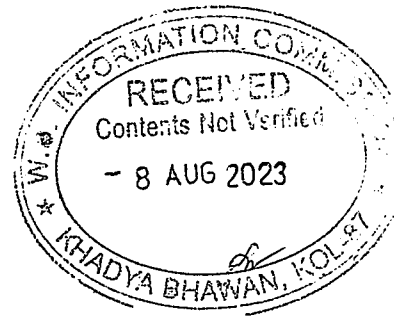


2799/(F)  
08/08/2023



To  
Smt. Lalita Agarwala  
Secretary & Registrar,  
West Bengal Information Commission.

Respected Madam,

I hereby submit before you an application of second appeal u/s 19(3) of the Right to Information Act, 2005 (hereinafter referred to as "the RTI Act"). The required details of the RTI application, in the format put forth by the Hon'ble Commission vide circular no. 3008-WBIC/Admin-05/13, dated 20/08/2019, are presented hereunder.

Name of the applicant	Wrichik Basu
Complete postal address	8/13A, Naskar Para Lane, 2nd Floor, Dhakuria, Kolkata - 700031, West Bengal, India. <i>Photocopy of Passport enclosed.</i>
Contact No.	+91-9831287343 or +91-8240318374
Email ID	wrichik.basu.science@gmail.com
Date of filing of application for information u/s 6(5) of the RTI Act, 2005	02 March 2023
Whether application fee paid?	Yes.
Mode of payment	Two ₹5/- Court Fee stamps, attached on the RTI application.
Name and address of the SPIO/SAPIO to whom the application was made	Dr. Supratim Das Vice Principal and SPIO, Scottish Church College. 1 & 3, Urquhart Square, Kolkata - 700006, West Bengal.
Whether RTI petition was transferred to another SPIO u/s 6(3) of the Act?	No.
Gist of information sought	1. A written notice, issued before the date of the RTI application and explicitly valid as of the date of the application, that strictly forbids only the students from exiting the campus through the front gate. 2. How many water purifiers are there in the institute, how many times are they serviced, and copy of invoice of servicing.
Have you received any information/response?	Yes, dated 12 April 2023. <i>Self-attested photocopy of response attached.</i>

Date of filing first appeal	17 April 2023. <sup>1</sup> <i>Self-attested copy of application enclosed.</i>
Authority to whom 1st appeal was made with address	Dr. Swapan K. Mukhuty Secretary, Scottish Church College. 1 & 3, Urquhart Square, Kolkata – 700006, West Bengal.
Decision of 1st Appellate Authority, including number and date of the order	Number: N/A. Date: 23 May 2023. 1st Appellate Authority upheld the responses given by the SPIO, without giving any further information. In essence, rejected the appeal. <i>Self-attested photocopy of order of 1st Appellate Authority attached.</i>
Grounds for 2nd Appeal and the relief sought	<i>Please see enclosed document titled "Grounds for 2nd Appeal".</i>
Reason for filing 2nd appeal after expiry of time period specified u/s XX of the Act	90 days have not yet elapsed from the date of receipt of the 1st appeal reply.

I, Wrichik Basu, son of Late Soumitra Basu, aged about 22 years, by citizenship Indian, do hereby solemnly affirm that the statements made above are true to the best of my knowledge based on records, and the rest are my submissions to the Hon'ble Commission.

Place: Kolkata.

Date: 07/Aug./2023

Enclosed: As above.



WRICHIK BASU

<sup>1</sup>Two 1st appeals were filed. The former was filed because the SPIO did not reply to the RTI application within the stipulated time frame. However, a few days after dispatching the letter, the SPIO sent a reply without the intervention of the 1st Appellate Authority. The initial first appeal was then withdrawn and another was filed based on the reply given by the SPIO. The date is that of the second 1st appeal.

