

1713/CA)  
31/05/2023

2<sup>nd</sup> Appeal for seeking Information under RTI Act . U/S 19(3) of RTI ACT, 2005.

To

**WEST BENGAL STATE INFORMATION COMMISSION**  
State Chief Information Commissioner, West Bengal.  
Khadya Bhaban 11A, Mirza Galib Street.  
Kolkata-700 087 (W.B).

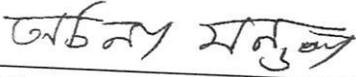
Sir/ Madam,

Please find the enclosed RTI application dated 27/02/2023, which was received at S.D.O , Malda Sadar , English bazar , Malda on 28/02/2023 , and the enclosed RTI appeal application dated 05/04/2023, which was received at District Magistrate, Malda on 10/04/2023, the reply of both have not yet been received, though a considerable period has already been expired.

Under the circumstances you are hereby requested to kindly do the needful at an early date and oblige.

Thanking you in anticipation.

Yours Faithfully,



Signature of Appellant.

Place :- Malda

Date :- 29.05.2023.

Appellant Name & Address:-

Name- Archana Mandal

W/O - Satyen Mandal

Vill- Ramnathpur , P.o- Madhughat,

P.s - Mothabari,

Dist- Malda , Pin - 732206(W.B)

Mobile No- 7585041285

> Enclosures :-

1. Self attested Copy of Address proof document ( Aadhaar Card)
2. Self attested Copy of RTI application .
3. Self attested Copy of Indian Post slip ( Consignment NO- EW939497311IN)
4. Self attested Copy of Fee payment slip of RTI Application.
5. Self attested Copy of RTI Appeal.
6. Self attested Copy of Indian Post slip ( Consignment NO - EW939559237IN)

> Details of State Public Information Officer (SPIO):

State public information officer.

The Sub- Divisional Officer

Malda Sadar, P.S- English Bazar,

Dist - Malda , Pin- 732101 ( W.B)

> Details of First Appellate Authority :-

Appellate State public information officer.

The District Magistrate, Malda,

Collector Building P.S- English Bazar,

Dist - Malda , Pin- 732101(W.B)





भारत सरकार  
Government of India



आधार



भारतीय विशिष्ट पहचान प्राधिकरण  
Unique Identification Authority of India



AADHAAR

Issue Date: 27/01/2013



अर्चना मण्डल  
ARCHANA MANDAL  
जन्मतिथि / DOB: 01/01/1979  
महिला / Female



2415 9098 5139



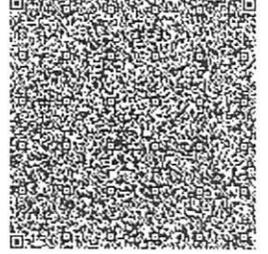
2415 9098 5139

मेरा आधार, मेरी पहचान

Print Date: 01/03/2022

ठिकाना: मधुघाट, रामनाथपुर, मालदह, पश्चिमबङ्ग,  
732206

Address: MADHU GHAT, Ramnathpur,  
Maldah, West Bengal, 732206



2415 9098 5139



1947



help@uidai.gov.in



www.uidai.gov.in

अर्चना मण्डल

**अधपत्रा COUNTERFOIL**

इसे फाड़कर प्रेषक अपने पास रख ले।  
To be detached and kept  
by the Sender.

पोस्टल आर्डर

**रुपए 10.00Rs.**

**POSTAL ORDER**

किसे अदा करना  
To whom payable .....

किस डाकघर में  
At what Office .....

क्या इसे क्रास किया है  
Whether crossed .....

भेजने की तारीख  
Date sent .....

27F 311841

Application Form for seeking information under RTI Act.

State Public information Officer,  
C/o SDO, MALDA SADAR  
Collectorate Building, P.S- English Bazar  
P.O.+Dist- Malda. PIN- 732101 (W.B.)

