



2008/(A)
19/06/2023

MODEL APPLICATION FORMAT FOR SECOND APPEAL TO INFORMATION COMMISSION

Date : 19.06.2023 Location Kolkata.

From:

Applicant's full Name:- Tapan Kumar Mukherjee.

Applicant's full postal address:- 5/H/16, Bhukailash Road, Police Station – Ekbalpore, Post Office – Khidderpur, Kolkata – 700 023.

Applicant's Telephone No. & E-mail if any:- 7044270775, tkmukherjeeepwd@gmail.com.

To Sri Virendra State Information Commissioner, West Bengal, Khadya Bhawan Complex, 11A, Mirza Ghalib St, Janbazar, Taltala, Kolkata, West Bengal 700087	Chief State Information Commissioner, West Bengal, Khadya Bhawan Complex, 11A, Mirza Ghalib St, Janbazar, Taltala, Kolkata, West Bengal 700087	To: Sri Naveen Prakash State Information Commissioner, West Bengal, Khadya Bhawan Complex, 11A, Mirza Ghalib St, Janbazar, Taltala, Kolkata, West Bengal 700087	To: Sri Raj Kanojia State Information Commissioner, West Bengal, Khadya Bhawan Complex, 11A, Mirza Ghalib St, Janbazar, Taltala, Kolkata, West Bengal 700087
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Sub: An appeal under Section 19 of RTI Act, 2005.

Ref: My application for information under RTI Act, 2005 dated 14.03.2023 addressed to Chief Accounts Officer-in-Charge, First Appellate Authority, under R.T.I. Act, Calcutta Transport Corporation (1978) Ltd of 12, R.N. Mukherjee Road, Kolkata – 700 001, of establishment second appellate authority under RTI Act, Assistant Secretary & SPIO Transport Department, Government of West Bengal.

Sir/Madam,

The undersigned hereby submit ^{this} appeal application with the following details as per prescribed rules.

1. Officer name, designation & address (with telephone No.) of against whom the appeal is preferred:- Tridip Kumar Manna, Law and Claims Officer & SPIO, of West Bengal Transport Corporation Ltd. Paribahan Bhawan (2nd Floor), 12, R.N. Mukherjee Road, Kolkata – 700 001.

2. Particulars of PIO orders- number and date (if any):-
Whether a Permanent employee lodging a Post of Cashier as well as Non Supervisor Staff is entitled to carry out any other business of trade in his name simultaneously when he is in his job.?

3. Brief facts leading to appeal:- It has been 30 days of receiving RTI Application by the Concerned Authority, received on 02.02.2023 and thereafter First Appeal on 14.03.2023 it has been 45 days of receiving, thereafter second appeal on 16.05.2023 it has been 90 days of receiving but Reply not yet been done till date.

4. Prayer / Relief sought (ex. Release of information, compensation etc.):
Whether a Permanent employee lodging a Post of Cashier as well as Non

-:2:-

Supervisor Staff is entitled to carry out any other business of trade in his name simultaneously when he is in his job.

5. Appeal grounds for the prayer /relief :- Not reply of the R.T.I. dated 02.02.2023, 02.02.2023, 14.03.2023 and 16.05.2023 to till date.

6. Verification by the appellant: I ^{do hereby state} ~~attest~~ that all the information in this application ^{are} ~~is~~ true and correct to my knowledge:- I, TAPAN KUMAR MUKHERJEE, the applicant herein, do hereby verify the same and state that all the statements made in above foregoing paragraphs are known to me.

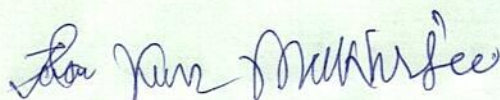
7. Index of Documents in support of appeal:

- (a) The RTI application submitted before the SPIO along with documentary proof as regards payment of fee under the RTI Act:- Copy of Application dated 02.02.2023 is enclosed herewith page 3, 5, 7 and 9.
- (b) The order, or decision or response, if any, from the SPIO to whom the application under the RTI Act was submitted:- N.A.
- (c) The first appeal submitted before the First Appellate Authority with documentary proof of filing the First Appeal:- Copy of Application dated 14.03.2023 is enclosed herewith, the second appeal submitted dated 16.05.2023 before the second appeal authority with documentary proof of filling the second appeal :- Copy of application is enclosed herewith page 3 to 10 and forwarded to appellate authority WBTC (CTC) dated 18.05.2023 Enclo Page 11.
- (d) The orders or decision or response, if any, from the First Appellate Authority against which the appeal or complaint is being preferred:- N.A.
- (e) The documents relied upon and referred to in the appeal or complaint and:- As stated in A, B, C, D and E.
- (f) A certificate stating that the matters under appeal or complaint have not been previously filed, or are pending, with any court or tribunal or with any other authority;

CERTIFICATE

I, **TAPAN MUKHERJEE**, the applicant herein, do hereby confirm and state that I have not filed any other appeal save and except this instant appeal nor are pending before the Learned Court, Tribunal, Authority.

