



GOVERNMENT OF WEST BENGAL
Department of Information & Cultural Affairs

Paschimbanga Dalit Sahitya Akademi

Hemanta Bhawan, 4th floor

B.B.Bag , Kolkata -700001

Disclosure of Information us 4 of the RTI Act 2005 i.c.w Paschimbanga Dalit Sahitya Akademi

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 organization, functions and duties:

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

Name of the Public Authority: **Paschimbanga Dalit Sahitya Akademi**

Hemanta Bhawan, 4th floor

B.B.Bag , Kolkata -700001

Name/Designation of PA Head: Anup Kr Gayen, Member Secretary

Websites:

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

Contact No.

: 9147770342

Functions:

Functions of the, **Paschimbanga Dalit Sahitya Akademi**, West Bengal are performed under the control of the Director of Culture, I&CA Department, Govt. of West Bengal. **Paschimbanga Dalit Sahitya Akademi** works towards the upliftment and promotion of Dalit literature and Dalit Writers in the State

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

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

Powers :

Member Secretary , **Paschimbanga Dalit Sahitya Akademi** is executive head of the , **Paschimbanga Dalit Sahitya Akademi** office and He has been vested with the powers to execute any decision that has been approved by the General Body of , **Paschimbanga Dalit Sahitya Akademi** and Director of Culture or the Secretary of the Department or any higher authority as per order, issued by the I&CA Department. Member Secretary, **Paschimbanga Dalit Sahitya Akademi** 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 describe 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 **Paschimbanga Dalit Sahitya Akademi** are work under the direct supervision of the Member-Secretary

Duties:

The Duties of the Officers and employees of , **Paschimbanga Dalit Sahitya Akademi** 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

(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 , **Paschimbanga Dalit Sahitya Akademi** 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 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)(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 , Paschimbanga Dalit Sahitya Akademi:**

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

Anup Kumar Gayen, WBICS
Member Secretary, **Hemanta Bhawan, 4th floor**
B.B.Bag , Kolkata -700001
Contact No : 9147770342

- (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 officer and employees of Paschimbanga Dalit Sahitya Akademi Kendra 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

- (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 secretary & 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 :Member Secretary ,
Hemanta Bhawan,4th floor
 Address **B.B.D. Bag ,Kolkata -700001**
 Contact No : 9147770342
 e-mail add : pbdssakademi20@gmail.com