EW939497311IN IVR:6987939497311  
SP MALDA HO <732101>  
Counter No:1,27/02/2023, 13:14  
To:THE SDO,MALDA  
PIN:732101, Malda HO  
From:ARCHANA MANDAL,RAMNATHPUR  
Wt:20gms  
Amt:17.70(Cash)Tax:2.70  
<Track on www.indiapost.gov.in>

1. Full Name of the Applicant (in capital letters) : ARCHANA MANDAL
2. Husband's/Father's Name (in capital letters) : SATYEN MANDAL
3. Complete Address (in capital letters) : VILL- RAMNATHPUR ,P.O- MADHUGHAT  
P.S – MOTHABARI ,DIST – MALDA  
PIN – 732206 (W.B)
4. Telephone No. Residence :  
Mobile : 7585041285

5. Where belong to BPL : No  
Category:  
(If yes , Please attach a copy  
Of the BPL/Antodaya Ration  
Card To claim waver of the  
Application fee)

6. Details of Application Fee :

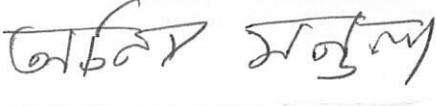
Case Receipt /DD/ Bankers Cheque / IPO No.	Date	Name of the issuing Bank/Post Office	Amount
27F 311841	02/02/2023	MALDA HPO	10/-

7. Particulars of information Required : As per separate sheet annexed.
8. Form/Medium of Information required. : By letter sent by speed post ( self – addressed envelope enclosed ) and also by e-mail.  
e-mail ID. : [anupmandal6180@gmail.com](mailto:anupmandal6180@gmail.com)

✓ *Archana Mandal*

## DECLARATION

I state that the information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act and to the best of my knowledge it pertains to your office.

✓ 

Signature of Applicant.

Place : MALDA.

Date : 27.02.2023

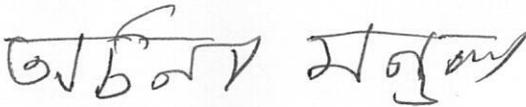
N.B.- The prescribed charges for providing information shall be deposited on intimation Received from you in terms of your Circular letter no. Sect. / Info. Act / 2005-1315 dated 15th December, 2005.

Annexure pursuant to Item no.7 of the Application for seeking information under RTI Act.

Particulars of information required :-

I Am the resident of the address mentioned supra . I have applied for SC Certificate vide application number SCWB06022021/207621 dated 16.08.2021 . The said Certificate was issued on 06/01/2022 vide Certificate Number WB0602SC2022007554 but not yet supplied to me . In this connection following information is required :

1. Who is the proper authority to issue the SC Certificate ?
2. What is the time limit provided in the ACT to issue SC Certificate from the date of application ?
3. Who are the officers responsible for issue of SC Certificate ? Please specify the complete name ( s ) . Employee Code ( s ) and designation ( s ) .
4. What is the time span required for issue the SC Certificate ?
5. Please also provide a copy of the SC Certificate .

✓ 

**Appeal for seeking Information under RTI Act.**

Appellate State Public Information Officer,  
The District Magistrate , Malda.  
P.s – English Bazar,  
P.o+Dist- Malda  
PIN.- 732101 (W.B)

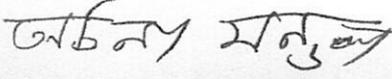
Sir/ Madam,

Please find the enclosed RTI application dated 27/02/2023, which was received at S.D.O Malda Sadar, Malda on 28/02/2023 , The reply of which has not yet been received, though a considerable period has already been expired.

Under the circumstances you are hereby requested to kindly do the needful at an early date and oblige.

Thanking you in anticipation.

Yours Faithfully,



Signature of Appellant.

Place :- Malda

Date :- 05.04.2023.

**Appellant Name & Address:-**

Name- Archana Mandal  
W/O- Satyen Mandal  
Vill- Ramnath pur , P.o- Madhughat  
P.s – Mothabari,  
Dist- Malda , Pin – 732206(W.B)  
Mobile No- 7585041285.