- (g) An index of the documents referred to in the appeal or complaint and; As stated in A, B, C, D and E.
- (h) A list of dates briefly indicating in chorological order the progress of the matter up to the date of filling the appeal or complaint to be placed at the top of all the document filed:- as stated in A, B, C, D and E.



(Signature/Thumb impression)
Name

Mob: 7044270775

3

Annexure - RA

APPLICATION SEEKING INFORMATION UNDER THE RIGHT TO INFORMATION

ACT, 2005

To

The Law & Claims Officer & SPIO

West Bengal Transport Corporation, LTD. *Handwritten initials*

Paribahan Bhawan *2nd Floor*

12, R.N. Mukherjee Road, Kolkata - 700001

Subject : Information under the Right to Information Act, 2005

Sir,

1. Name of the Applicant : Tapan Kumar Mukherjee
2. Address and communication details : 5 H 16, Bhukailash Road, Police Station -
Ekbalpore, Post Office - Khiddirpur, Kolkata
700023, Phone - 7044270775
3. Concerned Office Department : Managing Director, West Bengal Transport
Corporation Limited (CTC), 12, R.N. Mukherjee
Road, Kolkata 700001
4. Details of Information required : *non supervisor staff as well as*
Service Conduct Rules of Cashier under West
Bengal Transport Corporation Limited.

Kindly provide the following information to me being a citizen of India (Copy of Voted ID Card is enclosed herewith)

Whether a permanent employee holding a post of 'Cashier' is entitled to carry out any other business or trade or profession in his name? Kindly provide a copy of the Service Rule governing the post of 'Cashier' *as well as non supervisor staff* under West Bengal State Transport Corporation Limited in this regard.



5. Format in which the information is required : In physical form or other form the
information can be conveniently given.
6. Mode of delivery expected: Any reliable means of communication.
7. I state that the information sought for do not fall within the restrictions contained in
Section 8 and 9 of the Right to Information Act, 2005 and to the best of my
knowledge it pertains to your office.
8. I also state that I am eligible to seek information under the Right to Information Act,
2005.
9. Court fee of Rs. 10/- as fees for this application is affixed herewith. I am willing to
pay necessary fees for obtaining such information as to the amount to be paid and
particulars for making such payment.


Dated this of February, 2023

Yours faithfully



Enclor:

Voter ID Card.

4/1


ভারতের নির্বাচন কমিশন
পরিচয় পত্র
ELECTION COMMISSION OF INDIA
IDENTITY CARD

XXR2118875



নির্বাচকের নাম : তপন কুমার মুখার্জী
Elector's Name : Tapan Kumar Mukherjee

পিতার নাম : রামপতি মুখার্জী
Father's Name : Ramgati Mukherjee

লিঙ্গ/Sex : পুং / M
জন্ম তারিখ : 26/09/1958
Date of Birth

XXR2118875

ঠিকানা:

পূর্ব পাড়া উত্তর, মহেশতলা, মহেশতলা, দক্ষিণ
২৪ পরগণা-700140

Address:

PURBA PARA UTTAR, MAHESHTALA,
MAHESHTALA, SOUTH 24
PARGANAS-700140

Date: 10/01/2017

155 - মহেশতলা নির্বাচন কেন্দ্রের নির্বাচক নিবন্ধন
আধিকারিকের স্বাক্ষরের অনুকৃতি

Facsimile Signature of the Electoral
Registration Officer for

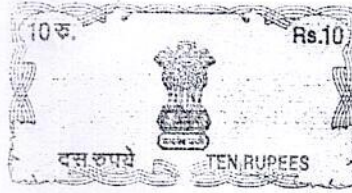
155 - Maheshtala Constituency

ঠিকানা পরিবর্তন হলে নতুন ঠিকানায় জেটের লিটে নাম
ভেঙা ও একই নম্বরের নতুন সচিব পরিচয়পত্র পাওয়ার
জন্য নিম্নলিখিত ফর্ম এই পরিচয়পত্রের নম্বরটি উল্লেখ করুন।

In case of change in address mention this Card No.
in the relevant Form for including your name in the
roll at the changed address and to obtain the card
with same number

120 / 721

15



Annexure ^{BT}

APPLICATION SEEKING INFORMATION UNDER THE RIGHT TO INFORMATION

ACT, 2005

To

The Managing Director,

West Bengal Transport Corporation, LTD - ^{BT}

Paribahan Bhawan (3rd Floor) ^{BT}

12, R.N. Mukherjee Road, Kolkata - 700001

Subject : Information under the Right to Information Act, 2005

Sir,

1. Name of the Applicant : Tapan Kumar Mukherjee
2. Address and communication details : 5/H/16, Bhukailash Road, Police Station
- Ekbalpore, Post Office - Khiddirpur,
Kolkata 700023, Phone - 7044270775
3. Details of Information required : Service Conduct Rules of Cashier under
West Bengal Transport Corporation
Limited.

