherjee Road, Howrah. (Hat Complex, 1st Floor)
- Contact: +91 9147770356
- Email: dicohowrah2018@gmail.com

Functions:

The primary function of District Information & Cultural 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 across the District and Subdivisions.

Similarly, the District Information & Cultural 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.

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

- Advertisement matter.
- Media Matters.
- District Ceremonies.
- Establishment Matter.
- Publicity through Hoarding, miking, newspaper advt. etc.
- District Museum and archeological Matter.

Advertisement Matters: Advertisement in the media (District level Local News Paper only) issued by any Government Department (except autonomous bodies like Municipalities) is routed through the DI&CO, office or sometimes from District Administration or Zilla Parisad end for a single -window release.

Media Matters:- Issuance and Renewal of Press Accreditation Card to District Media Personnel as approved by the PAC Committee & Director of Information of the Howrah District. Recommendation for Railway Concession Passes. Maintaining Records of the District Local Print Media.

District Ceremonies : It organizes varied District Ceremonies including Birth & Death Anniversaries of important personalities and other important days in a befitting manner in any calendar year in and around the Howrah District.

Establishment Matters: The activities of this section is to facilitate the various service matters related to the service/retirement /pensionary benefit procedural work covered under WBSR and DSBR Rules in respect of the non gazetted employees. It also acts to facilitate WBHS of Grp-B, C,D & Gr-A (partially).

Publicity through Hoarding, miking, newspaper advt. etc. :Publicity of various Government messages through permanent and temporary hoardings is done by end of the DI& CO, Howrah after getting approved matter from the Department.

District Museum and Archaeological Matter: Act up on the cited matters on and when orders come from respective Directorate for Bagnan Ananda Niketan Kritishala, District Museum for Howrah district.

(2) The powers and duties of its Officers and employees:
[U/S 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 the entire Group A officers assigned under Information Directorate including SDICOS in the Sub- Division. Also entrusted to act as the controlling head for other categories of employees belonging to Group B, C & D under Information Directorate 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.

[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.

(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 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:

[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) 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:

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

As per Deptt. Order no:1165/Tathya(Nabanna): Dtd:04/05/2017, all the Ministers belonging to the District are members of the District Level Folk Identity Card Issuance Committee for Lok Prasara 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 under sub-section U/s 4(1)(b)(viii) of RTI Act, 2005

- District Level Tender Committee
- District Level Sexual Harassment Committee.
- District level Folk Identity card Issues Committee (DLFICIC)

(9) Directory of the Officers of Information Directorate:

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

Sl No.	Name	Designation	Assignment	Address
1.	Smt. Somasree Pal [WBICS]	District Information & Cultural Officer, Howrah	Head Of Office & DDO functional power District Information & Cultural Officer,	28, Nityadhan Mukherjee Road, Howrah, PIN -711101
2.	Sri Nirmal Kumar Bagani (Additional) [WBSICS]	Sub- Divisional Information & Cultural Officer, Howrah Sadar	Head Of Office Sub- Divisional Information & Cultural Officer	28, Nityadhan Mukherjee Road, Howrah, PIN -711101
3.	Narayan Chandra Ray [WBSICS]	Sub- Divisional Information & Cultural Officer, Uluberia	Head Of Office & DDO functional Power Sub- Divisional Information & Cultural Officer	Nona, Uluberia O.T. Road P.O + P.S- Uluberia PIN- 711315
4.	Sri Nirmal Kumar Bagani [WBSICS]	Sub- Divisional Information & Cultural Officer, Amta	Head Of Office & DDO functional Power Sub- Divisional Information & Cultural Officer	P.O -Amta District-Howrah PIN-711401

(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 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:

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

Not applicable to the Office of the DICO, Howrah. DICO, Howrah receives allotments from the Deptt. Of I&CA to meet its office expenditure 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].

For Howrah Region: Howrah DICO Office.

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:

[U/s 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 (Howrah District):

- Name : Smt.Somasree Pal [WBICS]
- Designation: District Information & Cultural Officer, Howrah
- Address: 28, Nityadhan Mukherjee Road, Howrah.
- Contact: +91 9147770356
- Email: dicohowrah2018@gmail.com

c) Name of the State Assistant Public Information Officer (SAPIO) under Information Directorate (Howrah District):

- Name : Sri Narayan Chandra Ray[WBSICS]
- Designation: Sub-Division Information & Cultural Officer, Uluberia
- Address: Nona,Uluberia, O.T.Road, P.O + P.S –Uluberia, 711315
- PIN- 711315
- Contact: +91 9147770358
- Email: sdicouluberia2012@gmail.com

- Name : Sri Nirmal Kumar Bagani[WBSICS]
- Designation: Sub-Division Information & Cultural Officer,Amta
- Address: Amta, District – Howrah
- PIN- 711401
- Contact:+91 9147770357
- Email: sdicoamta@gmail.com

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CULTURAL OFFICER, HOWRAH