



GOVERNMENT OF WEST BENGAL

OFFICE OF THE PRINCIPAL  
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ডঃ এ পি জে আব্দুল কালাম গভঃ কলেজ  
প্লট. বি.এ-১, এএ-১, নিউটাউন, রাজারহাট  
২৪ পরগণা (উত্তর), কলকাতা-৭০০১৫৬  
ইউ আর এলঃ <https://www.apjakgc.in>  
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Statutory Declaration under Section 4(1)(B) of the RTI Act 2005

4 obligations of public authorities (1) every public authority shall

b) publish within 120 days from the enactment of this act

i) the particulars of this organization, functions and duties

ii) the powers and duties of its officers and employees

iii) the procedure followed in the decision making process including channels of supervision and accountability

iv) the norms set by it for the discharge of its functions

v) the rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

vi) A statement of the categories of documents that are held by it or under its control

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.

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.

ix) a directory of its officers and employees

x) the monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations

xi) the budget allocated to each of its agencies indicating the particulars of all plans proposed expenditures and reports on disbursements made

xii) the manner of execution of subsidy programs including the amounts allocated and the details of beneficiaries of such programs

xiii) particulars of recipients of concessions, permits, or authorizations granted by it.

xiv) details in respect of the information available to be held by it reduced in an electronic form

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.

xvi) the names, designations and other particulars of the public information officers

xvii) such other information as may be prescribed and thereafter update these publications every year.

*Meharanti*

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Dr. A. P. J. Abdul Kalam Government College

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