

## **Suo Moto Disclosure of Information u/s 4(1)(b) of the RTI Act, 2005**

The Backward Classes Welfare Department works for Social, Economic & Cultural development of the people belonging to Scheduled Caste (SC) & Other Backward Classes (OBC) of West Bengal.

The relevant information under Section 4(1)(b) of the RTI Act, 2005 in respect of the Backward Classes Welfare Department is given below:-

<b><u>1. Particulars of the organization, functions and duties of this department [U/s 4(1)(b)(i) of the RTI Act, 2005]</u></b>	<b><u>Name of the Public Authority-</u></b> Backward Classes Welfare Department  <b><u>Address:-</u></b> Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091  <b><u>Website:</u></b> <a href="http://www.anagrasarkalyan.gov.in">www.anagrasarkalyan.gov.in</a> <b><u>Contact No Tele:</u></b> 033-2337-1040  <b><u>Functions and mandate of the Department:</u></b> <ul style="list-style-type: none"><li>a) Promotion and implementation of educational schemes including training, capacity building and skill up gradation of Scheduled Caste &amp; Other Backward Classes;</li><li>b) Issue of Caste Certificates and enforcement of Reservation Policy and Rules in Government Services, Posts and Educational Institutions;</li><li>c) Implementation of schemes including income generation schemes for economic upliftment of the Scheduled Castes &amp; the Other Backward Classes;</li><li>d) Strengthening of infrastructure and creation of community assets for integrated development of the backward classes people;</li><li>e) Social and Cultural Research for development of the backward classes;</li><li>f) Promotion and preservation of culture of Scheduled castes.</li></ul>
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## **2.Powers and duties of officers and employees [U/s 4(1) (b) (ii) of the RTI Act, 2005]**

<b>Sl No.</b>	<b>Designation of the Officers/Employees</b>	<b>Powers and Duties</b>
1.	Secretary	Overall supervision of all Administrative work , also acts as Commissioner for Reservation, as far as the WBSC&ST(RVSP)Act 1976 and WB(OBC)(Other than SC&ST) (RVSP) Act 2012 is concerned.
2.	Special Commissioner	Administrative work under supervision of the Secretary.
3.	Special Secretary	Administrative work under supervision of the Secretary.
4.	Special Secretary	Administrative work under supervision of the Secretary.
5.	OSD to Hon'ble MoS	Administrative work under the Supervision of Hon'ble MoS
6.	J.C.R & E.O Additional Secretary	Assisting the Commissioner for Reservation on implementation and monitoring the principles enshrined in Reservation Acts, Rules and norms, Board Related matters.
7.	Financial Advisor	Advising the various cells of this department on Financial Matters.
8.	Additional Secretary (Law)	Heading the Law cell of this department for providing a specialized legal support to the Department, coordinating with the Law Department, Govt. of WB , Drafting of new Bill/Acts/Ordinances, Rule and Notifications for the Department.

9.	P.S to Hon'ble MoS	<p>taking dictation and typing various notes and letters; fixing appointment, meetings etc.;</p> <p>recording minutes of confidential meetings held in the chamber of the concerned officer;</p> <p>attending to telephone calls and handling visitors;</p> <p>filing important documents;</p> <p>recording movement of letters and files dealt with by the officer concerned;</p> <p>maintaining and handling of confidential files and reports;</p> <p>any other duty as may be assigned to him.</p>
10.	Deputy Secretary	Administrative work under supervision of the Special Secretary, Additional Secretaries and joint Secretaries of the department.
11.	Deputy Secretary	Administrative work under supervision of the Special Secretary, Additional Secretaries and joint Secretaries of the department.
12.	Assistant Secretary	Administrative work under supervision of the Special Secretary, Additional Secretaries and joint Secretarie and Deputy Secretary of the department.
13.	Assistant Secretary	Administrative work under supervision of the Special Secretary, Additional Secretaries and joint Secretarie and Deputy Secretary of the department.
14.	Deputy Financial Advisor	Assisting the Financial Advisor of this department

		on advising on financial matters of this department.
15.	Assistant Financial Advisor	Assisting the Financial Advisor of this department on advising on financial matters of this department.
16.	Registrar	Housekeeping including common service matters, Maintenance and authentication of all kinds of stock Registers, Civil and electrical maintenance.
17.	Liaison Officer	Protocol Matters, Law and Vigilance Matters, WBRTPS
18.	Special Officer	To dispose of such other works as may be entrusted to them by the Secretary of the Department.
19.	Officer-On-Special Duty	To dispose of such other works as may be entrusted to them by the Secretary of the Department.
20.	P.A	taking dictation and typing various notes and letters; fixing appointment, meetings etc.; recording minutes of confidential meetings held in the chamber of the concerned officer; attending to telephone calls and handling visitors; filing important documents; recording movement of letters and files dealt with by the officer concerned; maintaining and handling of confidential files and reports; any other duty as may be assigned to him.
21.	Section Officer	Overall incharge of a section and responsible for training, helping and