**Attached Copy :-**

1. Copy of RTI application .
2. Copy of Fee payment slip of RTI Application .
3. Copy of India post Article (Consignment Number – EW939497311IN )

EW939559237IN TVR:6987939559237 भारतीय डाक  
SP MALDA HD <732101>  
Counter No:1,06/04/2023,11:16  
To:DM,MALDA  
PIN:732101, Malda HD  
From:ARCHANA MANDAL, RAMNATHPUR  
Wt:30gms  
Amt:17.70(Cash)Tax:2.70  
<Track on www.indiapost.gov.in>  
<Dial 18002666968> <Wear Masks. Stay Safe>



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**Hearing on 16-12-2025**

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**State Chief Information Commissioner West Bengal** < scic-wb@nic.in >

Tue, 09 Dec 2025 11:27:22 AM +0530

To "sdomaldasadar"<sdo.maldasadar@gmail.com>,"NITIN SINGHANIA, IAS"<dm-malda@nic.in>

Cc "anupmandal6180"<anupmandal6180@gmail.com>

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Please find the attachment, for further details visit our website

West Bengal Information Commission

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**1 Attachment(s)**

WBIC-RTI-A-104610-1233-202...

16.1 KB

D.NO - 4926 (ATR)  
11/12/25

Lim.D.NO -

Written Submission of SPIO. O/O SDO, Malda Sadar, In connection with Appeal No.104610 of 2025 (Memo. No.-6540-WBIC/RTI/A/104610/1233/2025 dt.04.12.2025 AND In the matter of ARCHANA MANDAL(Appellant).

SDO MALDA SADAR < sdo.maldasadar@gmail.com >

Wed, 10 Dec 2025 5:05:29 PM +0530

To "scic-wb"<scic-wb@nic.in>

Please find herewith the attached file..

**Thanks & Regards,**

Sri Suman Mazumder, WBCS (Exe.)  
Sub Divisional Officer  
Sadar Sub- Division, Malda.

**1 Attachment(s)**

Scan2025-12-10\_3576 sdo.pdf  
654.3 KB

Received - 16/12/2025  
H'sc/c

(30)



**GOVERNMENT OF WEST BENGAL**

**Office of the Sub-Divisional Officer, Malda Sadar,**

**P.O & District:Malda, West Bengal,Pin Code:732101**

**Phone No.03512-252733,e-mail [I.D-sdo.maldasadar@gmail.com](mailto:I.D-sdo.maldasadar@gmail.com)**

Memo No. 3576 (RTI)/SDO(S)/MLD

Date: - 10/12/2025

**Written Submission of SPIO, O/O SDO, Malda Sadar**

**In Connection with**

**APPEAL No-104610 of 2025( Memo No-6540-WBIC/RTI/A/104610/1233/2025 dt. 04.12.2025**

**AND**

**In the matter of ARCHANA MANDAL (Appellant)**

1. The Present Appellant Archana Mandal filed RTI petition dt.27.02.2023 before SPIO O/O SDO, Sadar Malda regarding non issuance of Cast Certificate.
2. Accordingly SPIO (SDO) instructed Officer-in-Charge of caste certificate section to take necessary action with copy to the Appellant vide Memo. No. 56/Gen(RTI) dated 06.03.2023.
3. Then Archana Mandal filed 1st Appeal u/s 19(1) before Appellate Authority O/O District Magistrate for not having information from the (Erstwhile) SPIO.
4. The Additional District Magistrate (Gen), The Appellate Authority, transferred the same to Sub-Divisional Officer vide Memo. No.87/Gen-RTI, Malda dated.18.04.2023.(copy enclosed)
5. Accordingly SDO, Malda Sadar Provided desired information to the Appellant Archana Mandal vide Memo. No. 432/SDO(S)/SC/ST/OBC dt.29/05/2023 (copy enclosed).

S.P.I.O  
10/12/2025

O/O, Sub-Divisional Officer

Malda Sadar, Malda

Date 10 .12.2025

  
Government of West Bengal  
Office of the District Magistrate, Malda  
(General Section)  
P.O. & Dist. Malda, Pin- 732101

Memo No. 87 /GEN (R.T.I) Malda

Dated: 18 /04/2023

To: The Sub-Divisional Officer (Sadar)  
Malda

Sub: Transfer of application seeking information under section 19(1) of R.T.I Act, 2005.