Wichik Basu

राष्ट्रीय / Type <b>P</b>	राष्ट्र कोड / Country Code <b>IND</b>	पासपोर्ट नं. / Passport No. <b>T3372430</b>
उपनाम / Surname <b>BASU</b>		
दिया गया नाम / Given Name(s) <b>WRICHIK</b>		
राष्ट्रीयता / Nationality <b>भारतीय / INDIAN</b>	लिंग / Sex <b>M</b>	जन्म तिथि / Date of Birth <b>12/09/2000</b>
जन्म स्थान / Place of Birth <b>KOLKATA, WEST BENGAL</b>		
जारी करने का स्थान / Place of Issue <b>KOLKATA</b>		
जारी करने की तिथि / Date of Issue <b>23/04/2019</b>	समाप्त की तिथि / Date of Expiry <b>22/04/2029</b>	



P<INDBASU<<WRICHIK<<<<<<<<<<<<<<<<<<<<<<<<  
T3372430<5IND0009128M2904227<<<<<<<<<<<<<<<<2

9.33 **कायूनी अधिभाषण का नाम / Name of Father / Legal Guardian**



T3372430

SOUMITRA BASU

10. Name of Mother

ARPITA BASU

पति व/या स्त्री का नाम / Name of Spouse

Address

8/13A, NASKAR PARA LANE

GARFA, KOLKATA

PIN:700031, WEST BENGAL, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

CA2062055538519

Beichik Barn

2 March 2023.

To  
Dr. Supratim Das  
Vice Principal and Information Officer,  
Scottish Church College, Kolkata.

Subject: Request for information under the RTI Act, 2005.

Respected Sir,

I request you to provide me with the following information u/s 6(1) of the Right to Information Act, 2005.

1. The security at the front gate of the main campus forces the students to exit through the back gate, even though the faculty and non-teaching staff are allowed to use the front gate for exit at all times. A notice regarding this was temporarily issued on 16 November 2021 when the college reopened after the COVID-19 pandemic. The date of termination given on that notice was 30 November 2022. No further notice regarding this is available on the notice board on the college website. More importantly, as of the date of this application, both the State and Central Governments have relaxed the guidelines that were put in place during the surge of the pandemic. Even wearing masks on aeroplanes is no longer mandatory as per the latest rules by the DGCA. In the college campus itself, nobody is wearing masks, from the higher authorities to the faculty and non-teaching staff. Forcing *only* the students to use the back gate seems to be against the principles of natural justice. Keeping the above in view, I want a copy of the *written* notice, which has been issued *before* the date of this RTI application and is still valid as of today, that strictly prohibits *only* the students from using the front gate to exit the college premises.
2. (a) How many water purifiers<sup>1</sup> are installed on the college premises<sup>2</sup>? In addition to the total number, please also give a list per floor per building.  
(b) When was the last time each of these water purifiers was thoroughly serviced<sup>3</sup>? Please provide the last invoice issued by the service agency to the college stating when the last servicing was done, how many water purifiers were serviced, and what was replaced.  
(c) How frequently are these water purifiers serviced?

Please provide a pointwise reply. Furthermore, please note that certain terms have been defined in the footnote. The reply may directly be given to the email ID mentioned below.

<sup>1</sup> aka. "aquaguard", not including water coolers


<sup>2</sup> "Premises" includes both 1 and 3, Urquhart Square.

<sup>3</sup> "Serviced" includes not only cleaning the water purifiers, but also replacing the iron/sediment filter and carbon filter (or, in the case of RO purifier, the candles) inside them.

Two ₹5/- Court Fees stamps have been attached with this application as the fee for the RTI application, as per Section 3(1) of the West Bengal Right to Information Rules, 2006.

Thanking you,

Yours sincerely,



[WRICHIK BASU]

8/13A, Naskar Para Lane, 2nd Floor,

Near Naskar Para Bazar,

Dhakuria, Kolkata – 700031.

+91-9831287343

wrichik.basu.science@gmail.com





12<sup>th</sup> April, 2023

**Wrichik Basu**

8/13A, Naskar Para Lane,  
2<sup>nd</sup> Floor,  
Near Naskar Para Bazar,  
Dhakuria,  
Kolkata -700031

**Response to queries raised under RTI Act 2005**

**In response to your RTI query dated 02.03.2023, please find the following information:**

1. Regarding your query about entry of students in the college Main Building through the front gate and exit through the back gate, this is to inform you that it was a decision of the Management for convenience of movement and in the interest of the college.
2. As students have already become accustomed to this practice, it still continues.
3. Regarding your query about water purifiers, it may be noted that at present there are 24 purifiers in the college and they are serviced 3 times in a year by the company staff in compliance with the AMC.