		advising the staff, discipline in sections, issuance of draft, efficient and expeditious disposal of work.
22.	Inspector Grade-I	<p>Implementation of Reservation Policy in respect of SC and OBC in services and posts under the Govt. of West Bengal.</p> <p>Reservation matters, Caste certificate matters, Grievances related to Reservation &amp; Caste certificate</p>
23.	Inspector	Implementation of Reservation Policy in respect of SC and OBC in services and posts under the Govt. of West Bengal
24.	Head Assistant	<p>to inspect and supervise the work of all Assistants working under him;</p> <p>to distribute work among Assistants; and ensure provision of leave substitutes;</p> <p>to devote proper attention to the training programme of new entrants in the Section/ Cell;</p> <p>to see that the provisions of the Secretariat Manual are properly observed and followed;</p> <p>to check cases dealt with by the Assistants and to see that the papers are properly arranged and the references are correctly given;</p> <p>to see that no case is kept pending by any Assistant without sufficient reason;</p> <p>to see that drafts on orders are promptly put up and issued;</p> <p>to monitor, or deal personally, important and emergent cases;</p> <p>to register and personally deal with confidential</p>

		cases;
25.	Supervisory Grade Typist	Supervision of Type Section, Receiving Section & Dispatch Section,
26.	Upper Division Assistant	All duties considered as clerical in nature are to be performed by the Upper Division Assistant .
27.	Typist Grade-I	English Bengali typing
28.	Lower Division Assistant	All duties considered as clerical in nature are to be performed by the Lower Division Assistant. Normally, cases of routine nature may be allotted to a Lower Division Assistant
29.	Muharrir Grade-I	<ul style="list-style-type: none"> <li>● to supply records from the reference section;</li> <li>● to trace records from the tables of DA, HA, SO etc.; to put up files from Takid Bundle and to keep files in the TB serially;</li> <li>● to keep copies of orders/ circulars issued by the Department and to supply them on requisition;</li> <li>● to supply files to the recorder for action on recording;</li> <li>● to send files to the Record Room;</li> <li>● to obtain records from the record room as per</li> </ul>

		<ul style="list-style-type: none"> <li>requisition;</li> <li>to perform any other duty as may be assigned by the Registrar.</li> </ul>
30.	Muharrir Grade-II	<ul style="list-style-type: none"> <li>to supply records from the reference section;</li> <li>to trace records from the tables of DA, HA, SO etc.; to put up files from Takid Bundle and to keep files in the TB serially;</li> <li>to keep copies of orders/ circulars issued by the Department and to supply them on requisition;</li> <li>to supply files to the recorder for action on recording;</li> <li>to send files to the Record Room;</li> <li>to obtain records from the record room as per requisition;</li> <li>to perform any other duty as may be assigned by the Registrar.</li> </ul>
31.	Record Supplier	<ul style="list-style-type: none"> <li>to supply records from the reference section;</li> <li>to trace records from the tables of DA, HA, SO</li> </ul>

		<p>etc.; to put up files from Takid Bundle and to keep files in the TB serially;</p> <ul style="list-style-type: none"> <li>● to keep copies of orders/ circulars issued by the Department and to supply them on requisition;</li> <li>● to supply files to the recorder for action on recording;</li> <li>● to send files to the Record Room;</li> <li>● to obtain records from the record room as per requisition;</li> <li>● to perform any other duty as may be assigned by the Registrar.</li> </ul>
32.	Jamadar	<ul style="list-style-type: none"> <li>● To bring letters from the Post office and place these before the officer concerned after putting date stamp.</li> <li>● To arrange papers and files on the table of the officer</li> <li>● To Carry files and papers to and from the office room of the officer.</li> <li>● To attend the officer's telephone in the absence of</li> </ul>

		<p>the officer to whom he is attached.</p> <ul style="list-style-type: none"> <li>• To attend any other duties assigned to him.</li> </ul>
33.	Duftry	<ul style="list-style-type: none"> <li>• to handle stationery articles used in the office;</li> <li>• to repair records as per requirement;</li> <li>• to bind registers/ records for use of office;</li> <li>• to prepare close covers/ sealed covers as per despatch requirement;</li> <li>• to perform any other duty as may be assigned by the Registrar.</li> </ul>
34.	Orderly Grade-I	<p>Deliver and collect mails, documents and perform messengerial duties and perform work related errands as requested such as going to post office and bank., operate basic office equipment, and assist staff with operating the equipment.</p>
35.	Peon Grade-I	<ul style="list-style-type: none"> <li>• to carry files, letters, books, etc to places as per direction;</li> <li>• to keep tables, chairs, other furniture and the surroundings clean and dust free (for Farash);</li> <li>• to attend to post office work;</li> <li>• to attend to the treasury work;</li> <li>• to perform any other duty as may</li> </ul>

		be assigned by the Registrar.
36.	Orderly	Deliver and collect mails, documents and perform messengerial duties and perform work related errands as requested such as going to post office and bank., operate basic office equipment, and assist staff with operating the equipment.
37.	Peon	<ul style="list-style-type: none"> <li>• to carry files, letters, books, etc to places as per direction;</li> <li>• to keep tables, chairs, other furniture and the surroundings clean and dust free (for Farash);</li> <li>• to attend to post office work;</li> <li>• to attend to the treasury work;</li> <li>• to perform any other duty as may be assigned by the Registrar.</li> </ul>
38.	Peon Basic Grade	<ul style="list-style-type: none"> <li>• to carry files, letters, books, etc to places as per direction;</li> <li>• to keep tables, chairs, other furniture and the surroundings clean and dust free (for Farash);</li> <li>• to attend to post office work;</li> <li>• to attend to the treasury work;</li> <li>• to perform any other duty as may be assigned by the Registrar.</li> </ul>