Kindly provide the following information to me being a citizen of India (Copy of Voted ID Card is enclosed herewith)

Whether a permanent employee holding a post of 'Cashier' is entitled to carry out any other business or trade or profession in his name? Kindly provide a copy of the Service Rule governing the post of 'Cashier' under West Bengal State Transport Corporation Limited in this regard.

4. Format in which the information is required : In physical form or other form the
information can be conveniently given.
5. Mode of delivery expected: Any reliable means of communication.



66

6. I state that the information sought for do not fall within the restrictions contained in Section 8 and 9 of the Right to Information Act, 2005 and to the best of my knowledge it pertains to your office.
7. I also state that I am eligible to seek information under the Right to Information Act, 2005.
8. Court fee of Rs. 10 - as fees for this application is affixed herewith. I am willing to pay necessary fees for obtaining such information as to the amount to be paid and particulars for making such payment.

Dated this of February, 2023

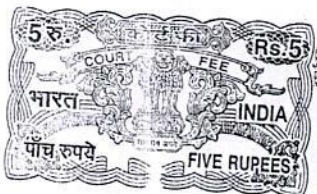
Yours faithfully

Encl:-

Voter ID Card.

: 7:

Annexure - "D"



The Right to Information Act, 2005

First Appeal for Central Government/State Government

Strikeout whichever not applicable

I.D. No. _____ Date: _____ [For office use]

To, D. Mukherjee
 Sri S. Chatterjee, Chief Accounts Officer - in-charge
 The First Appellate Authority under RTI Act
 Calcutta Transport Corporation (1978) Ltd,
 12, R.N. Mukherjee Rd., Kolkata 700001

Sir,

As I am aggrieved by no decision of State Public Information Officer, I hereby file this appeal for your kind decision.

1. Details of appellant

- 1.1 Full Name: Tapan Kumar Mukherjee
- 1.2. Full Address: 5/H/16, Bhukailash Road, P.S - Ekbalpore, P.O - Khiddirpur, Kolkata 700023
- 1.3 Phone/Cell No.: 7044270775
- 1.4 Email ID: tkmukherjeeepwd@gmail.com

2. Details of State Public Information Officer (SPIO):

- 2.1 Name/Designation: Tridip Kr. Manna/ Law & Claims Officer
- 2.2 Full Address: West Bengal Transport Corporation Ltd, Paribahan Bhawan (2nd Floor), 12, R.N. Mukherjee Road, Kolkata - 700001
- 2.3 Name of Public Authority: West Bengal Transport Corporation Limited
non superior staff as well as
3. Details of RTI application to SPIO: Service Conduct Rules of Cashier under West

Bengal Transport Corporation Limited. (CTE)

Date of Application: 02/02/2023

Mailed on: Hand delivery

Date of receipt by CPIO/SPIO: 02/02/2023



4. Particulars of payment of filing fee:

Court fee of Rs. 10/- as fees has been paid for this application.

5. Details of information sought: *non Supervising staff as well as*

Service Conduct Rules of Cashier under West Bengal Transport Corporation Limited.

6. Brief facts of the case:

Whether a permanent employee holding a post of 'Cashier' *as well as non Supervising staff* is entitled to carry out any other business or trade or profession in his name.

7. Reasons/grounds for this appeal:

It has been more than 30 days of receiving the RTI application by the concerned authority. The time period of 30 days have expired on 04/03/2023. Yet no action has been taken by the concerned authority.

8. Prayer/relief sought for:

To take necessary actions regarding the RTI application.

9. Enclosures: Photocopies of original RTI application with its enclosures.

10. Declaration:

I hereby state that the information and particulars given above are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with any information commission nor is pending with any Court or tribunal or authority.

Place: Kolkata

Date: 14/03/2023

Satan Kumar Mukherjee

Signature of appellant

P.S. Please refer office memorandum dated 09-07-2007 issued by DoPT, Govt. of India.

Note: Select either CPIO (Central Public Information Officer) or SPIO (State Public Information Officer) in your application Strikeout whichever not applicable



MODEL APPLICATION FORMAT FOR SECOND APPEAL TO INFORMATION COMMISSION

Date : 16.05.2023 Location Kolkata.

From:

Applicant's full Name:- Tapan Kumar Mukherjee.

Applicant's full postal address:- 5/H/16, Bhukailash Road, Police Station
- Ekbalpore, Post Office - Khidderpur, Kolkata - 700 023.

Applicant's Telephone No. & E-mail if any:-

tkmukherjeeecpwd@gmail.com.

To:

Assistant Secretary
The SPIO & Deputy Secretary,
Transport Department, West Bengal Paribahan Bhawan,
12, R.N. Mukherjee Road, Kolkata- 700001



Sub: An appeal under Section 19 of RTI Act, 2005.

