



Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan(3rd Floor); Salt Lake; Kolkata-91

No. 1150-IW-11011(49)/16/2022

Dated: 19.04.2022

From: Shri P. Ray,
Deputy Secretary to the Government of West Bengal
& SPIO, Irrigation & Waterways Department.

- To:
1. The Chief Engineer (South), Irrigation & Waterways Directorate, Jalasampad Bhavan, 1st floor, Bidhannagar, Kolkata-700091.
 2. The Chief Engineer (West), Irrigation & Waterways Directorate, P.O. Sadhanpur (Near Polytechnic), Dist- Burdwan, Pin-713101.
 3. Chief Engineer (South West), Irrigation & Waterways Directorate, Khasjungle, P.O.- Abas, Dist.- PaschimMedinipur, Pin-721102.
 4. The Director of Personnel & Ex- Officio Chief Engineer, Irrigation & Waterways Directorate, Jalasampad Bhavan, 4th floor, Bidhannagar, Kolkata- 700091.
 5. The Chief Engineer (North), Irrigation & Waterways Directorate, Green Park, P.O. Mokdumpur, Dist. - Malda, Pin-732103.
 6. The Chief Engineer (Design & Research), Irrigation & Waterways Directorate, Jalasampad Bhavan, 1st floor, Bidhannagar, Kolkata-700091.
 7. The Chief Engineer (North East), Irrigation & Waterways Directorate, Club Road, P.O. & Dist. - Jalpaiguri, Pin-735101.
 8. The Chief Engineer, Teesta Barrage Project, Irrigation & Waterways Directorate, Teesta Sech Bhavan, 2nd Mile, Sevoke Road, Siliguri, Dist.-Darjeeling, Pin-734001.
 9. The Chief Engineer (Mechanical & Electrical), Irrigation & Waterways Directorate, Jalasampad Bhavan, 2nd Floor, Salt Lake City, Dist.- North 24 Parganas, Kolkata- 700091.
 10. The Chief Engineer (Project Director, WBMIFMP), Irrigation & Waterways Directorate, Jalasampad Bhavan, 9th Floor, Salt Lake, Kolkata- 700091.

Sub.: Submission of Proforma Report u/s 25 of the RTI Act, 2005.

The undersigned is directed to forward herewith a copy of letter No. 450(53)-WBIC/Admn/1R-02/19 dated 24.02.2022 along with its enclosure as received from the West Bengal Information Commission which speaks for itself and request him to furnish the consolidated report in respect of the Directorate as well as the subordinate offices under his control as per the prescribed proforma as soon as possible so as to enable this Department to forward the same to the West Bengal Information Commission at the earliest.

This may be treated as extremely urgent.

Encl.: As stated.

No. 1150/1(1)-IW-11011(49)/16/2022

Sd/-
Deputy Secretary to the Govt. of West Bengal

Dated: 19.04.2022

Copy forwarded for information and necessary action to:

✓ The Executive Engineer, DVC Study Cell, I & W Directorate.

- This may be uploaded to this Department's website.

[Signature]
Deputy Secretary to the Govt. of West Bengal

WEST BENGAL INFORMATION COMMISSION

Khadya Bhaban

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



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6097

No. 450(53)-WBIC/Admn/1R-02/19

DS(R)
AR. 15/03

HA (RTI)

15.03.22

DATE: 24.02.2022

From: Secretary,
West Bengal Information Commission

To: The Additional Chief Secretary / Principal Secretary / Secretary
Irrigation and Waterways Department,
Jalasampad Bhavan, 3rdFloor,
Western Block,
Bidhannagar,
Salt Lake ,
Kolkata-700091

Sub: Submission of Proforma Report u/s 25 of the RTI Act, 2005 for preparation of Annual Report for the year 2021.

Sir,

This is for kind information that the West Bengal Information Commission is going to prepare the Annual Report for the year 2021. The reporting period is **01.01.2021 to 31.12.2021.**

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 by 30th April, 2022** in the enclosed proforma.

Blank format for reporting may 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 vide e-mail at scic-wb@nic.in along with a post copy, duly signed.

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 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.

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 with 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.

Yours faithfully,



Secretary

West Bengal Information Commission

Enclo: A copy of the prescribed proforma.

No. 450(53)/1(4)-WBIC/Admn/1R-02/19

DATE: 24.02.2022

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, West Bengal, Khadya Bhaban, 11A, Mirza Ghalib Street, Kolkata - 700 087.
2. The P.S. to Hon'ble State Information Commissioner, West Bengal, Khadya Bhaban, 11A, Mirza Ghalib Street, Kolkata - 700 087.
3. The Sr. P.A. to 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

PROFORMA

[Reporting period 01.01.2021 to 31.12.2021]

Name of the Deptt.	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	Cases Rejected								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		Deemed Refusal U/s 7(2)	Under Section 8													
										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)
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 2018	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