



Government of West Bengal
Department of Information & Cultural Affairs
Office of the District Information & Cultural Officer
Purulia

Email – dicopurulia@gmail.com Tele/Fax No 03252-222452

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)

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

- Name of the Public Authority :Sri Siddhartha Chakraborty [WBICS]
- Designation: District Information & Cultural Officer, Purulia
- Address: Court Road, Opposite DRDC Building, Purulia- 723101.
- Contact: +91 9147770405
- Email: dicopurulia@gmail.com

Functions:The primary function of District Information & Cultural Office 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 through its at 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 can be broadly sub classified under the following units/cells:

- Rural Wing.
- Advertisement issues.
- Observation & Celebration of various ceremonies & Hospitality issues.
- Establishment Wing.
- Publicity through Hoarding display site.
- Digitization and archiving.
- Film Directorate issue.
- Cultural Directorate issue.
- Archaeological Directorate issue.


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Rural Wing: Monitoring works at District level and Sub Divisional Offices of Deptt. of I & CA necessary logistic support like manpower/mobility support etc.

Advertisement Issues: Advertisement in the media (District level Local News Paper only) issued by any Government Department (except autonomous bodies like Municipalities) is routed through advertisement cell of I&CA Department or sometimes from District Administration or Zilla Parishad end for a single -window release.

Observation & Celebration of various Ceremonies & Hospitality Issues: Time to time round the year the office of the DICO, Purulia observes and celebrates various district level programmes in a befitting manner in and around the district as directed by the department followed by maintaining the issues of hospitality as and when required at district level.

Establishment Wing: The activities of this cell is to facilitate 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. Other routine work like transfer/service placement/Gr-D type test/disposal of GPF loans etc including maintenance of HRMS database is done by this cell. It also acts to facilitate WBHS of Grp-B, C, D & Gr-A (partially).

Publicity through Hoarding display site: Publicity through permanent hoarding is done by end of DI& CO, Purulia after getting approved matter from the Department..

Digitization and archiving: Restoration and conservation of rare, extinct songs, write ups, Publishing books, documentation of pictures, arts & artefacts etc.

Film Directorate issue: Act up on the specific cited issues as per the orders come from respective Department.

Cultural Directorate issue: Act up on the specific cited issues as per the orders come from respective Department.

Archaeological Directorate issue: Act up on the specific cited issues as per the orders come from respective Department.

(2) The powers and duties of its Officers and employees: U/S 4 (1)(b) (ii)

Powers:

The District Information & Cultural 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 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)

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)

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.


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(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)

- 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)

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)

As per Deptt. Order no 1165/tathya (Nabanna), Dt – 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 advise and as to whether meetings of those boards , councils, committees and other bodies. U/S 4 (1)(b) (viii)

- District Tender Committee
- District level Folk Identity card Issues Committee (DLFICIC)


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(9) Directory of the Officers of Information Directorate:
U/S4(1)(b)(ix)

Sl No.	Name	Designation	Assignment	Address
1.	Sri Siddhartha Chakraborty [WBICS]	District Information & Cultural Officer, Purulia	Head Of Office & DDO functional power District Information & Cultural Officer,	Court Road, Opposite DRDC Building, Purulia- 723101.
2.	Sri Sayan Ghosh [WBSICS]	Sub- Divisional Information & Cultural Officer, Raghunathpur	Head Of Office & DDO functional power Sub- Divisional Information & Cultural Officer	Building No- 3, Raghunathpur-I B.D.O. Campus, Barakar Road, Raghunathpur- 723133

(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)

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)

Not applicable to the office of the DICO, Purulia. DICO, Purulia 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) Not applicable
- (13) Particulars of recipients of concession , permits or authorization granted by it: U/S 4 (1)(b) (xiii) 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) 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)

For Purulia Region: Purulia DICO Office.

Working Hours: Monday to Friday from 10.30 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)

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 (Purulia District):

- Name : Sri Siddhartha Chakraborty [WBICS]
- Designation: District Information & Cultural Officer, Purulia
- Address: Court Road, Opposite DRDC Building, Purulia- 723101.
- Contact: +91 917770405
- Email: dicopurulia@gmail.com

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

- Name : Sri Sayan Ghosh [WBSICS]
- Designation: Sub-Division Information & Cultural Officer, Raghunathpur
- Address: Building No- 3, Raghunathpur-I B.D.O. Campus, Barakar Road, Raghunathpur- 723133
- Contact: +91 9147770406
- Email: sdicoraghunathpur@gmail.com


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