Ref: My application for information under RTI Act, 2005 dated 14.03.2023
addressed to Chief Accounts Officer-in-Charge, First Appellate
Authority, under R.T.I. Act, Calcutta Transport Corporation (1978)
Ltd of 12, -R.N. Mukherjee Road, Kolkata - 700 001, of
establishment.

Sir/Madam,

The undersigned hereby submit an appeal application with the
following details as per prescribed rules.

1. Officer name, designation & address (with telephone No.) of against
whom the appeal is preferred:- Tridip Kumar Manna, Law and Claims
Officer & SPIO, of West Bengal Transport Corporation Ltd. Paribahan
Bhawan (2nd Floor), 12, R.N. Mukherjee Road, Kolkata - 700 001.
2. Particulars of PIO orders- number and date (if any):- 14.03.2023.
3. Brief facts leading to appeal:- It has been 30 days of receiving RTI
Application by the Concerned Authority, received on 02.02.2023 and
thereafter First Appeal on 14.03.2023 *it has been 45 days of receiving* but Reply not yet been done till
date.
4. Prayer / Relief sought (ex. Release of information, compensation etc.):
Whether a Permanent employee lodging a Post of Cashier as well as Non
Supervisor Staff is entitled to carry out any other business of trade in his
name simultaneously when he is in his job.
5. Appeal grounds for the prayer /relief :- Not reply of the R.T.I. dated
02.02.2023 and 14.03.2023 to till date.

-:2:-

6. Verification by the appellant: I attest that all the information in this application is true and correct to my knowledge:- I, TAPAN KUMAR MUKHERJEE, the applicant herein, do hereby verify the same and state that all the statements made in above foregoing paragraphs are known to me.

7. Index of Documents in support of appeal:

(a) The RTI application submitted before the SPIO along with documentary proof as regards payment of fee under the RTI Act:- Copy of Application dated 02.02.2023 is enclosed herewith. *P-3 to 4 & 5 to 6,*

(b) The order, or decision or response, if any, from the SPIO to whom the application under the RTI Act was submitted:- N.A.

(c) The first appeal submitted before the First Appellate Authority with documentary proof of filing the First Appeal:- Copy of Application dated 14.03.2023 is enclosed herewith. *Page 7 to 8,*

(d) The orders or decision or response, if any, from the First Appellate Authority against which the appeal or complaint is being preferred:- N.A.

(e) The documents relied upon and referred to in the appeal or complaint and:- As stated in (a) and (c)

(f) A certificate stating that the matters under appeal or complaint have not been previously filed, or are pending, with any court or tribunal or with any other authority;

CERTIFICATE

I, **TAPAN MUKHERJEE**, the applicant herein, do hereby confirm and state that I have not filed any other appeal save and except this instant appeal nor are pending before the Learned Court, Tribunal, Authority.

(g) An index of the documents referred to in the appeal or complaint and; As stated in (a) and (c)

(h) A list of dates briefly indicating in chronological order the progress of the matter up to the date of filing the appeal or complaint to be placed at the top of all the document filed:- as stated in (a) and (c).

(Signature/Thumb impression)

Name

Government of West Bengal
Transport Department
Paribahan Bhaban, 1st Floor,
Tel.No.033-2262-5582. Fax No. 033-2262-5408.
12,R.N.Mukherjee Road,Kolkata-700001.

No. 1832 -WT/TR/O/RTI- 09/18 Pt.I

Date.18.05.2023

From : **Sri Santanu Kumar Patra**
Assistant Secretary & SPIO

To : **Appellate Authority,**
WBTC (CTC)
12, R. N. Mukherjee Road,
Kolkata-700001.

Subject:-Forwarding of Application under RTI Act'05.

Sir,

I am directed to forward herewith an appeal dt.16.05.2023[U/s 6(3) of RTI Act,2005] from Sri Tapan Kumar Mukherjee with the request to provide accessible information directly to the applicant in compliance with the extant provisions of RTI Act,2005 with an intimation to the undersigned.

This may be treated as RTI urgent.

Enclosure:- As stated.

Yours faithfully,

Sd/-

Assistant Secretary & SPIO

No. 1832/1(1)-WT

Date.18.05.2023

Copy forwarded for information to:-

✓ **Sri Tapan Kumar Mukherjee, 5/H/16, Bhukailash Road, P.S. Ekbalpore,P.O. Khidderpore,**
Kolkata-700023.

Any further correspondence/appeal be submitted to the SPIO/Appellate Authority, o/o the WBTC (CTC).

Sd/-

Assistant Secretary & SPIO

Hearing on 29-12-2025

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

Thu, 04 Dec 2025 1:30:42 PM +0530

To "tramways1873"<tramways1873@gmail.com>,"wbstc1989"<wbstc1989@gmail.com>,"statepublicinformationofficer"<statepublicinformationofficer@gmail.com>

Cc "tkmukherjeeepwd"<tkmukherjeeepwd@gmail.com>

Please find the attachment, for further details visit our website

West Bengal Information Commission

1 Attachment(s)

WBIC-RTI-A-104677-1508-202...

