

1/367198/2023



Government of West Bengal
Irrigation & Waterways Department

Jalasampad Bhavan(3RD Fl.); Salt Lake; Kol-91

Date: 17/02/2023

No. 69

From: State Public Information Officer,
Irrigation & Waterways Department,
Government of West Bengal.

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. The Chief Engineer (South West), Irrigation & Waterways Directorate, Khasjungle, P.O.- Abas, Dist.- Paschim Medinipur, 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. 12(53)-WBIC/18011/2/2022 dt. 02.01.2023, along with a copy of its enclosure as received from the West Bengal Information Commission which speaks for itself and request him to furnish the consolidated report of the Directorate as well as of the Regional Offices under his control as per prescribed Proforma enclosed as soon as possible in order to enable this Deptt. to forward the same to the West Bengal Information Commission at the earliest.

This may be treated as extremely urgent.

Enclo.: As stated.

SPIO, & Assistant Secretary, I & W Deptt., Govt. of W.B.

I/367198/2023

No. 69 /1(2)

Date: 17/02/2023

Copy forwarded for information and necessary action to:

✓ 1. Executive Engineer, DVC Study Cell, I & W Dte.----- He is requested to upload the same to this Department's official website.

2. Office copy.



SPIO & Assistant Secretary, I & W Deptt., Govt. of W.B.



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

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
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 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.

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.

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.

Enclo: 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

PROFORMA
[Reporting period 01.01.2022 to 31.12.2022]

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		
									Under Section 8														
					Within 30 days	After 30 days	Total	Deemed Refusal U/s 7(2)	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
		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