Enclosed please find herewith an application received from Smt. Archana Mandal W/O Satyen Mandal resident of Vill. Ramnathpur P.O. Madhughat PS. Mothabari Dist. Malda Pin-732206 W.B. under section 19 (1) of R.T.I Act, 2005 which is self-explanatory.

Please take necessary action to dispose of the said application within stipulated period of time by corresponding directly to the applicant with a copy to the undersigned.

o/c  
Encl: As Stated

  
Additional District Magistrate (Gen)  
Malda

Memo No. 87/112 /GEN Malda

Dated: 18 /04/2023

Copy forwarded for information to:

1. The Officer in Charge, S.C & S.T. Section Malda Collectorate, Malda
2. Smt. Archana Mandal W/O Satyen Mandal resident of Vill. Ramnathpur P.O. Madhughat PS. Mothabari Dist. Malda Pin-732206 W.B.

  
Additional District Magistrate (Gen)  
Malda



GOVERNMENT OF WEST BENGAL

Office of the Sub-Divisional Officer

MaldaSadar, Malda.

[SC/ST/OBC SECTION]

Email Id – [scstobcsdomaldasadar@gmail.com](mailto:scstobcsdomaldasadar@gmail.com)

Memo No.: 4.32/..SDO(S)/SC/ST/OBC

Date: 29./05/2022

From: The Sub-Divisional Officer  
Malda Sadar, Malda

To : Sri.Archana Mandal,  
W/O- Satyen Mandal,  
Vill-Ramnathpur, P.O. -Madhughat  
P.S.- Mothabari, Dist- Malda, Pin-732206

Sub : Supplying information under RTI Act-2005.

Ref : Your petition Dated- 22/04/2023.

With reference to your petition Dated-05/04/2023, the point wise reply is given below:

1. Sub-Divisional Officer is the authority to issue caste certificate.
2. As per WBRTPS Act-2013.
3. Not applicable.
4. As per WBRTPS Act-2013.
5. Your caste certificate bearing no. WB0602SC2022007554 has been forwarded to the Block Development Officer, Englishbazar Block, Malda, and you can collect from there.

This is for your information.

  
Sub-Divisional Officer  
Malda Sadar, Malda.

Memo No. 4.32/..SDO(S)/SC/ST/OBC

Date: 29./05/2022

Copy forwarded to the S.P.I.O & S.D.O(S), (General Section), Malda. This has a reference to his memo no. 87/Gen (R.T.I), Malda, Dated- 18/04/2023.

  
Sub-Divisional Officer  
MaldaSadar, Malda.

GENERAL DEPARTMENT

Collection No. .... File No. ....

Received No. .... Dt. ....

Class of Paper ..... Sl. No. ....



Government of West Bengal  
Office of the District Magistrate, Malda  
(General Section)  
P.O. & Dist. Malda, Pin- 732101

Memo No. 53 / GEN(R.T.I), Malda

Dated: 03/03/2023

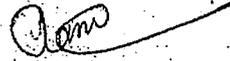
To: The Officer-in-Charge  
(S.C. & S.T) Section, Malda Collectorate, Malda

Sub: Transfer of application seeking information under section 6 (1) of R.T.I Act, 2005.

Enclosed please find herewith an application received from Smt. Archana Mandal W/O- Satyen Mandal resident of Vill- Ramnathpur P.O- Madhughat PS- Mothabari Dist. Malda Pin-732206 W.B. under section 6 (1) of R.T.I Act, 2005 - which is self-exclamatory.

Please take necessary action to dispose of the said application within stipulated period of time by corresponding directly to the applicant with a copy to the undersigned and deposit the I.P.O money in Govt. revenue fund.

Encl: As Stated.

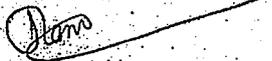
  
S.P.I.O & S.D.O (Sadar),  
Malda.