16 KB

Link D.NO =

D.NO - 4915 (ATR)

10/12/25

West Bengal Transport Corporation Limited

(Formerly known as The Calcutta Tramways Co. (1978) Limited)

(A Government of West Bengal Undertaking)

CIN: U63090WB1982SGC035337

Tel. No. : 8697733287

12, R.N. Mukherjee Road

Kolkata - 700 001

IN REPLY PLEASE QUOTE

Fax: (033) 2248 3277

E-mail: tramways1873@gmail.com

Ref. No: PIO/WBIC/RTI/3148

Date: 09.12.2025

To
✓ The Section Officer
West Bengal Information Commission
Khadya Bhaban
11A, Mirza Ghalib Street
Kolkata - 700 087



Ref: Memo No. 6545-WBIC/RTI/A/104677/1508/2025 dated 04.12.2025
in connection to RTI application dated 02.02.2023 of Tapan Kumar Mukherjee

Sir,

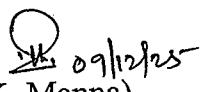
Under reference to the above this is for your kind information that information has already been supplied by the letter No. PIO/RTI/1560 dated 02.08.2023 which has been received by the applicant from the office on 08.08.2023 by hand.

A letter dated 08.08.2023 of the applicant may also kindly be perused where he declared that he has withdrawn his RTI letters.

Encl:

- 1) Reply of RTI application, with receiving evidence.
- 2) Withdrawn letter from the applicant dated 08.08.2023

Yours faithfully


(T. K. Manna)
Law & Claims Officer
& SPIO

~~ATR~~
20/12/25
file for further action.
10/12/25

20/12/25
Hearing
29/12/25

West Bengal Transport Corporation Limited

(Formerly known as The Calcutta Tramways Co. (1978) Limited)

(A Government of West Bengal Undertaking)

CIN: U63090WB1982SGC035337

Tel. No. : 8697733287

IN REPLY PLEASE QUOTE

Ref. No: PIO / RTI / 1560

12; R.N. Mukherjee Road
Kolkata - 700 001

Fax: (033) 2248 3277

E-mail: tramways1873@gmail.com

Date: 02.08.2023

To
Shri Tapan Kumar Mukherjee
5/H/16, Bhukailash Road,
Khidderpore, P.S. - Ekbalpore
Kolkata - 700 023.

Sub: Supply of information under RTI Act.

Ref: RTI application Dated 02.02.2023, letter received from
Transport Deptt, vide No. 1832-WT/TR/O/RTI-09/18/PT. 1 dated 18.05.2023

Sir,

Under reference to the above photocopy of the 'Amending Standing Order' of the company is enclosed herewith

Yours faithfully

Sd/-

(T. K. Manna)
Law & Claims Officer
& SPIO


Date: 02.08.2023

Ref. No: PIO / RTI / 1560 / (2)

Copy forwarded for kind information to:

c.c. Deputy Secretary, Transport Department, Govt. of West Bengal
c.c. Jt. Managing Director.

Office Copy

 02/08/23.
(T. K. Manna)
Law & Claims Officer
& SPIO

Received by
Tapan Kumar Mukherjee 02/08/2023

West Bengal Transport Corporation Limited

(Formerly known as The Calcutta Tramways Co. (1978) Limited)

(A Government of West Bengal Undertaking)

CIN: U63090WB1982SGC035337

Tel. No. : 8697733287

IN REPLY PLEASE QUOTE

Ref. No: PIO / RTI / 1560

12, R.N. Mukherjee Road

Kolkata – 700 001

Fax: (033) 2248 3277

E-mail: tramways1873@gmail.com

Date: 02.08.2023

To

Shri Tapan Kumar Mukherjee

5/H/16, Bhukailash Road,

Khidderpore, P.S. – Ekbalpore

Kolkata – 700 023.

Sub: Supply of information under RTI Act.

Ref: RTI application Dated 02.02.2023, letter received from

Transport Deptt, vide No. 1832-WT/TR/O/RTI-09/18/PT. 1 dated 18.05.2023

Sir,

Under reference to the above photocopy of the 'Amending Standing Order' of the company is enclosed herewith

Yours faithfully

Sd/-

(T. K. Manna)

Law & Claims Officer
& SPIO

Ref. No: PIO / RTI / 1560 / (2)

Date: 02.08.2023

Copy forwarded for kind information to:

c.c. Deputy Secretary, Transport Department, Govt. of West Bengal

c.c. Jt. Managing Director.

Office Copy



02/08/23.

(T. K. Manna)

Law & Claims Officer
& SPIO

(2)

UNDERTAKING OF
THE CALCUTTA TRAMWAYS COMPANY LIMITED
(Incorporated in England)

AMENDED STANDING ORDERS

The Company and employees engaged in its various departments are subject to the following Standing Orders regulating conditions of service, in accordance with the provisions in the Industrial Employment Standing Orders Act, 1946.

