

SHEET 1

Department Name : Cinema Cell

Name of the Officer-in-Charge Contact No. E-mail ID	Sri P.K.Chakarabarty Ph 7874281506
Name of all Officers present with designation and their responsibilities	P.K. Chakrabarty Officer in Charge DM Cinema Section
Name of all Staff present with designation and their responsibilities	1) Prabir Kumar Pramanick UDC 2) Mahadeb Sarkar
Name of Authorized Leave Substitutes	Does not arise
Present staff strength of section	UDA-1, LDA-0,Gr.D-1
Acts, Rules & Codes administered by the Section	1) WB Cinema Registration Act 1954. 2) WB Cinema Regulation of Public (exhibition) Rules 1956. 3) Bengal Amusement tax – 5 of 1922 and 4) WB Amusement tax-6 of 1982
Forms maintained	WB Cinema Regulation Act 1954 Form No II for WB Video / Cinema Act 1954 Ten License Rule (Rule 10)
Registers maintained by the Section	Issue Register, Receipt Register, Index Register, Video tax Register, Cinema License Renewal Register, Operating license Register
No. of inspections carried out in the previous year	Yes
Major findings of inspections	This Section is running with shortage of staff
Action taken on inspections	Efforts will be taking to strengthen monitoring system so that resource may be mobilized in a better way.
Audit objections pending, if any	Nil

SHEET 2

RTI ACT 2005

Right to information and obligations of public authorities

Under section : 4. (1) b)

- (i) the particulars of its organisation, functions and duties; Cinema section headed by DM Nadia and ADM (Dev) Nadia implementation of order issued by Govt of WB
- (ii) the powers and duties of its officers and employees; Implementation of order issued by Govt of West Bengal
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability; D.A.s put up file to O.C. Cinema if O.C. thinks it to obtain option from A.D.M.(Dev) and District Magistrate Nadia and send it to ADM(Dev) and onward.
- (iv) the norms set by it for the discharge of its functions; As Per Norms stipulated by Govt. of West Bengal
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; As per norms
- (vi) a statement of the categories of documents that are held by it or under its control; Issue Register, Receipt Register, Video tax Register , index Register & movement Register.
- (vii) 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; No
- (viii) 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 and other bodies are open to the public, or the minutes of such meetings are accessible for public; No
- (ix) a directory of its officers and employees; 1) Sri Prabir Kumar Chakraborty- OC Cinema , 2) Sri Prabir Kumar Pramanick- UDC , 3) Sri Mahadeba Sarkar UDC , Group D.
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations; 1) Sri Prabir Kumar Chakraborty- OC Cinema- 42196 , 2) Sri Prabir Kumar Pramanick- UDC - 26966, 3) Sri Mahadeba Sarkar UDC , Group D- 17416
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; List enclosed
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; No
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it; No
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form; No
- (xv) 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; No
(xvi) the names, designations and other particulars of the Public Information Officers; Officer in charge Cinema
(xvii) such other information as may be prescribed;
and thereafter update these publications every year; Yes