39.	Excutive Assistant to Hon'ble MoS	<ul style="list-style-type: none"><li>• To assist the Hon'ble MoS in his official duties.</li></ul>
40.	Data Entry Operator	<ul style="list-style-type: none"><li>• Data Base entry and typing.</li></ul>

<p><b><u>3. Procedure followed in decision making process [Under Section 4(1)(b)(iii) of the RTI Act, 2005]</u></b></p>	<p><b>Procedure followed in Final decision making:</b> In case of decision making,</p> <p><b>Step 1:</b> The concerned dealing assistant put up a matter in e-file or hardfile and submit it to the Head Assistant or section officer .</p> <p><b>Step 2:</b> The section officer submits the file to the Assistant secretary or Deputy Secretary of this department. He submits it to the higher authority for decision making and approval.</p> <p>The final decision is taken by and approval is taken from the Secretary of this department.</p> <p><b>Final decision making authority:</b> Secretary.</p>
<p><b><u>4. Norms for discharge of functions [u/s 4(1)(b)(iv) of RTI Act, 2005].</u></b></p>	<ul style="list-style-type: none"> <li>• <b>Nature of functions/services offered:</b> <ol style="list-style-type: none"> <li>l) <b>Issuance of Caste Certificates.</b> The Caste Identification Certificates, popularly known as Caste certificates are required by SC and OBC people for availing benefits of reservation extended by the State as well as the Central Government for obtaining jobs in the Government Sector as well as certain benefits extended by the Government. Caste certificates for SC &amp; ST are issued in terms of 'The Scheduled Castes and Scheduled Tribes (Identification) Act, 1994' and Rules framed there under. OBC certificates are issued in terms of Govt. Notification No. 347-TW / EC dated 13-07-1994. Simplified Guidelines for issuance of OBC &amp; SC/ST Certificates have been issued by this Department vide Memorandum No. 1203-SBCW &amp; 1204-BCW, both dated 27.07.2015 respectively (which are available in the departmental website <a href="http://www.anagrasarkalyan.gov.in">www.anagrasarkalyan.gov.in</a>)</li> </ol> <p><b>Procedure for Obtaining Caste Certificates:</b></p> <ul style="list-style-type: none"> <li>▪ Applications for Caste certificates are made in on-line application facility.</li> <li>▪ To be eligible to get a caste certificate, the following proofs in respect of an applicant is needed: <ul style="list-style-type: none"> <li>❖ Residential status in West Bengal by the ancestors prior to cut-off date.</li> <li>❖ Proof of citizenship.</li> <li>❖ Proof as to belonging to a particular Caste / Community.</li> <li>❖ Proof of not belonging to creamy layer (in case of OBC).</li> </ul> </li> <li>▪ Presently in most of the cases self-attested documents are accepted.</li> <li>▪ In case the applicant fails to produce any documentary evidence, Issuing Authority determines the eligibility of the applicant through extensive field enquiry and public hearing.</li> <li>▪ After receipt of an application, preliminary scrutiny is made to verify the documents. If the applicant furnishes a caste certificate of person having paternal side blood relation, and that certificate is found to be true, then caste certificate is generally issued subject to verification of residence and citizenship.</li> <li>▪ Sincere efforts are taken to issue Certificates quickly, after being satisfied of the eligibility of the applicant.</li> </ul> </li> </ul>

## **II) Educational Schemes for Development of Education among SCs & OBCs in West Bengal**

The Backward Classes Welfare Department executes several educational schemes aimed at spreading education among the SC and OBC students in the State. While there is participation of the Government of India in Pre-Matric Scholarship for OBC, Post-Matric Scholarship schemes for SC and OBC and some special schemes like CS Pre-Matric IX & X SC, Pre-matric scholarship to the children of those engaged in occupations involving cleaning and prone to health hazards, all other schemes at Pre-Matric level are funded exclusively by the State Government.

Details of educational schemes executed by the BCW Department are as follows:-

**Shikshashree & Medhasree:-** Shikshashree and Medhasree scholarships are provided to the students belonging to SC and OBC community respectively studying in classes V to VIII

### **Centrally Sponsored Scholarship Schemes for Welfare of SCs & OBCs:**

The Backward Classes Welfare Department executes several educational schemes aimed at education among the SC & OBC students in the State.

While there is participation of the Government of India in

- ✚ Pre-Matric Scholarship for SC & Others, (Component-I&II)
- ✚ Post-Matric Scholarship schemes for SC,
- ✚ Pre-Matric Scholarship for OBC, EBC and DNT Students
- ✚ Post-Matric Scholarship schemes for OBC, EBC and DNT Students

### **Pre-Matric Scholarship for S.C. & Others :**

- ❖ Pre-Matric scholarship to SC students reading in classes IX & X: The scheme is being implemented in our State from 2012-13 by the Ministry of Social Justice & Empowerment, GOI.
- ❖ The main objective of this scheme is to support parents of SC children for education on of their wards studying in classes IX & X so that the incident of drop out, especially in the transition from the elementary to secondary stage is minimized and to improve of SC children in Pre-Matric stage for better performance so that they have a better chance of progressing to the Post-Matric stage of education.
- ❖ Ministry of Social Justice and Empowerment , Government of India has decided to merge two schemes into single scheme namely Pre-Matric Scholarship for SC &

Others (Component-I & II) w.e.f. 2021-22.

