



**Government of West Bengal
Department of Information & Cultural Affairs
Paschimbanga Jatra Akademi**

Disclosure of Information us 4 of the RTI Act 2005 i.c.w Paschimbanga Jatra 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 formalities 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	: Paschimbanga Jatra Akademi
Name/Designation of P.A Executive Head	: Lipika Banerjee, Secretary-in-Charge, Paschimbanga Jatra Akademi
Address	: 76/1, Bagbazar Street, Kolkata-700003
Website	: https://www.wbicad.in
Contact No	: (033) 2530-4562

Functions:

Paschimbanga Jatra Akademi is an organization under the direct control of the Information & Cultural Affairs Department, Government of West Bengal. The akademi works solely for development of 'jatra' and its fraternity by way of –

- a) Offering financial assistance to the aged (60 years & above), financially marginalized and retired jatra artists and technicians as well as to the physically challenged, financially weak aged 45 years & above jatra artists and technicians.
- b) Recognising jatra stalwarts namely 'Shantigopal & Tapan Kumar' and conferring award to eligible jatra personalities in their names
- c) Organizing 3 days District Jatra Festival and engaging jatra troupes to perform in all the 22 districts in the state
- d) Organizing month-long Jatra Festival at the State Level.
- e) Organizing workshops for neo talent search and skill development
- f) Revenue generation for Phanibhushan Bidya Binod Jatra Mancha

(2) Power & Duties of its officers and employees:

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

Powers:

Secretary, Paschimbanga Jatra Akademi, is the executive head of the Akademi for implementation of the recommendations as made by the General Body of the Akademi formed in the year 2005 by the Government of West Bengal and as approved by the Administrative Department.

Secretary, PBJA being the designated DDO for the academy is assigned to draw and disburse for all the 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 West Bengal Service Rules Part-I & II, West Bengal Financial Rules, West Bengal Treasury Rules including procedure to execute work.

Secretary, Paschimbanga Jatra Akademi is the Head of the Office and her service is placed under the control of the Director of Culture, I&CA Department

Duties:

The duties of the officer and employees of Paschimbanga Jatra Akademi is the same as any officer and employee of any office under the State Government and as stated in the West Bengal Service Rules (Part-I), 1987 vide Appendix 6A of West Bengal Service (Duties, Right & 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(I)(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 &
- (d) Administrative Orders / Notifications etc of the Government as issued from time to time

**(4) Norms set for the discharging functions:
[u/s 4(I)(b)(iv) of RTI Act, 2005]**

Norms set for the discharging functions of the officer and employees of the Akademi are as laid down in:

- (a) W.B. Service Rules Part-I & Part-II
- (b) W.B. Financial Rules
- (c) W.B. Treasury Rules
- (a) West Bengal (Classification, Control & Appeal) Rules
- (b) W.B. Service Rules, 1980 (Duties, Right & obligation of Government Employees)
- (c) Audit & Accounts Code & Orders as issued from time to time
- (d) Administrative Orders / Notifications etc of the Government as issued from time to time

**(5) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging functions:
[u/s 4(I)(b)(v) of RTI Act, 2005]**

- (d) W.B. Service Rules Part-I & Part-II
- (e) W.B. Financial Rules
- (f) W.B. Treasury Rules
- (e) West Bengal (Classification, Control & Appeal) Rules
- (f) W.B. Service Rules, 1980 (Duties, Right & obligation of Government Employees)
- (g) Audit & Accounts Code & Orders as issued from time to time
- (h) Administrative Orders / Notifications etc of the Government as issued from time to time

**(6) Categories of documents that are held by it or under its control:
[u/s 4(I)(b)(vi) of RTI Act, 2005]**

Files related to

- (a) Audit & Accounts Matters
- (b) Budget
- (c) Revenue
- (d) Pay & Service Matters
- (e) Establishment Matters
- (f) Functional Matters
- (g) Miscellaneous Matters

**(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(I)(b)(vii) of RTI Act, 2005]**

The General Body or 'Shadharon Parishad' reconstituted by the I&CA Department vide Notification no 4380/Tathya(Nabanna) dated 25.11.2021 consists of artists, producers, managers from the jatra field under the chairmanship of Hon'ble MIC, Department of Power, Housing, Sports & Youth Affairs, Government of West Bengal and vice-chairmanship of Hon'ble MOS (IC), Department of I&CA, Tourism, Technical Education & Skill Development

(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 to whether meetings of those boards, councils, committees & other bodies
[u/s 4(I)(b)(viii) of RTI Act, 2005]

The General Body or 'Shadharon Parishad' reconstituted by the I&CA Department vide Notification no 4380/Tathya(Nabanna) dated 25.11.2021 consists of artists, producers, managers from the jatra field under the chairmanship of Hon'ble MIC, Department of Power, Housing, Sports & Youth Affairs, Government of West Bengal and vice-chairmanship of Hon'ble MOS (IC), Department of I&CA, Tourism, Technical Education & Skill Development

(9)Directory of the officers of Paschimbanga Jatra Akademi:
[u/s 4(I)(b)(ix) of RTI Act, 2005]

Smt. Lipika Banerjee, W B I& C S, Secretary-in-Charge, Paschimbanga Jatra Akademi
 76/1, Bagbazar Street, Kolkata-700003
 Contact No: (033) 2540-4562

(10)The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation:
[u/s 4(I)(b)(x) of RTI Act, 2005]

Monthly remuneration of officer is guided as per West Bengal Services (Revision of Pay & Allowances) Rules, 2019
 Monthly remuneration of all contractual employees are on consolidated pay as fixed by the Department as per concurrence of the Finance Department

(11) The budget allocated to each of its agency, including particulars of all plans, proposed expenditures and reports on disbursements made:
[u/s 4(I)(b)(xi) of RTI Act, 2005]

The Akademi is run with Grant-in Aid as released by the Administrative Department from time to time. 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(I)(b)(xii) of RTI Act, 2005]

Not applicable

(13) Particulars of recipients of concessions, permits or authorizations granted by it :
[u/s 4(I)(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(I)(b)(xiv) of RTI Act, 2005]

As in the I&CA Department's website : <https://www.wbicad.in>

(15) 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(I)(b)(xv) of RTI Act, 2005]

Not applicable

**(16) Names, designations & other particulars of the Public Information Officers:
[u/s 4(I)(b)(xvi) of RTI Act, 2005]**

(a) Name of the Appellate Authority:

Name : Sri Kausik Basak, IAS
Designation : Special Comissioner & Ex Officio Director of Culture
Address : Nabanna, Room No 908, 325 Sarat Chatterjee Road, Howrah: 711102
Contact No : (033) 2253-6619/943341935
Mail ID : dirculturewb@gmail.com

(b) Name of the State Public Information Officer:

Name : Smt Lipika Banerjee, WBI&CS
Designation : Secretary-in-Charge, Paschimbanga Jatra Akademi
Address : 76/1, Bagbazar Street, Kolkata-700003
Contact No : (033) 2540-4562
Mail ID : paschimbangajatraacademy@gmail.com