

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

### RELEVANT INFORMATION UNDER SECTION 4(1) (B) IN RESPECT OF THE OFFICE OF THE DIRECTOR, CULTURAL RESEARCH INSTITUTE IS GIVEN BELOW FOR READY REFERENCE

It was on the basis of a Resolution adopted in the Second Conference for Tribes and Tribal (Scheduled) areas held at Lohardaga (in the erstwhile undivided State of Bihar) in the year 1953, that the Government of India took up a policy decision of setting up Tribal Research Institutes in all the States of the country inhabited by Scheduled Tribe communities. Based upon this Policy, the Cultural Research Institute was created in 1955 by the Government of West Bengal primarily to look into the affairs of the Scheduled Tribes of this State.

The relevant information under Section 4(1) (b) in respect of the Cultural Research Institute is given below:

<b>1.Particulars of the Organization, Functions and Duties</b>	<b>Name:</b> CULTURAL RESEARCH INSTITUTE <b>Address:</b> P-1/4, CIT Sch. No. VII(M), VIP Road, Kankurgachi, Kolkata-700054 <b>Website:</b> criwb.in <b>Email:</b> cridir@gmail.com <b>Phone No.:</b> 033-23209100 (Director); 033-23207623 (Office) <b>Functions and Mandate of the Office:</b> This Office is the Scientific & Technical Wing under the Backward Classes Welfare Department, Government of West Bengal. It is performing its activities through various sections viz. Research & Planning, Statistical, Library, Audio-visual, Museum, Training and Publication. With the help of applied research and evaluation studies/surveys, the Institute helps the Department to take up various programmes for comprehensive development of Scheduled Castes, Scheduled Tribes and Other Backward Classes of West Bengal.
<b>2. Powers with Duties &amp; Responsibilities of Officers and Employees</b>	<b>Director:</b> Head of the Cultural Research Institute. Authority for overall administrative functioning and research related matters of the Office. <b>Deputy Director:</b> To Assist the Director in all kinds of Administrative and Research related work. <b>Cultural Research Officer:</b> To assist the Deputy Directors in their work and to undertake, supervise research& administrative activities. <b>Research Investigators:</b> To assist the Deputy Directors and Cultural Research Officers in their work and to function as per duties allotted. <b>Librarian:</b> Maintenance and circulation of books, journals and other resources. <b>Technical Assistant:</b> Arrange to keep the museum clean and ensures safe handling of the artefacts. <b>Head Clerk:</b> Overall supervision of office establishment. <b>Typist Grade-I:</b> Function as per duties allotted. <b>Clerk-Cum-Typist Grade-I:</b> Function as per duties allotted.

	<p><b>Lower Division Clerk:</b> Assist Head Clerk.</p> <p><b>Cashier:</b> Handle cash and maintain cash book.</p> <p><b>Record Supplier:</b> Supply records from the reference section</p> <p><b>Bill Sarkar:</b> Deposit all Bills to the office of the Pay and Accounts office.</p> <p><b>Peon:</b> Carry files, letters, books, etc. to places as per direction</p> <p><b>Personal Assistant:</b> Function according to duty as may be assigned.</p>
<b>3. Procedure followed in Decision Making Process</b>	<p><b>Procedure followed in Final Decision Making: -</b></p> <p><b>Step 1:</b> The LDC puts up a matter in e-file or hard file and submits it to the Head Clerk or to the concerned Cultural Research Officer or Deputy Director/DDO, as applicable. Research Investigators are involved in the subsequent process, as deemed appropriate.</p> <p><b>Step 2:</b> Then the matter is submitted to the concerned Deputy Director of this Office. Then it is submitted to the higher authority for decision making and approval. The final decision is taken by and approval is taken from the Director of this Office.</p> <p><b>Final decision-making authority:</b> Director or Secretary of the Department depending on the issue involved.</p>
<b>4. Norms for Discharge of functions</b>	<p><b>Nature of functions/services offered:</b></p> <p>The Institute presently undertakes detailed Planning &amp; Research initiatives on Scheduled Tribes, Scheduled Castes &amp; Other Backward Classes including their Socio-cultural, Ethnographic, Economic aspects and educational status. The main objective is two-fold. Besides helping them by preserving and promoting the pristine glory of their heritage, attempts are being made to improve their economic, health and educational standards. It was thus envisioned that this Research Institute would play an active role in effectively assisting the State Government in formulating various developmental projects &amp; policies, in consonance with the socio-cultural mode of existence of these communities.</p>
<b>5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions</b>	Not Applicable
<b>6. Statement of the categories of documents that are held by it or under its control</b>	Not Applicable
<b>7. 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</b>	Not Applicable
<b>8. 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</b>	Not Applicable

