

**Government of West Bengal
Public Works Department
Establishment Branch
Khadya Bhawan
11A, Mirza Ghalib Street, Kolkata -87.**

No:450/PW/O/E-IV/2R-15/17

Dated:24/02/2023


From: The Assistant Secretary to the
Govt. of West Bengal & S.P.I.O.,
Public Works Department.

To: The State Public Information Officer (All),
West Bengal Information Commission.

Subject: Guidelines to all S.P.I.O.'s under P.W.D. by the West Bengal Information Commission regarding Sending of 'Annual Proforma Report'.

The undersigned is in receipt of the letter No:12(53)-WBIC/18011/2/2022 dated 02.01.2023 on the above mentioned subject and directed to state that they are requested to download the blank format from the website of the commission www.wbic.gov.in and send the 'Annual Proforma Report' in the prescribed format by W.B.I.C. for the period from 01.01.2022 to 31.12.2022 to this Department within the reporting period by 15th March, 2023 for compiling and sending to the W.B.I.C and strictly advised not to send any isolated 'Annual Proforma Report' directly from their end to the W.B.I.C . In this context the undersigned is enclosing herewith the aforementioned letter from W.B.I.C for their kind Information.

Enclosure: As stated above.


Assistant Secretary to the
Govt. of West Bengal & S.P.I.O
Public Works Department

OSD (WOMD) D. Bhattacharya
12/01/2023
WEST BENGAL INFORMATION COMMISSION

Khadya Bhaban

11A, Mirza Ghalib Street, Kolkata-700 087.

Ph. No. (033)2252-0509, Fax No. (033) 2252-0501

Website : www.wbic.gov.in E-mail : scic-wb@nic.in

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No. 12(53)-WBIC/18011/2/2022

DATE: 02.01.2023

From: Secretary
West Bengal Information Commission

To: The Additional Chief Secretary / Principal Secretary / Secretary
Public Works Department.
Nabanna(8th floor).
325, Sarat Chatterjee Road.
Mandirtala.
Shibpur.
Howrah - 711102.

Sub: Submission of Proforma Report u/s 25 of the RTI Act, 2005 for preparation of Annual Report for the year 2022.

Sir,

This is for kind information that the West Bengal Information Commission is going to prepare the Annual Report for the year 2022. The reporting period is **01.01.2022 to 31.12.2022**.

To facilitate preparation of this report, each Department of the State Govt. is required, in accordance with the provisions of Section 25(2) of the RTI Act, 2005, to collect, compile and provide such information to this Commission as is required to prepare the Annual Report in relation to the public authorities within their jurisdiction.

The Commission, therefore, requests you to kindly send the consolidated report of receipt and disposal of RTI applications and 1st appeals by **ALL the public authorities under your department within the reporting period by 31st March, 2023** in the enclosed proforma.

Blank format for reporting may also be downloaded from the website of the Commission www.wbic.gov.in for preparing the report, by compiling reports from the subordinate offices under the department. A soft copy of the report may be sent to the Commission by e-mail at scic-wb@nic.in along with a post copy, duly signed.

By Sec
10/02/23
It has been experienced in last few years that proforma report of different offices of the departments & directorates at the District and Sub-Division level and offices of Local Bodies are directly sent to this Commission.

It is re-iterated that all subordinate offices may kindly be strictly advised not to send any isolated report to this Commission directly. Such individual reports will not be considered by this Commission while compiling department wise report.

454/SPO/23
10/02/23
8-29/02/23
13/02/23
Cont.....2

Further, the Commission expects that all entities, qualifying as Public Authorities under the Act, are enlisted by the concerned departments. But it is experienced while compiling department-wise reports at this level, that some of the Public Authorities are always left out and the departments do not mention / identify the name of such defaulting Public Authority / Authorities while sending the compiled report.

All departments may therefore prepare a checklist in respect of all Public Authorities under them, as to whether they have provided their annual report or are defaulters and such checklist may be made available to this Commission along with the proforma report.

Nodal officer of the Department for RTI matters may be advised to contact with this Commission's office in case of any clarification for preparation of the report for the Department and other subordinate / linked / attached offices.

Any success story or exemplary case under RTI, Workshop / Seminar Awareness Campaign on RTI matters (both write-ups & photographs) during the period mentioned above, may also be mentioned in the report.

Timely response is therefore solicited.

Issued under approval of Hon'ble State Chief Information Commissioner, West Bengal.

Encl: A copy of the prescribed proforma.

Yours faithfully,



Secretary

West Bengal Information Commission

No. 12(53)/1(4)-WBIC/18011/2/2022

DATE: 02.01.2023

Copy for favour of kind information and taking necessary action forwarded please to the :

1. The Sr. P.S. to Hon'ble State Chief Information Commissioner-in-Charge, West Bengal, Khadya Bhaban, 11A, Mirza Ghalib Street, Kolkata - 700 087.
2. The Sr. P.S. to Shri Naveen Prakash, IAS (Retd.), Hon'ble State Information Commissioner, West Bengal, Khadya Bhaban, 11A, Mirza Ghalib Street, Kolkata - 700 087.
3. The Sr. P.A. to Shri Virendra, IPS (Retd.) Hon'ble State Information Commissioner, (R.K.), West Bengal, Khadya Bhaban, 11A, Mirza Ghalib Street, Kolkata - 700 087.
4. Office Copy.

~~Deputy Secretary~~

West Bengal Information Commission

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4. Office Copy.

Deputy Secretary

West Bengal Information Commission

PROFORMA
[Reporting period 01.01.2022 to 31.12.2022]

| Name of the Dept. | Name of the Public Authority (under the jurisdiction) | Total No. of registered cases (including those pending at the time of reporting) | | | No. of cases where access granted | | | Total No. of Deemed Refusal U/s 7(2) | Cases Rejected Under Section 8 | | | | | | | | | | U/s 9 | U/s 11 | U/s 24 | o t h e r | T o t a l |
|-------------------|---|--|------------------------|-------|-----------------------------------|---------------|-------|--------------------------------------|--------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|--------|--------|-----------|-----------|
| | | | | | Within 30 days | After 30 days | Total | | 8 (1) (a) | 8 (1) (b) | 8 (1) (c) | 8 (1) (d) | 8 (1) (e) | 8 (1) (f) | 8 (1) (g) | 8 (1) (h) | 8 (1) (i) | 8 (1) (j) | | | | | |
| 1 | 2 | 3 | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | Pending since last year | Registered during 2022 | Total | | | | | | | | | | | | | | | | | | | |

| No. of cases where 1 st Appeal has been made u/s 19(1) | | | Amount of charges collected | Any fact(s) which indicate the effort of the Public Authority to administer and implement the spirit and intention of the Act. |
|---|--------|-------|-----------------------------|--|
| Access granted | Denied | Total | | |
| 23 | 24 | 25 | 26 | 27 |