- ❖ For Component-I the scheme is SC students studying in classes IX and X and for Component-II the scheme is for the children studying in classes I to X, whose parents/guardians engaged in unclean and hazardous occupation.
- ❖ This is a centrally sponsored scheme and sharing ratio between the Central and States is 60:40.
- ❖ The scholarship amount is credited directly into the bank a/c of the students in DBT M
- ❖ The matrix of the scheme is as:

### **Post-Matric Scholarship to S.C. Students :**

- ❖ The objective of the scheme is to provide financial assistance to the Scheduled Castes students studying at post matriculation or post secondary stages to enable them to complete education. The scholarship is given for various recognized post-secondary courses offered by recognized educational institutions.

### **Pre-Matric Scholarship to O.B.C. Students :**

- ❖ This scheme is being implemented in West Bengal since 2003-04, with an objective to reduce dropout among OBC communities in the Pre-Matric students studying in Class III to X.

### **Post-Matric Scholarship to O.B.C. Students :**

- ❖ The Scheme has been designed to provide financial assistance to O.B.C. students studying at Post-secondary stages of education with a target to enable them to complete their education.

### **Merit Scholarship to SC Girls students reading in Classes V to X**

- ❖ This is totally State funded Scholarship and has District wise Quota of beneficiaries.
- ❖ The beneficiaries select on the basis of marks obtained in the last Annual Examination immediately preceding the year of their promotions to classes V to X.
- ❖ The students securing Pass Marks in each subject and have at least 75% attendance will be considered eligible for such grant.
- ❖ There is a ceiling of Parents/Guardians income of Rs.60,920/- per annum.
- ❖ Each student gets grant @ Rs.1500/- per annum.
- ❖ Total amount of Rs.22,08,300/- was disbursed to 1,471 nos. of

beneficiaries during the financial year 2021-22 for the Merit Scholarship to SC Girls students reading in Classes V to X.

- ❖ An amount of Rs.5,83,200/- has been disbursed till date to 419 nos. of beneficiaries during the current financial year 2022-23 for the Merit Scholarship to SC Girls students reading in Classes V to X.

**Special scholarships to meritorious SC students reading in classes IX – XII in order to prepare them for Engineering, Technical, Higher education**

- ❖ This is totally State funded Scholarship and has District wise Quota of beneficiaries.
- ❖ The selection of candidate of classes IX to X is made on the basis of marks obtained by the students securing 60% and above Marks in the last annual examination.
- ❖ The selection of candidate of classes XI to XII is made on the basis of total marks obtained in the last Madhyamik Examination.
- ❖ There is a ceiling of Parents/Guardians income of Rs.36,000/- per annum.
- ❖ Each student gets grant @ Rs.4800/- per annum.

**Taposili Bandhu Social Pension Scheme - Fully State funded scheme** - As a significant step towards bolstering the social security of 60+ aged SC people, Taposili Bandhu-a noble Pension Scheme was devised as a subset of Jai Bangla scheme under which all the 60+ aged SC persons, who are not receiving any other kind of pensions are entitled to get Rs 1000/- per month as pension

**Pradhan Mantri AnusuchitJaati Abhyuday Yojana (PM AJAY)**

1. From **F.Y 2021-22**, three schemes namely (1) Pradhan Mantri Adarsh Gram Yojana (PM AGY), (2) Special Central Assistance to Scheduled Castes Sub Plan (SCA to SCSP) and (3) Babu Jagjivan Ram Chhatrawas Yojana (BJRCY) have been merged and renamed as **Pradhan Mantri AnusuchitJaati Abhyuday Yojana (PM AJAY)**.
2. This new scheme PM AJAY has three components – (1) Development of SC dominatedvillages into “Adarsh Gram”, (2) Grants-in-aid for District/State-level Projects for Socio-Economic betterment of SCs and (3) Construction/Repair of Educational Hostels for SC students (Boys and Girls).
3. Presently, M/o Social Justice & Empowerment, Govt. of India sanctions and releases fund under “**Grants-in-aid for District/State-level Projects for Socio-Economic betterment of SCs**” component of Centrally Sponsored Scheme namely **Pradhan Mantri AnusuchitJaati Abhyuday Yojana (PM - AJAY)** in favour of BCW Department.
4. **Components of the Scheme** : The fund allotted under “**Grants-in-aid for**

	<p><b>District/State-level Projects for Socio-Economic betterment of SCs</b> is utilized for implementation of its three components namely (1) <b>Income Generation Schemes</b>, (2) <b>Skill Development Programmes</b> and (3) <b>Infrastructure Development Schemes</b> in order to increase the income of the target population, to reduce level of poverty among them thereby bringing them above the poverty line. In addition, earmarked portion of fund is used to incur administrative expenses arising during the course of implementation of schemes as per the Scheme guidelines.</p>
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<p><b><u>5. Act, Rules, Regulations, instructions, manuals and Records held by it or under its control [U/s 4(1) (b)(v) of RTI Act, 2005</u></b></p>	<p><b><u>List of Rules, regulations, instructions manuals and records held by it or under its control and Acts/Rules Manuals used by this Department.</u></b></p> <ol style="list-style-type: none"> <li>1) The West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013.</li> <li>2) The West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013 – RULES</li> <li>3) Labour Department Order on Exempted Category</li> <li>4) Constitution Scheduled Castes Order 1950.</li> <li>5) West Bengal Scheduled Castes &amp; Scheduled Tribes (Identification) ACT, 1994.</li> <li>6) West Bengal Scheduled Castes &amp; Scheduled Tribes (Identification) RULES, 1995.</li> <li>7) Amendment of West Bengal Scheduled</li> </ol>
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Castes and Scheduled Tribes (Identification) Rules, 1995

8) West Bengal Scheduled Castes and Scheduled Tribes (Identification) (Amendment) Act, 2007.

