



Government of West Bengal
Office of the District Information & Cultural Officer
South 24 Parganas
Minority Bhaban, 4th Floor
12, Biplabi Kanailal Bhattacharjee Sarani, Alipore, Kolkata 700027.
Phone: (033) 2479-3585 e-mail ID: dicos24pgs@gmail.com

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 Organization, functions and duties:

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

- Name of the Head of the office: Smt. Ananya Majumder (WBICS)
- Designation: District Information & Cultural Officer, South 24 Parganas
- Address: Minority Bhavan, 4th Floor, 12, Biplabi Kanailal Bhattacharjee Sarani, Alipore, Kolkata-700 027
- Contact: 9051969464
- Email: dicos24pgs@gmail.com

Functions:

DI&CO, South 24 Parganas is the nodal officer of the four directorates of the I&CA Department. The four directorates are Information Directorate, Culture Directorate, Film Directorate and Archaeology Directorate.

Functions of the DI&CO, South 24 Parganas under Information Directorate:

LokPrasarPrakalpa is the flagship scheme under Information Directorate. Under this project, folk artistes between the age of 18 - 60 receive Rs.1000/- per month as Retainer fee. Senior artistes, who are above 60 receive Rs.1000/- per month as Pension. Apart from this, there is performance fees Rs.1000/- for those who perform at various Government and Non-government programmes.

Another function of DI&CO, South 24 Parganas is to manage the press. DI&CO, South 24 Parganas issues Press Accreditation Card to eligible journalists after approval from News Bureau Cell of I&CA Department.

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DI&CO, South 24 Parganas releases advertisements to local newspapers as per the direction from advertisement cell of I&CA Department. DI&CO, South 24 Parganas also releases tender advertisements to state level newspapers on behalf of District Administration.

DI&CO, South 24 Parganas conducts different exhibitions on various themes as per the instruction of exhibition wing of I&CA Department.

Publicity with temporary and permanent hoardings on different schemes and matters is also a crucial function of DI&CO, South 24 Parganas.

DI&CO, South 24 Parganas observes various state level ceremonies such as Independence Day, Republic Day, etc.

Any other tasks assigned by the Information Directorate to the District Information & Cultural Officer, South 24 Parganas or her office are being carried out from time to time as per directions.

Functions of DI&CO, South 24 Parganas under Culture Directorate:

The office of the DI&CO, South 24 Parganas is working to boost that rich legacy by regularly organizing festivals and events on various genres like music, literature, theatre, fine arts, and dance, apart from promoting the wide-ranging folk varieties of the district as per direction of Culture Directorate of I&CA Department.

Any other tasks assigned by the Culture Directorate to the District Information & Cultural Officer, South 24 Parganas or her office are being carried out from time to time as per directions.

Functions of DI&CO, South 24 Parganas under Film Directorate:

The office of the DI&CO, South 24 Parganas monitors the cinema halls in South 24 Parganas district and acts in accordance with various directives received from the Film Directorate from time to time.

Other tasks assigned by the Film Directorate to the District Information & Cultural Officer, South 24 Parganas or her office are also carried out as and when directed.

Functions of DI&CO, South 24 Parganas under Archaeology Directorate:

The office of the DI&CO, South 24 Parganas, acts on directives received from the Directorate of Archaeology from time to time and undertakes exploration work and others at various sites across the South 24 Parganas district.

Other tasks assigned by the Archaeology Directorate to the District Information & Cultural Officer, South 24 Parganas or her office are also carried out as and when directed.

Functions of DI&CO, South 24 Parganas under District Administration:

The DI&CO, South 24 Parganas undertakes various activities as per the instructions of the District Administration of South 24 Parganas. These include

organising cultural programmes, arrangement of press conference for the District Magistrate, assisting in public awareness campaigns, and supporting administrative initiatives whenever required. All such tasks are carried out in coordination with the concerned departments and as per the timelines set by the District Administration.

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

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

Powers:

The DI&CO, South 24 Parganas is the designated Head of Office as approved by the I & CA Department to act as the reporting officer to SDICOs in the district with the powers of incurring expenditure (sanctioning and allotment of fund) as per the delegation of Financial Power Rules, 1976 wherein it is also entrusted to act as the reporting officer for other categories of employees belonging to Group B,C & D under the office of the DI&CO, South 24 Parganas 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 office of the DI&CO, South 24 Parganas 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.

e) Administrative Orders/Notifications issued by the District Administration 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 DI&CO, South 24 Parganas 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.
- h) Administrative Orders/Notifications issued by the District Administration 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) Pay and Service
- c) 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 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 advice and as towthether 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

- (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. Sharmistha Banerjee [WBCS(Exe.)]	Director of Information & E.O. Additional Secretary	Head of Office. Information Directorate	Nabanna, 9 th Floor, 325, Sarat Chatterjee Road, Howrah-711102
2	Smt. Ananya Majumder (WBICS)	District Information & Cultural Officer, South 24 Parganas	Head of the office at O/o the DI&CO, South 24 Parganas	Minority Bhavan, 4 th Floor, 12, Biplabi Kanailal Bhattacharjee Sarani, Alipore, Kolkata-700 027
3	Shri Kamini Roy (WBSICS)	Sub-Divisional Information & Cultural Officer, Baruipur	Head of the office at O/o the SDI&CO, Baruipur	96, Kulpi Road, Baroda Complex, 3 rd Floor, Baruipur, Kolkata-700 144
4	Shri Debojyoti Paul (WBSICS)	Sub-Divisional Information & Cultural Officer, Kakdwip	Head of the office at O/o the SDI&CO, Kakdwip	Post-KakKalinagar, P.S.- Harwood Point, Pin-743347
5	Ainul Haque (WBSICS)	Sub-Divisional Information & Cultural Officer, Canning	Head of the office at O/o the SDI&CO, Canning	Rajarlat, Golkuthi Para, Canning Town, Pin-743329
6	Smt. Brati Biswas (WBSICS)	Sub-Divisional Information & Cultural Officer, Diamond Harbour	Head of the office at O/o the SDI&CO, Diamond Harbour	Jaltank Para, Diamond Harbour Pin-743331

- (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 the DI&CO, South 24 Parganas and other Government employees of I&CA office of South 24 Parganas district 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 DI&CO, South 24 Parganas. The DI&CO, South 24 Parganas receives allotments from the Information & Cultural Affairs Department to meet office expenditures 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 to the office of the DI&CO, South 24 Parganas.

(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].

- Place: O/o The DI&CO South 24 Parganas, Minority Bhavan, 4th Floor, 12, Biplabi Kanailal Bhattacharjee, Sarani, Alipore, Kolkata-700 027
Working hours: Every day from 10:00 a.m. to 05:30 p.m. excluding 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:

- 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 I & CA Department, South 24 Parganas district:

Name: Smt. Ananya Majumder (WBICS)

- Designation: District Information & Cultural Officer, South 24 Parganas
 - Address: Minority Bhavan, 4th Floor, 12, Biplabi Kanailal Bhattacharjee Sarani, Alipore, Kolkata-700 027
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