Memo No. 53 / GEN, Malda

Dated: 03/03/2023

Copy forwarded for information to:

1. The S.D.O(S), Malda
2. Smt. Archana Mandal W/O- Satyen Mandal resident of Vill- Ramnathpur P.O- Madhughat PS- Mothabari Dist. Malda Pin-732206

  
S.P.I.O & S.D.O (Sadar),  
Malda.

D. NO - 5010 (ATR)  
16/12/25

Lim. D. NO -

Written Submission of SPIO. O/O SDO, Malda Sadar, In connection with Appeal No.104610 of 2025 (Memo. No.-6540-WBIC/RTI/A/104610/1233/2025 dt.04.12.2025 AND In the matter of ARCHANA MANDAL(Appellant).

**SDO MALDA SADAR** < sdo.maldasadar@gmail.com >

Mon, 15 Dec 2025 5:31:58 PM +0530

To "scic-wb"<scic-wb@nic.in>

Please find herewith the attached file..

**Thanks & Regards,**

**Sri Suman Mazumder, WBCS (Exe.)  
Sub Divisional Officer  
Sadar Sub- Division, Malda.**

**1 Attachment(s)**

Scan2025-12-15\_3624 sdo.pdf

153 KB

Hearing - 16/12/2025  
H'S/OIC

(SM)



**GOVERNMENT OF WEST BENGAL**

**Office of the Sub-Divisional Officer, Malda Sadar,**

**P.O & District:Malda, West Bengal, Pin Code:732101**

**Phone No.03512-252733,e-mail [LD-sdo.maldasadar@gmail.com](mailto:LD-sdo.maldasadar@gmail.com)**

Memo No. 3624 (RTI)/SDO(S)/MLD.

Date: - 15 /12/2025

**Written Submission of SPIO, O/O SDO, Malda Sadar**

**In Connection with**

**APPEAL No-104610 of 2025( Memo No-6540-WBIC/RTI/A/104610/1233/2025 dt. 04.12.2025**

**AND**

**In the matter of ARCHANA MANDAL (Appellant)**

---

SDO, Malda Sadar Provided desired information to the Appellant Archana Mandal vide Memo.No.432/SDO(S)/SC/ST/OBCdt.29/05/2022(copy enclosed).

It was typing mistake on memo date and it should be read as 29/05/2023 in lieu of 29.05.2022 and it is the "information " as desired by the Appellant in her first application dated. 27.02.2023.

S.P.I.O 15/12/2025

O/O, Sub-Divisional Officer

Malda Sadar, Malda

Date 15 .12.2025



GOVERNMENT OF WEST BENGAL  
Office of the Sub-Divisional Officer  
MaldaSadar, Malda.  
[SC/ST/OBC SECTION]

Email Id – [sestobcsdomaldasadar@gmail.com](mailto:sestobcsdomaldasadar@gmail.com)

Memo No.: 432/...SDO(S)/SC/ST/OBC

Date: 29./05/2022

From: The Sub-Divisional Officer  
Malda Sadar, Malda

To : Sri.Archana Mandal,  
W/O- Satyen Mandal,  
Vill-Ramnathpur, P.O. -Madhughat  
P.S.- Mothabari, Dist- Malda, Pin-732206

Sub : Supplying information under RTI Act-2005.

Ref : Your petition Dated- 22/04/2023.

With reference to your petition Dated-05/04/2023, the point wise reply is given below:

1. Sub-Divisional Officer is the authority to issue caste certificate.
2. As per WBRTPS Act-2013.
3. Not applicable.
4. As per WBRTPS Act-2013.
5. Your caste certificate bearing no. WB0602SC2022007554 has been forwarded to the Block Development Officer, Englishbazar Block, Malda, and you can collect from there.

*after order*

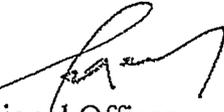
This is for your information.

  
Sub-Divisional Officer  
Malda Sadar, Malda.

