



GOVERNMENT OF WEST BENGAL
Department of Information & Cultural Affairs
Kolkata Information Centre
1/1 AJC Bose Road, Kolkata-700020

Disclosure of Information us 4 of the RTI Act 2005 i.c.w Kolkata Information Centre

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	: Pradip Kumar Sarkar,
Designation	: Joint Director of Information, Kolkata Information Centre
Address	: 1/1 AJC Bose Road, Kolkata-700020,
Websites	: https://www.wbicad.in/
Contact No.	: (033) 22232451 / 22234214

Functions:

Kolkata Information Centre is a State level Information Centre of Government of West Bengal. Functions of the Kolkata Information Centre, Kolkata are to disseminate various information to the public in general. It is under the direct control of the Director of Information, I&CA Department, Govt. of West Bengal. Functions of the Kolkata Information Centre are to display Information Board, LED display, Information Kiosk for disseminate various information of different Government Department which are related to public facilities, different Schemes of different Department of the State Government, Government Advertisement matter etc. Touch Screen LED panel helps the general people to get information of different Public utility Department under Government of West Bengal. Information Kiosk helps general people to search for information using internet browser.

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

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

Powers :

Sr. Addl Director, Kolkata Information Centre is executive head of the Kolkata Information Centre office and He has been vested with the powers to execute any decision that has been approved by the Director of Information or the Secretary of the Department or any higher authority as per order, issued by the I&CA Department. Joint Director of Information, Kolkata Information Centre enjoys the power of incurring expenditure as a DDO of the Kolkata Information Centre and he enjoys the DDO power as per Delegation Financial Power Rules, 1976 as amended from time to time. Power and duties of the Officers 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 Kolkata Information Centre are work under the direct supervision of the Sr. Addl Director, Kolkata Information Centre .

Duties :

The Duties of the Officers and employees of Kolkata Information Centre 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 Kolkata Information Centre 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 Kolkata Information Centre:

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

(a) Shri Kaustav Tarafdar, *WBICS*, Sr. Addl Director,
Kolkata Information Centre
1/1 AJC Bose Road, Kolkata-700020,
Contact No : (033) 22232451 / 22234214

(b) Shri Pradip Kumar Sarkar, *WBICS*, Joint Director of Information,
Kolkata Information Centre
1/1 AJC Bose Road, Kolkata-700020,
Contact No : (033) 22232451 / 22234214

(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 all officer and Government employee of Kolkata Information Centre 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/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]

12.30 pm to 7.30 pm daily except Government holiday

(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 Kaustav Tarafdar, *WBICS*,
Designation : Sr. Addl Director, Kolkata Information Centre
Address : 1/1 AJC Bose Road, Kolkata-700020,
Contact No : 22232451 / 22234214 / 8902008680
e-mail add : kic.westbengal@gmail.com

(b) Name of the State Public Information Officer:

Name : Shri Pradip Kumar Sarkar, *WBICS*,
Designation : Joint Director of Information , Kolkata Information Centre
Address : 1/1 AJC Bose Road, Kolkata-700020,
Contact No : 22232451 / 22234214 / 8420084401
e-mail add : kic.westbengal@gmail.com