9) West Bengal Scheduled Castes and Scheduled Tribes (Identification) (Amendment) Act, 2008.

10) Amendment of West Bengal Scheduled Castes and Scheduled Tribes (Identification) Rules, 2010.

11) West Bengal Scheduled Castes and Scheduled Tribes (Identification) (Amendment) Act, 2012.

12) The Constitution (Scheduled Caste) Order (Amendment) Act, 2016.

13) The West Bengal Scheduled Castes and Scheduled Tribes (Identification) (Amendment) Act, 2017

14) The West Bengal Scheduled Castes and Scheduled Tribes (Identification) (Amendment) Act, 2022

15) **The West Bengal Backward Classes (Other than Scheduled Castes and Scheduled Tribes) (Reservation of Vacancies in Services and Posts) Act, 2012**

16) The Prohibition of Employment as Manual Scavengers and Their Rehabilitation Act, 2013

17) West Bengal Prohibition of Employment as Manual Scavengers and Their Rehabilitation Rules, 2015

18) Notification - Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013.

19) The West Bengal Right to Public Services Act, 2013.

20) Protection of Civil Rights ACT, 1955

21) The Scheduled Castes and the

	<p>Scheduled Tribes (Prevention of Atrocities) ACT, 1989.</p> <p>22) The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) RULES, 1995.</p> <p>23) Right to information Act,2005.</p> <p>24) West Bengal Service Rules.</p> <p>25) West Bengal Financial Rules.</p> <p>26) Duties, Rights and obligations of Govt. employes 1980.</p> <p>All this Acts as mentioned above are available in the“ACTS AND RULES” section of our departmental Website <a href="http://www.anagrasarkalyan.gov.in">www.anagrasarkalyan.gov.in</a></p>
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<p><b>6. Categories of documents held by the Authority under section 4(1)(b)(vi) of RTI Act, 2005.</b></p>	<p>Documental information like order, Rules and notification etc are held on e-file or Hard file format. Notifications and Rules are Published in our departmental Website <a href="http://www.anagrasarkalyan.gov.in">www.anagrasarkalyan.gov.in</a> on a regular basis.</p>
<p><b>7.Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof under section 4(1)(b) (vii) of the RTI Act, 2005.</b></p>	<p><b>1. State Level Monitoring Committee</b> was constituted vide Notification <b>No. 3248-BCW dated 31.12.2021 under section 26 of the Manual Scavenger Act, 2013</b> . This committee monitors the implementation of MS Act, 2013. Four Social workers from among the organization working for the prohibition of manual Scavenging and rehabilitation of manual scavengers are member of the committee.</p> <p><b>2. State Level Survey Committee constituted vide notification No.676-BCW/6M(MC)-03/13(Part-III) dated 19.02.2015 under section 36 of the MS Act, 2013</b> discharging the following functions –</p> <ul style="list-style-type: none"> <li>i) Monitoring and observing survey process at state level</li> <li>ii) distribution of material for awareness campaigns,</li> <li>iii) approval of final list of manual scavengers for all towns cities and villages in the district.</li> </ul> <p>This committee consist two representative of Non-Governmental organizations working for welfare of Manual Scavenger and Safai Karmacharis nominated by the state Government.</p>

**Boards, Councils, Committees and other bodies constituted [ U/s 4(1)(b)(viii) of the RTI Act, 2005]**

**BOARD MATTERS:**

To preserve, promote and safeguard the traditional culture and upliftment of the people of the community through taking up social welfare and development activities, seventeen nos. of Development & Cultural Boards for communities under Scheduled Caste and OBC, so far have been formed and made functional under the aegis of the Backward Classes Welfare Department.

The details of the boards are given below:

**West Bengal Mangar Development Board:**

The West Bengal Mangar Development Board was formed vide notification no. 5085-BCW/6S-26/2015 dated 30.12.2015 with its head office at Kalimpong. The Board's main objective is to preserve and promote Mangar language as well as Mangar heritage. It also aims to take up social welfare activities for socio-economic development of the Mangar Community.

**West Bengal Khambu Rai Development Board:**

The West Bengal Khambu Rai Development Board was constituted vide notification no. SBCW-1387/16/6E-95/15 dated 10.02.2016. The aims and objective of the Board is to undertake necessary activities for protection, promotion and safeguarding Rai language, its tradition and culture. It also aims for education among the people of Rai community and take up social welfare activities for socio-economic upliftment of the community. The headquarter of the Board is situated in Darjeeling.

**West Bengal Bhujel Development & Cultural Board:**

For the development of Bhujel community, The West Bengal Bhujel Development & Cultural Board was formed vide notification no. 3415-BCW-6S-17/16 dated 19.10.2016, with its head office at Kalimpong.