<b>and other bodies are open to the public, or the minutes of such meetings are accessible for public</b>	
<b>9. Directory of its officers and employees</b>	Pay structure attached to the various posts where the Officers & Staff of CRI are currently employed alongwith their latest Pay Level (as per ROPA,2019) are provided below for ready reference.
<b>10. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations</b>	

<b>SALARY STRUCTURE OF OFFICERS &amp; STAFF EMPLOYED IN CRI AS ON 30/06/2024</b>		
<b>Sl.</b>	<b>NAME OF THE POST</b>	<b>PAY LEVEL AS PER ROPA, 2019</b>
01.	Director	LEVEL-19, RS.95,100-1,48,000/-
02.	Deputy Director	LEVEL-16, RS.56,100-1,44,300/-
03.	Personal Assistant (Deployed from Fin. Deptt. PA Schedule)	LEVEL-15, RS.42,600-1,09,800/-
04.	Cultural Research Officer	LEVEL-12, RS.35,800-92,100/-
05.	Research Investigator	LEVEL-10, RS.32,100-82,900/-
06.	Librarian	LEVEL-10, RS.32,100-82,900/-
07.	Head Clerk	LEVEL-10, RS.32,100-82,900/-
08.	Typist Grade-I	LEVEL-9, RS.28,900-74,500/-
09.	Clerk-Cum-Typist Grade-I	LEVEL-9, RS.28,900-74,500/-
10.	Technical Assistant	LEVEL-7, RS.24,700-63900/-
11.	Lower Division Clerk	LEVEL-6, Rs.22700-58500/-
12.	Bill Sarkar	LEVEL-3, Rs.18800-48700/-
13.	Record Supplier	LEVEL-3, Rs.18800-48700/-
14.	Peon/Orderly Peon	LEVEL-1, Rs.17000-43600/-

<b>LIST OF DEO &amp; DAILY RATED WORKER AS ON 30/06/2024</b>		
<b>Sl. No.</b>	<b>Number of Data Entry Operator</b>	<b>Consolidated Monthly Remuneration</b>
01.	03 (GoWB Approved Engagement)	Rs.20700/-
<b>Sl. No.</b>	<b>Number of Daily Rated Worker</b>	<b>Remuneration</b>
01.	Sweeping & Cleaning – 01 (GoWB Approved)	Daily-Wage Rate is fixed by GoWB Order

<b>11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made</b>	Not Applicable.
<b>12. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes</b>	Not Applicable.
<b>13. Particulars of recipients of concessions, permits or authorizations granted by it</b>	Not Applicable.
<b>14. Details in respect of the information, available to or held by it, reduced in an electronic form</b>	Not Applicable.
<b>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</b>	The library of this Office mainly caters to in-house research requirements. However, consultation is also allowed to scholars, academicians, or research personnel against prior intimation from their respective Institutions or through self-declaration and mandatorily with prior permission from the Director, CRI within the working hours of 11 a.m. to 4:30 p.m. Moreover, the Museums (Ethnographic, Kantha, and Boat) and the Puppet Gallery of CRI are also open allowed to visit within the stipulated working hours.

<b>16. Names, Designations and other particulars of the Public Information Officers</b>		Particulars of PIOs are given below: -	
<b>Sl.</b>	<b>Name of the Public Information Officers</b>	<b>Designation</b>	<b>Contact Details</b>
01.	SHRI. SANJAY BASU	Deputy Director & DDO & First Appellate Authority	Phone No 033-2320-7623 Ext. 110 E-mail ID: <a href="mailto:faacribcw@gmail.com">faacribcw@gmail.com</a>
02.	DR. RAJIB CHATTERJEE	Cultural Research Officer & State Public Information Officer	Phone No 033-2320-7623 Ext. 119 E-mail ID: <a href="mailto:spiocri@gmail.com">spiocri@gmail.com</a>
03.	SMT. SARNALI DUTTA	Research Investigator & State Assistant Public Information Officer	Phone No 033-2320-7623 Ext. 112 E-mail ID: <a href="mailto:sapiocribcw@gmail.com">sapiocribcw@gmail.com</a>
<b>17. Such other information as may be prescribed</b>			Not Applicable.