1. DEFINITION AND CLASSIFICATION

In these Orders, unless there is anything repugnant in the subject or context :-

Employee means all persons employed by the Company in its various departments.

Employee may be permanent, probationary, temporary or casual.

A Permanent Employee is one whose name has been entered as such in the Company's records and who has been duly notified accordingly by the Departmental Head.

A Probationary Employee is one who is on probation for a specified period.

~~The probationary period will be 6 months.~~

A Temporary Employee is one who is engaged for any type of work which is of a temporary character.

A Trainee is one who is appointed as such by the Departmental Head and is paid a special wage during the period of his training.

The Company means The Calcutta Tramways Company Limited.

The Agent means the Agent of The Calcutta Tramways Company Limited or any other official to whom his powers have been delegated.

The Head of a Department means the head of one of the various departments of The Calcutta Tramways Company Limited or such other official to whom his powers have been delegated.

The Officer means the Officer-in-Charge or the Officer of The Calcutta Tramways Company Limited or any other official to whom his powers have been delegated.

2. NOTICE OF EMPLOYMENT

Notice of employment shall be given to every employee most accept the following conditions of service which will be displayed on Notice Boards in prominent places and in languages as required by the Act.

3. EXAMINATION AND ENGAGEMENTS

An applicant for employment will be subject to a medical examination by a Company's Medical Officer and any other trade test deemed to be necessary. No reason will be given for refusing an applicant.

All engagements other than temporary are subject to a probationary period as laid down by the Company. On expiry of this period if considered suitable an employee becomes a member of the Permanent Staff.

4. MANNER OF DETERMINING PERIODS OF HOURS OF WORK, REST PERIODS, PAY DAYS AND WAGES RATES

Notices specifying the following will be displayed on Notice Boards :-

- (1) Hours of work and rest periods as required for the proper and efficient running and maintenance of the System and in accordance with the Indian Factory and other relevant acts where applicable.
- (2) Pay days as required by the Payment of Wages Act. (Should an employee be unable to attend for payment at the appropriate time, his dues will be paid on such date as may be specified by the Company. No claim will be entertained after a period of three years).
- (3) Overtime rates as per applicable rules which will include statutory and Tribunal Awards).
- (4) In the special case of the Factory employees those days to be observed as holidays in conformity with statutes, Tribunal Awards and usage.

5. SHIFT WORKING

Shift working will be regulated in accordance with Factories Act where applicable and in other cases according to the rules of the Company. More than one shift may be worked at the discretion of the Company and employees shall remain in the shift to which they have been allocated. When an employee is transferred from one shift to another, a written notification of which will be displayed in the proper manner. If shift working is recommended, any staff laid off during the closing down of the shift would be given preference at the time of the recruitment as far as possible.

6. ATTENDANCE AND LATE REPORTING

All employees will be at work at the times fixed and notified to them. Any employee who attends late shall be permitted to commence work up to a grace period allowed by each department. Beyond this grace period an employee may be permitted to work provided he has obtained sanction from his departmental head; he is liable to be paid for such hours as have been worked. An employee absent from his place of work during his working hours, without permission or without sufficient reason will be treated as absent and a deduction will be made from his wages in accordance with the Payment of Wages Act.

7. LEAVE AND HOLIDAYS

According to the various categories of employees, Privilege and Casual Leave will be granted in terms of the Company's rules which includes statutes and Tribunal awards.

Leave applications must be addressed on the prescribed forms to the Departmental Heads and though leave will normally be granted in accordance with the Company's rules it may be postponed temporarily if it interferes with the efficiency of the System. If the leave as per rules of the Company is postponed, the reasons thereof shall be recorded and supplied to the persons concerned when demanded.

8. EXIT, ENTRY AND LIABILITY TO SEARCH

All employees entering their place of work and at any time whilst on duty are liable to be searched by any person authorised by the Company provided that no search shall be made except in the presence of one witness.

A declaration must be made upon entering the Company's premises of any personal property the employee may have in his possession. If circumstances warrant such property will be kept in the safe custody of the Company until his duty ends.

All employees must enter and leave the Company's premises at the place appointed for this purpose.

9. STOPPAGE OF WORK

The Company may at any time or times in the event of fire, catastrophe, breakdown of machinery or stoppage of power supply, shortage of essential raw materials, epidemic, civil commotion or other causes whatsoever beyond the control of the Company, suspend the working of the Tramways System or portion or portions thereof, fully or partially for any period or periods. Notice will be put up as soon as practicable.

10. STRIKES

The Company may in the event of a strike affecting either wholly or partially any one or more section or sections of the System, close down either wholly or partially such section or sections and any other section or sections affected by such closing down and for any period or periods. Notice will be put up as soon as practicable.

11. TERMINATION OF EMPLOYMENT

Permanent employees who wish to resign must give one month's notice in writing to the Head of their Department.

Except in cases of misdemeanours, permanent employees who are discharged will normally be given one month's notice but if it is considered that an employee should be discharged without notice, one month's wages may be given in lieu of notice.