The main objective of the board is to preserve, promote and safeguard the Damai language, its traditional folk art, music and dance, promote education among the people of Bhujel community, as well as take up activities for socio-economic development of the Bhujel community as a whole.

**West Bengal Damai Development & Cultural Board:**

The West Bengal Damai Development & Cultural Board was formed vide notification no. 2505-BCW/6S-08/16 dated 26.07.2016 to preserve, safeguard the traditional folk culture of the people of Damai community. It also has objectives to promote education among people of Damai community and take up activities for socio-economic development of the people of the community. The head-quarter of the Board is in Kalimpong.

**West Bengal Kami Development & Cultural Board:**

The West Bengal Kami Development & Cultural Board was constituted vide notification no. 2503-BCW/6S-09/2016 dated 26.07.2016. The Objective of the Board is to preserve, promote and safeguard the traditional folk art, folk music, folk dance and culture of the Kami Community as well as promote education among people of Kami Community, facilitate construction of houses, library, and museum, take up developmental activities for socio-economic upliftment of the community. The headquarter of the Board is situated in Kalimpong.

**West Bengal Sarki Development & Cultural Board:**

The West Bengal Sarki Development and Cultural Board was constituted vide notification no. 2504-BCW/6S-7/2016 dated 26.07.2016 having its head office at Kalimpong. The aim and objective of the Board is to preserve, promote and safeguard traditional Sarki culture, facilitate construction of houses for the poor, promote education and take up activities for promotion of socio-economic activities of the Sarki people.

**West Bengal Newar Development & Cultural Board:**

Vide notification no. 3416-BCW-6S-18/16 dated 19.10.2016, The West Bengal Newar Development & Cultural Board was formed with its head office at Kurseong. The main objective of the Board is to preserve, promote and safeguard the language of the community, its heritage and promote education among the people of the Newar community. It also has objective to take up social welfare activities for

socio-economic development of the people of its community.

**West Bengal Gurung Development & Cultural Board:**

The West Bengal Gurung Development & Cultural Board was constituted vide notification no. 201-BCW/6S-57/2016 dated 18.01.2017 with its headquarter at Darjeeling. The objective of the Board is to preserve, promote and safeguard the traditional folk art, folk music, dance and culture of the community, promote education among the Gurung community as well as take up development activities for socio-economic developments of the people of Gurung community.

**West Bengal Rajbanshi Development & cultural Board:**

The Board was constituted vide notification no. 1896-BCW/6S-13/2017 dated 07.06.2017 with objective to preserve, promote and safeguard the culture and heritage of the Rajbanshi people as well as facilitate education among the community. The Head quarter of the board is situated in Cooch Behar.

From the initial stage, the Board planned various socio-economic interventions for the upliftment of Rajbanshi people, not only in Coochbehar but also in neighboring districts like Alipurduar and Jalpaiguri also.

**West Bengal Kurmi Development & Cultural Board:**

The Board was constituted vide notification no. 106-BCW/6S-55/2016 dated 09.01.2018 with an objective to preserve, promote and safeguard the language, traditional dance, festival and culture of the Kurmi Community. It also has an objective to develop Kurmali Language, and take up activities to propagate education and other social welfare activities among the people belonging to the Community.

**West Bengal Terai, Doors, Siliguri Development & Cultural Board:**

The West Bengal Terai, Doors, Siliguri Development & Cultural Board for the Gorkha community of Terai, Doors and Siliguri region was established vide notification no. 1066-BCW-6S-07/17 dated 31.03.2017 to promote and develop Nepali/Gorkhali language, traditional gorkha folk art and culture, promote education among the Gorkha by imparting

instructions through Nepali medium, undertake activities to promote tourism in the area as well as provide assistance for development activities of the Gorkha community. This board has its headquarter in Alipurduar.

**West Bengal Thami Development & Cultural Board:-**

The Board was constituted vide notification no. 2817-BCW/6S-17/17 dated 02.08.2018 with an objective to preserve, promote and safeguard the language, traditional folk art, music and culture of the Thami Community. It also has an objective to promote traditional games, and take up activities to propagate education and other social welfare activities among the people belonging to the Community. This Board has its headquarter in Darjeeling.

**West Bengal Namasudra Welfare Board:-**

The Board was constituted vide notification no. 4824-BCW/6S-10/18 dated 12.11.2018 with an objective to preserve, promote and safeguard the language, woodcraft and culture of the Namasudra Community. It also has an objective to promote traditional games like Bachari Baich, Dariya Bandah, and take up activities to propagate education and other social welfare activities among the people belonging to the Community and to commemorate contribution of the community “in the movement of 1873 for Dignity and Equality before the law”. This Board has its headquarter in Siliguri.

**West Bengal Matua Welfare Board:-**

The Board was constituted vide notification no. 4825-BCW/6S-11/18 dated 12.11.2018 with an objective to preserve, promote and safeguard the language, folk song and culture of the Matua Community. It also has an objective to promote folk culture and take up activities to propagate education and other social welfare activities among the people belonging to the Community. This Board has its headquarter in Thakurnagar, North 24 Pgs.