Memo No.: 432/<sup>1(2)</sup>...SDO(S)/SC/ST/OBC

Date: 29./05/2022

Copy forwarded to the S.P.I.O & S.D.O(S), (General Section), Malda. This has a reference to his memo no. 87/Gen (R.T.I), Malda, Dated- 18/04/2023.

  
Sub-Divisional Officer  
MaldaSadar, Malda.

GENERAL DEPARTMENT

Collection No. 1 File No. 20

Received No. 1126 Dt. 30/5/22

Class of Paper.....Sl. No.....

**WEST BENGAL INFORMATION COMMISSION**  
Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata - 700 087.  
Phone No. (033) 2252 0509, 2252 0501  
Website: www.wbic.gov.in ; e-mail: scic-wb@nic.in

Appeal. No. 104610 (A) of 2025 (N)/1713 (A) of 2023 (O) under the Right to Information Act, 2005

RTI Applicant : Smt. Archana Mandal  
SPIO : Shri Suman Debnath  
SPIO, Office of the Sub-Divisional Officer,  
Collectorate Building, Malda

1<sup>st</sup> Appellate Authority : The First Appellate Authority, Office of the  
District Magistrate, Malda.

Date of RTI : 27.02.2023

Date of 1<sup>st</sup> Appeal : 05.04.2023

Date of 2<sup>nd</sup> Appeal before the Commission : 31.05.2023

Date of Hearing : 16.12.2025

Present for hearing -

- a) SPIO : Virtually  
b) 1<sup>st</sup> Appellate Authority : Absent  
c) Applicant : Absent

Ref: Hearing Notice No. 6540-WBIC/RTI/A/104610/1233/2025 Dated - 04.12.2025

Facts on Records:

1. Smt. Archana Mandal, vide her application dated- 27.02.2023 requested for the following information /documents from the SPIO, Office of the Sub-Divisional Officer, Collectorate Building, Malda in c/w supplying of her SC certificate:
  - i) Who is the proper authority to issue the SC Certificate?
  - ii) What is the time limit provided I the ACT to issue SC Certificate from the date of application?
  - iii) Who are the officer s responsible for issue of SC Certificate? Please specify the complete name (s). Employee Code (s) and designation (s)

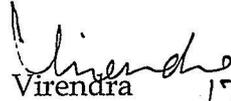
iv) What is time span required for issue the SC Certificate?

v) Please also provide a copy of the SC Certificate.

2. Grounds for 2<sup>nd</sup> appeal are non-receipt of information.
3. ATR received from SPIO, Malda sending vide memo no. 3576- (RTI)/SDO (S)/ Mld dated 10.12.25 stating that information provided to the appellant vide memo no. 432/SDO (S)/SC/ST/OBC dated 29.05.23.
4. SPIO sent a clarification message vide memo no. 3576 (RTI)/SDO(S)/MLD dated 10.12.25.

Deliberations and Decision:

5. The Appellant is absent despite option to appear virtually. She has neither sent any intimation nor she has sent any representative. Her telephone number was tried but she is not available. The SPIO is present virtually.
6. It is seen that the appellant has been replied vide para 3 and 4 above. After discussion and deliberations, the Commission noted that she has been replied adequately. The case is closed.
7. The matter is disposed of.

  
Virendra 17/12/25  
State Chief Information Commissioner  
West Bengal

No. 6749-WBIC/RTI/A/104610/1233/2025

Date: 23/12/2025

Copy forwarded for information and necessary action to: -

1. Shri Sumn Debnath, SPIO, Office of the Sub-Divisional Officer, Collectorate Building, P.S. - English Bazar, P.O. + Dist.- Malda, Pin- 732101.
2. The First Appellate Authority, Office of the District Magistrate, P.S. - English Bazar, P.O. + Dist.- Malda, Pin- 732101.
3. Smt. Archana Mandal, W/o- Satyen Mandal, Vill- Ramnathpur, P.O.- Madhughat, P.S.- Mothabari, Dist.- Malda, Pin- 732206.

  
Law Officer & Joint Registrar  
West Bengal Information Commission