Temporary employees will be given 14 days' notice before discharge or pay in lieu of notice except in case of misdemeanour.

12. MISDEMEANOUR AND DISCIPLINE

All employees guilty of breaches of discipline by misdemeanours will render themselves liable to punishment by reprimand, warning, suspension, fine, debit, postponement of increment, reversion, discharge, dismissal or other punishment as may be deemed expedient. All employees will be held liable to pay for loss or misappropriation of Cash or Company Property which may be in their custody or wilful damage to Company Property.

12.(a) The following are major misdemeanours and for commission of any of them the punishment is Reversion, Discharge or Dismissal :

1. Wilful insubordination or disobedience whether alone or in combination with others to any lawful or reasonable order of a Superior including an order to work overtime in accordance with provisions of the Factories Act or Company's Rules.
2. Continuous unauthorised absence in excess of 7 days except cases of Sickness covered by Company rules.
3. Disclosing without authority confidential information about Company's affairs.
4. Demanding, accepting, or offering bribes or any illegal gratification whatsoever.
5. Holding of unauthorised meetings inside the Company's premises provided it does not interfere with the rights under the Indian Constitution.

6. Taking part in or inciting others to take part in illegal strikes or interruption to Company's work.
7. Smoking where prohibited by notice for safeguarding inflammable materials.
8. Failure to observe safety instructions resulting in a major accident.
9. Theft, cheating, impersonation, fraud, dishonesty.
10. Wilfully or due to rashness or negligence endangering the lives, property and safety of others.
11. Wilful damage to Company's property or goods or damage to Company's property or goods due to rashness or negligence.
12. Riotous conduct and/or aggressive behaviour within the Company's premises and/or while on duty.
13. Sleeping on duty in the case of Watch & Ward Staff. Plea of sickness will not be accepted as an excuse unless confirmed by Company's Chief Medical Officer.
14. Jobbing on an employee's own account on the premises of the Company.
15. Conviction in a Court of Law for any criminal offence involving moral turpitude.
16. The collection of Union or other subscriptions or distribution of subversive propaganda leaflets or the posting of subversive notices on or within the Company's premises and tramcars without the sanction in writing of the Agent having been first obtained except as may be permissible under the Constitution of India or the Code of Discipline.
17. Being found guilty of more than three minor offences within a period of 1 or 2 years as the case may be as defined in these rules hereafter.
18. Any other act which is sufficiently serious to constitute a major misdemeanour and for which there is no provision in the above clauses. This clause will be applied sparingly and only in extreme cases, and a charge sheet under this clause shall be issued only by the Departmental Heads themselves, and in consultation with the Establishment Officer.

The Establishment Officer means the Establishment Office of the City Tramways Company Limited or such other Officer to whom his power is delegated.

If no minor accident for which that driver is held to blame occurs within one year from the previous minor accident, the next minor accident will be the first in the record for the purpose of this rule.

Similar accidents for which Drivers are held to blame in two successive years, will also make a major misdemeanour.

If punishment is imposed for minor accidents by Tram Drivers, first punishment will be warning, second punishment will be warning which may be accompanied by fine, third punishment may be suspension of not more than 7 days.

The present system of dealing with Drivers' accidents, will be abandoned.

Drivers' will not be called after every minor accident, but 2 or more minor accidents will be dealt with together.

All punishments awarded shall be correctly recorded on the employees' Record Cards and Service Books or in Personal Files.

For the purpose of sub-clauses (c) and (d) of this clause in respect of Traffic Staff only, such minor offences which are dealt with by Officers not below the rank of Chief Traffic Officers shall be taken into account and recorded in the Service Books. Offences dealt with at lower levels shall not be recorded in the Service Books.

Chief Traffic Officers mean Chief Traffic Officers of the Calcutta Tramways Company Limited or such other Officers to whom their powers may be delegated.

13. CHARGE SHEETS

Any employee charged with a major misdemeanour under these rules or with continual unauthorised absence of over two weeks other than cases of sickness covered by the Company's rules, shall receive a copy of such charge or charges and will be given every opportunity to rebut the charge or charges. If however an employee evades receiving the charge sheet or cannot be found, the charge sheet will be displayed on the Notice Board at his usual place of work and this will be reckoned as due service of charge sheet and the case will be decided in his absence. The charge or charges will be clearly stated in the charge sheet and the employee or employees will be forthwith suspended. The suspension period shall not generally exceed 4 days and in any case should not extend beyond 7 days. A written reply must be submitted by the employee or employees so charged within 3 working days, and as soon thereafter as possible an enquiry will be instituted by the Departmental Head at which an employee so charged shall be given every opportunity to rebut the charge or charges and shall have the right to cross examination. He may by prior arrangement opt to be represented by a fellow-employee. But if an employee does not submit his written explanation as required or does not present himself at the Enquiry the case will be decided in his absence. Except as hereinbefore mentioned no employee will be dismissed or discharged unless a charge sheet has been issued. Cases of continual unauthorised absence will be dealt with in accordance with the following procedure, namely, cases of continual absence beyond 7 days and not exceeding 14 days, except cases of sickness covered by the Company's rules will be dealt with by charge sheets but for cases of continual absence exceeding 14 days, the charge sheet procedure will be dispensed with and the offenders will be treated as automatically discharged.