Also, three numbers of development and cultural boards namely the West Bengal Bagdi cultural board, Bauri cultural board and the West Bengal Nashya Sekh dev. Board have been formed in West Bengal vide Notification No. 3178-BCW/6S-09/2020 dt. 25.11.2020, No 3177-BCW-6S-08/2020 dt. 25.11.2020 and No. 567-BCW-6S-05/2021 dt. 22.02.2021 respectively. The headquarters of the said dev.

	and cultural boards are situated in Purba Bardhaman, Bankura and Coochbehar district respectively.
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**Directory of officers and employees under section 4(1) (b)(ix) of the RTI Act, 2005.**

<b><u>Designation of the Officers/Employees</u></b>	<b><u>Name of the officers and employees</u></b>	<b><u>Telephone No.</u></b>
Secretary	Shri Sanjay Bansal, IAS	033-2359-2313
Special Commissioner	Shri Anindya Kumar Kar, IAS	033-2359-2313
Special Secretary	Smt. Sanjukta Chakraborty, WBCS (Exe.)	033-2359-2313
OSD to Hon'ble MoS(IC)	Shri Swarup Sikder, WBCS (Exe.)	033-2359-2313
Special Secretary	Shri Achintya Kumar Mondal, WBCS (Exe.)	033-2359-2313
JCR & Additional Secretary	Shri Abhijit Mukherjee, WBCS (Exe.)	033-2359-2313
Financial Advisor	Shri Babulal Hembram, WBA&AS	033-2359-2313
Additional Secretary (Law)	Smt. Keya Mukherjee, WBLS	033-2359-2313

P.S to Hon'ble MoS	Shri Sakti Bara, WBCS (Exe.)	033-2359-2313
Deputy Financial Advisor	Smt. Ipsita Chatterjee Ghosal, WBA&AS	033-2359-2313
Deputy Secretary	Shri Subrata Ghosh, WBSS	033-2359-2313
Assistant Financial Advisor	Smt. Saswati Dutta, WBA&AS	033-2359-2313
Assistant Secretary	Saroj Kumar Golder, WBSS	033-2359-2313
	Samir Kumar Halder, WBSS	033-2359-2313
Special Officer	Shri Arnab Sarkar, WBSS	033-2359-2313
Registrar	Shri Sunil Kumar Poddar, WBSS	033-2359-2313
Liaison Officer	Shri Dulal Chandra Das, WBSS	033-2359-2313
Officer-On-Special Duty	Shri Ajit Kisku, WBSS	033-2359-2313
	Shri Apurba Mohan Roy, WBSS	033-2359-2313
Section Officer	Shri Sanjib Majumdar	033-2359-2313
	Shri Subal Hemram	033-2359-2313
	Shri Chanchal Mukherjee	033-2359-2313
	Smt. Ranjita Nag	033-2359-2313
BCW Inspector Grade I	Shri Debasis Sarkar	033-2359-2313
	Shri Saptarshi Bandyopadhyay	033-2359-2313
Supervisory Grade Typist	Smt. Lipi Paul	033-2359-2313
Head Assistant	Shri Sankar Dey	033-2359-2313
	Shri Umasankar Mandal	033-2359-2313
	Shri Alope Ghosh	033-2359-2313
Upper Division Assistant	Shri Indrajit Samanta	033-2359-2313

	Shri Jaleswar Mukherjee	033-2359-2313
	Shri Anindya Karmakar	033-2359-2313
	Shri Sujash Mandal	033-2359-2313
	Shri Sudeep Ghosh	033-2359-2313
	Shri Bhola Nath Biswas	033-2359-2313
	Shri Soumya Das Majumder	033-2359-2313
	Shri Tapas Mukherjee	033-2359-2313
	Shri Narayan Chandra Debnath	033-2359-2313
	Shri Suman Kumar Shaw	033-2359-2313
	Noor Alam	033-2359-2313
BCW Inspector	Shri Debarshi Maity	033-2359-2313
	Shri Rajyashree Ghosh	033-2359-2313
	Shri Subhankar Paul	033-2359-2313
	Shri Moumita Dutta	033-2359-2313
	Shri Gaurav Putatunda	033-2359-2313
	Shri Aniket Goswami	033-2359-2313
	Shri Subhadip Mallick	033-2359-2313
Lower Division Assistant	Shri Tapas Tapadar	033-2359-2313
	Shri Jayanta Sarkar	033-2359-2313
	Shri Sayan Mitra	033-2359-2313
	Al Mokabbir Biswas	033-2359-2313
	Smt. Tania Mitra	033-2359-2313
	Smt. Saheli Mondal	033-2359-2313
	Shri Arindam Pakhira	033-2359-2313

	Smt. Sonali Jana	033-2359-2313
Muharrir Grade-I	Shri Ranjit Kumar Gunin	033-2359-2313
Muharrir Grade-II	Shri Binod Roy	033-2359-2313
Record Supplier	Shri Kartick Chatterjee	033-2359-2313
Jamadar	Shri Sovan Mandal	033-2359-2313
Duftry	Shri Hriday Mandal	033-2359-2313
Orderly/ Peon Basic Grade	Sk. Monirul Islam	033-2359-2313
	Shri Chandradip Das	033-2359-2313
	Shri Kaushik Chowdhury	033-2359-2313
	Shri Niraj Kumar	033-2359-2313
	Md. Samirul Islam Laskar	033-2359-2313
	Smt. Priya Das	033-2359-2313
Executive Assistant to Hon'ble MoS	Shri George Khati	033-2359-2313
Data Entry Operator	Shri Bapan Manna	033-2359-2313
	Sk. Basir Ahmed	033-2359-2313
	Shri Sunirmal De	033-2359-2313

