

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF URBAN DEVELOPMENT & MUNICIPAL AFFAIRS
[UD Branch]

"NAGARAYAN", DF-8, SECTOR-I,
SALT LAKE, KOLKATA-700 064.

No : 1257- (15)-UD/O/M/ESTT /Misc-2/2004

Dated 13th April 2021.

From : The Deputy Secretary to the
Government of West-Bengal

- To: 1) The Chief Engineering Adviser, UD & MA Department, Nirman Bhavan, Salt Lake, Kolkata- 700091
2. The Administrator, Bidhannagar, Nirman Bhavan, Salt Lake, Kolkata-700091.
3. The Special Engineer, Salt Lake Reclamation and Development Circle, Nirman Bhavan, Salt Lake, Kolkata-700091 .
4. The Estate Manager (Kalyani), UD & MA Department, D.C. Buildings, Kalyani, Nadia.
5. The Estate Officer (Patipukur), Nagarayan, DF-8, Sector-I, Salt Lake, Kolkata-700064.
6. Estate Officer, Bidhannagar.
7. Institute of Local Govt. and Urban Studies (ILGUS)
8. State Urban Development Agency (SUDA)
9. Competent Authority, Kolkata.
10. Director of Urban Land Ceiling, West Bengal.
11. Land Manager Bidhannagar and OSD & Ex-officio Deputy Secretary.
12..... All Statutory Bodies of U.D. & M.A. Department.
13..... All Development Bodies of U.D. & M.A. Department.
14..... All Urban Local Bouies of U.D. & M.A. Department.
15..... All Competent Authorities SDOs of U.D. & M.A. Department.

Sub: " Submission of proforma report u/s 25 of the RTI Act, 2005 for preparation of Annual Report for the year 2020. "

Ref: Memo No. 617(53)- WBIC/Admn/IR-02/19 Date.22.02.2021.

In inviting reference to the Memo no. & subject cited above the undersigned is directed to send herewith a copy of the :
Memo No. 617(53)- WBIC/Admn/IR-02/19 Date.22.02.2021. received from the West Bengal Information Commission, West Bengal along with a proforma enclosed, with the request to kindly circulate this information to the respective authorities under your control immediately and submitted within seven (7) working days. The copy of this memo is also available in Commission's website. (www.wbic.gov.in). A soft copy of the report may be sent to the Commission vide e-mail at scic-wb@nic.in.

Encl: As stated above.

M. Saha 13/04/2021
Deputy Secretary to the
Government of West Bengal

No :1257- (15)/1(13)-UD/O/M/ESTT /Misc-2/2004

Dated 13th April 2021.

Copy forwarded for information & necessary action to:-

- (1) Smt. Sujata Ghosh, IAS, Commissioner, UD & MA Dept.
(2) Smt. Debarati Dutta Gupta, WBCS(Exe.), Special Secretary, UD & MA Dept.

- (3) Smt. Nandini Ghosh, IAS, Joint Secretary, UD & MA Dept.
- (4) Shri Rana Roy, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (5) Shri Saikat Dutta, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (6) Smt. Sumita Bagchi, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (7) Shri Santanu Mukherjee, WBCS(Exe.), Director, SUDA.
- (8) Smt. Papiya Ghosh Roy Chowdhury, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (9) Shri Sourav Chaki, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (10) Shri Santanu Das, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (11) Shri Arup Ratan Mukhopadhyay, WBCS(Exe.), Joint Secretary, UD & MA Dept.
- (12) PS to Principal Secretary, UD & MA Department.
- (13) Computer & IT Cell, UD & MA Department.

They are requested to e- mail this notification with enclosures to all concerned authorities and upload this Notification to the website of this Department.

MSinha 13/04/2021
Deputy Secretary to the
Government of West Bengal



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

Entt 660
dt. 5/4/21

UD/00/2021/02391

Dt- 31/08/2021

No. 617(53)-WBIC/Admn/1R-02/19

DATE: 22.02.2021

From: Secretary,
West Bengal Information Commission

To: The Additional Chief Secretary / Principal Secretary / Secretary

*Urban Development & Municipal Affairs Department,
Nagarayan, DF-8, Sector-I,
Salt Lake, Kolkata - 700064.*

Sub: Submission of Proforma Report u/s 25 of the RTI Act, 2005 for preparation of Annual Report for the year 2020.

Sir,

This is for kind information that the West Bengal Information Commission is going to prepare the Annual Report for the year 2020. The reporting period is **01.01.2020 to 31.12.2020**.

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, 2021** 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 seic-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

M. S. S. (UD) B.
05/4/21
Dy Secretary

May please see in
11/1/21

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 checkiist 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. 617(53)/1(4)-WBIC/Admn/1R-02/19

DATE: 22.02.2021

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 01.01.2020 to 31.12.2020]

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 cases Rejected Under Section 8	Cases Rejected Under Section 8	US	US	US	US													
			Within 30 days	After 30 days							(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
		Pending since last year	3																				
		Registered during 2020	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	
23	24	25	26
			27