If the charge after inquiry is established, the employee concerned in addition to such other action as may be imposed, shall be deemed to be absent from duty during the suspension and shall not be entitled to any remuneration for such period.

If however, the charge is not established, the employee shall be deemed to be on duty during the period of suspension and shall be entitled to a full day's pay for each working day of suspension.

No employee will be dismissed or discharged except by a Departmental Head.

An employee whose services are dispensed with due to a major misdemeanour will, according to the seriousness of the offence, be discharged or dismissed without notice or pay in lieu of notice.

If discharged, he will receive the benefits due to him in accordance with the Rules of Provident Fund; if dismissed he will forfeit the benefits as provided in the Provident Fund rules.

An employee who has been discharged or dismissed has the right to appeal to the Agent within a period of 14 days from the date of the order after which period no appeal will be considered.

If a workman refuses to accept a Charge Sheet or to submit an explanation within the stipulated time on being charged with an offence against him, the case will be decided in his absence.

14. COMPLAINT BY EMPLOYEES AND MEANS OF REDRESS

All complaints arising out of employment including those relating to unfair treatment or exaction on the part of the Company, may be submitted to any Company's Officer. All such complaints will be carefully considered. In the first instance, will be referred to the Departmental Officer or his Deputy, and if necessary, to the Agent, if the seriousness and nature of the complaint so demands.

This shall be without prejudice to any rights or redress an employee may have under any existing law for the time being in force.

15. MEETING

No meetings will be held or attended on the Company's premises without the prior written sanction of the Agent.

ACCIDENTS

In the event of an accident involving the Company's property or person, or the property or personnel of any other person, an immediate report will be made to the Agent, together with the names and addresses of witnesses obtainable. Should any employee be involved in an accident while on duty the terms of the Workman's Compensation Act will apply.

17. RETIREMENT

The retiring age in the Company is 55 years but the age limit may be extended under special circumstances.

18. RIGHTS OF THE COMPANY

The Company's rights relating to fines and deductions under the Payment of Wages Act and rules shall not be affected by the terms of these Standing Orders. Apart from these Standing Orders, rules for guidance and procedure will be issued by the Agent and Departmental Heads.

19. AMENDMENTS

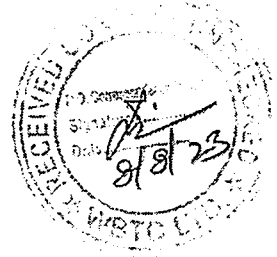
The Company may from time to time amend these Orders in accordance with provisions of the Industrial Employment (Standing Orders) Act 1946, or any amendment thereof.

Published by order of the

Administrator.

To,

✓ The Law & Claims Officer & SPIO
WBPTC Ltd. Paribahan Bhawan 2nd Floor,
12, R.N., Mukherjee Road,
Kolkata - 700001



Re : With drawl of my R.T.I. letter sent to your office concern.

Sir,

As per the Oral Conversation & assurance as you have premised to give my answer of the RTI letters separately. Thus I hereby withdrawn my all RTI letters.

This is for your perusal of necessary earlier.

Thanking you,

Your faithfully,


(TAPAN KUMAR MUKHERJEE)

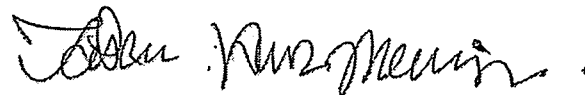
Copy forwarded for information and necessary action please :

1. The Managing Director, W.B.T.C. Ltd. Paribahan Bhawan 3rd Floor, 12, R.N., Mukherjee Road, Kolkata - 700001. Letter received by your office on 02.02.2023.
2. D. Majumder, Cheif Accounts Officer -in-Charge, CTC (1978), Paribahan Bhawan 3rd Floor, 12, R.N., Mukherjee Road, Kolkata - 700001, letter received by your office on 14.03.2023.
3. The SPIO & Aasistant Secretary, Transport Department W.B., 1st Floor, Paribahan Bhawan 2nd Floor, 12, R.N., Mukherjee Road, Kolkata - 700001, Letter Received bny your office on 16.05.2023.
4. Sri Viendra, SCIC, W.B., 11A Mirza Ghalib St., Janbazar, Taltala, Kolkata, West Bengal - 700 087., , letter received by your office on 19.06.2023 vide Docate No. 2008.

Your faithfully,

Date 08/08/2023

Mob No.7044270775



(TAPAN KUMAR MUKHERJEE)

5/H/16, Bhukailash Road

Kolkata - 700 023

Email:tkmukherjeeepwd@gmail.com