**10. Monthly Remuneration received by officers & employees including system of compensation under section 4(1)(b)(x) of the RTI Act, 2005**

Designation of the Officers/Employees	No of post sanctioned	No. of post filled	Pay scale of the post under ROPA, 2019	Remarks
Secretary	1	1	7 <sup>th</sup> CPC level 14	
Special Commissioner	1	1	Pay level 24	
Special Secretary	2	2	Pay Level 24	
OSD to Hon'ble MoS (IC)	1	1	Pay level 24	
Additional Secretary	1	1	Pay level 22	
Additional Secretary (Law)	1	1	Pay level 22	
Financial Advisor	1	1	Pay level 24	
PS to Hon'ble MoS(IC)	1	1		Does not draw Salary from BCW Department
Deputy Secretary	2	1	Pay level 19	
Deputy Financial Advisor	1	1	Pay level 19	
Assistant Secretary	2	2	Pay level 17	
Assistant Financial Advisor	1	1	Pay level 17	
Registrar/ Liaison Officer/ Special Officer/ Officer on Special Duty	5	5	Pay level 16	
Section Officer	4	4	Pay level 12B	
BCW Inspector Grade-I	4	2	Pay level 12	
BCW Inspector	8	7	One in Pay Level 12, One in Pay Level 11 and Five in level 10	
Head Assistant	3	3	Pay level Revised 10C	
Supervisory Grade Typist	1	1	Pay level 10	

Upper Division Assistant	15	11	Pay level 9	
Typist Grade-I	1	0	Pay level 9	
Lower Division Assistant	15	8	Pay level 6	
Muharrir Grade-I	1	1	Pay level 6	
Muharrir Grade-II	1	0	Pay level 5	
Record Supplier	1	1	Pay level 3	
Jamadar Grade-I	1	0	Pay level 2	
Jamadar	1	1	Pay level 2	
Duftry	1	1	Pay level 2	
Orderly Grade-I/ Peon Grade-I	3	0	Pay level 2	
Orderly/ Peon Basic Grade	8	6	Pay level 1	
Executive Assistant to Hon'ble MoS	1	1		Wages guided by the Orders of Finance Department
Data Entry Operator	3	3		Wages guided by the Orders of Finance Department





**12. Manner of execution of subsidy programme under section 4(1)(b)(xii) of the RTI Act, 2005**

Matters are look after by West Bengal Scheduled Castes, Scheduled Tribes and Other Backward Classes Development & Finance Corporation.

**13. Particulars of Recipients of concessions, permits of authorizations granted by the public authority under section 4(1)(b)(xiii) of the RTI Act, 2005.**

Matters are look after by West Bengal Scheduled Castes, Scheduled Tribes and Other Backward Classes Development & Finance Corporation.

**14. Information available in electronic form and Particulars of facilities available to citizen for obtaining information under section 4(1)(b)(xiv) and(xv) of the RTI Act, 2005.**

Criteria for obtaining facilities like Caste certificates, Scholarship Schemes and Benefits under different acts are displayed in the departmental website

[www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in).

**15.Name, designation and other particulars of public information officers under section 4(1)(b)(xiv) and(xv) of the RTI Act, 2005.**

**FIRST APPELLATE AUTHORITY**

**Name- Smt. Sanjukta Chakraborty**

**Designation- Special Secretary, WBCS(Exe.)**

**Address- Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091**

**Tele phone- 033-2321-2138**

**STATE PUBLIC INFORMATION OFFICER**

**Name- Shri. Sunil Kumar Poddar**

**Designation- Registrar of this department**

**Address- Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091**

**Tele-phone- 033-2337-1040**

**16. Other information as may be prescribed under section 4(1)(b) (vi) of the RTI Act, 2005.**

**Grievances redressal mechanism-** Grievances received by this department through CMO are addressed regularly by sending them to respective district authorities and the conclusive report is submitted to the CMO, through the CMRO portal.

**Information related to procurements:-**

Tender Notices are generally published in the “Notice Board” Section of the departmental website [www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in).

**17. Details of policies/decision, which affect public under section 4(1)(c) of the RTI Act, 2005**

Policy making notices are generally published in the departmental website i.e.

[www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in).

**18. Dissemination of information widely and in such form and manner which is easily accessible to the public under section 4(3) of the RTI Act, 2005**

Information related to BCW department is generally uploaded in the departmental website [www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in).

**19. Programmes to advance understanding of RTI under section 26(1)(b)(d) and (3) of the RTI Act, 2005**

For effective implementation of the RTI Act, 2005 BCW department has uploaded the aims and objectives of the RTI 2005, Act in the "RTI" section of the departmental website.

**20. As per directions issued in W.P (Civil) 990 of 2021 kishnan Ch. Jain-Vs. Union of India and Ors. and DoPTs O.M. dated 07.11.2019**

Appointment of Nodal officer in respect of implementation of various obligations enlisted under section 4 of the RTI Act, 2005 in respect of BCW department has been notified vide letter No. I/464154/2023 dated 15.12.23.

**Nodal Officer**

**Name- Smt. Sanjukta Chakraborty, WBCS(Exe.)**

**Designation- Special Secretary**

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