



GOVERNMENT OF WEST BENGAL a
Department of Information & Cultural Affairs

Minerva Natya Sanskriti Charcha Kendra
6,Utpal Dutta Sarani, Kolkata -700 076

Disclosure of Information u/s 4 of the RTI Act 2005 i.c.w Minerva Natya Sanskriti Charcha Kendra

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	Minerva Natya Sanskriti Charcha Kendra,
Name/Designation	Anup Kr. Gayen, Secretary in-Charge, MNSCK
Address	<u>6,Utpal Dutta Sarani, Kolkata -700 076,</u>
Websites:	https://www.wbicad.in/
Contact No.	(033) 2555 0910

Functions: Minerva Natya Sanskriti Charcha Kendra is a centre of excellence for promotion of theatre and culture along with Auditorium (Minerva Theatre). Functions of the Minerva Natya Sanskriti Charcha Kendra, Kolkata are performed under the control of the Director of Culture, I&CA Department, Govt. of West Bengal. It operates through three wings -- Minerva Natya Sanskriti Charcha Kendra Office, Minerva Theatre (Auditorium) & Minerva Repertory. Office of the Minerva Natya Sanskriti Charcha Kendra looks after the establishment works of the entire organization. Minerva Natya Sanskriti Charcha Kendra organizes different cultural programmes like, National Theatre Festival, Binodini Natya Utsav, Workshops and Seminars on Theatre, publishes theatre related books., Minerva Repertory is a regular performing wing of the Kendra which performs plays for the public in and outside Kolkata and occasionally in other states and it constantly strives to achieve excellence in performance.

Minerva Natya Sanskriti Charcha Kendra also allots the auditorium in favour of different cultural organizations for their cultural performance as per recommendation the Hall Bantan Committee of the I&CA Department.

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

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

Powers :

Secretary in- Charge, Minerva Natya Sanskriti Charcha Kendra is executive head of the Minerva Natya Sanskriti Charcha Kendra office and he has been vested with the powers to execute any decision that has been approved by the General Body of Minerva Natya Sanskriti Charcha Kendra and Director of Culture or the Secretary of the Department or any higher authority as per order, issued by the I&CA Department. Secretary in- Charge, Minerva Natya Sanskriti Charcha Kendra enjoys the power of incurring expenditure as per Delegation of Financial Power Rules, 1977 as amended from time to time. Power and duties of the Officer is clearly defined by the different rules as described primarily in W.B. Service Rules Part-1 & II, W.B. Financial Rules, W.B. Treasury Rules including procedure to execute the Work. Employees of Minerva Natya Sanskriti Charcha Kendra are work under the direct supervision of the Secretary in-Charge, MNSCK.

Duties :

The Duties of the Officers and employees of Minerva Natya Sanskriti Charcha Kendra 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-1), 1987 vide Appendix 6A of West

Bengal Service (Duties, Right and obligation of the Government employees) Rules, 1980. And the employees are governed by the concurrence of the Finance Department and subsequent approval of the State Government.

(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 Minerva Natya Sanskriti Charcha Kendra 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 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- 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) 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)(b)(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 e-office/ IFMS and hard copy files and Registered books as per Government 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]

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)(viii) of RTI Act, 2005]

Not Applicable

- (9) Directory of the Officers of Minerva Natya Sanskriti Charcha Kendra:**

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

Anup Kumar Gayen, WBICS
Secretary in- Charge, Minerva Natya Sanskriti Charcha Kendra
6,Utpal Dutta Sarani, Kolkata -700 076,
Contact No : (033) 2555 0910

- (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 is guided as per relevant rules

- (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 thee following link :

https://finance.wb.gov.in/writereaddata/Budget_Publication/2024_bp17.pdf

- (12) The manner of execution of subsidy programmes, including the amounts allocated and the**

details of beneficiaries of such programmes:

[u/s 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)(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]

As in the I&CA Department's website : <https://www.wbicad.in/>**(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 : Shri Kausik Basak, IAS
 Designation : Special Commissioner & E.O.. Director of Culture
 Address : Nabanna, Room No.908, 325, Sarat Chatterjee Road, Howrah-711102,
 Contact No : 033-22536619
 e-mail add : dirculturewb@gmail.com

(b) Name of the State Public Information Officer:

Name : Shri Anup Kumar Gayen, WBICS,
 Designation : Secretary in- Charge, Minerva Natya Sanskriti Charcha Kendra
Address : 6,Utpal Dutta Sarani, Kolkata -700 076,
 Contact No : (033) 2555 0910
 e-mail ID : minervarepertorytheatre@gmail.com