*Supratim Das*  
**Dr. Supratim Das** 12/04/2023  
**Vice Principal and**  
**State Public Information Officer**  
Vice-Principal  
Scottish Church College  
Kolkata 700 006



*Wrichik Basu*

17 April 2023.

To

Dr. Swapan Kr. Mukhuty  
Secretary and RTI Appellate Authority,  
Scottish Church College, Kolkata.

Subject: Withdrawal of RTI appeal dated 10 April 2023 and submission of new appeal against reply received in response to RTI application dated 02 March 2023.

Respected Sir,

I had filed an application, dated 02 March 2023, requesting information under the Right to Information Act, 2005. As I had not received the reply within the stipulated time of 30 days, I had submitted an appeal dated 10 April 2023, which was delivered to you on 12 April 2023. I hereby withdraw that appeal because I have received the reply to my original request for information on 15 April 2023.

I am, however, submitting a fresh appeal u/s 19(1) of the Right to Information Act because I am not satisfied with the reply I have received. The original RTI application and the reply have been attached for your reference. My grievances are as follows:

1. In the last sentence of point 1 in my original application, I had clearly stated that *I wanted a copy of the notice that has been issued before the date of the RTI application and still valid as of the date of the original application, which strictly and explicitly prohibits only the students from using the front gate to exit the college campus.* In the reply, I was given reasons for why the students have to use the back gate to exit the campus, but the notice through which the management decision was officially communicated to the students was not sent.
2. In point no. 2, I had asked regarding the number of water purifiers and how frequently they are serviced. I was given the total number of water purifiers, but not a list per floor per building, which I had requested in sub-point (a).
3. In point 2(b), I had asked for a copy of the invoice issued by the service agency to the college with respect to servicing of the purifiers. In the reply, it has been stated that the purifiers are serviced three times in a year as per an AMC. But I have not been given the invoice for this AMC.

Thanking you,

Yours sincerely,

*Wrichik Basu*

[WRICHIK BASU]

8/13A, Naskar Para Lane, 2nd Floor,  
Dhakuria, Kolkata – 700031.

+91-9831287343

wrichik.basu.science@gmail.com

*Wrichik Basu*

# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India  
NAAC Re-Accredited Grade 'A' Institution (3<sup>rd</sup> Cycle)



Estl. 1830

1&3 Urquhart Square, Kolkata 700 006  
Ph: 033 2350 3862 Fax: 033 2350 5207  
www. www.scottishchurch.ac.in  
email scottish.cal@gmail.com

Secretary  
Ph. 033 2350 3862,

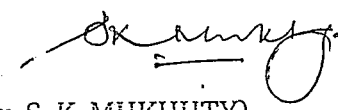
dated, 23<sup>rd</sup> May 2023

To  
Wrichik Basu,  
8/13A, Naskarpara Lane,  
2<sup>nd</sup> floor,  
Dhakuria,  
Kolkata- 700031.

Appeal Order on your application dated 17 April 2023 under Right To Information Act 2005

Having perused the reply dated 12.04.2023 of the State Public Information Officer, Scottish Church College, Kolkata, I pass order as follows:

1. I agree with the reply dated 12.4.2023 given by the State Public Information Officer Dr. Supratim Das, Vice Principal in response to your queries. The reply is self explanatory, adequate and requires no intervention.
2. The query raised in point 2(b) regarding copy of invoice issued by the service agency to the college, the invoice can not be provided as the same is given in a fiduciary relationship between the service agency and the college as the principal.

  
(Dr. S. K. MUKHUTY)  
RTI Appellate Authority,  
Scottish Church College  
Secretary  
scottish Church College  
Kolkata-700 006





## Grounds for second appeal

Point no. as in original application	Grounds for second appeal
1.	<p>If the Hon'ble Commission reads through point no. 1 in my RTI application, you will find that the information requested is encoded in the last sentence under that point. The rest of what I have written is for context. I asked for a <i>written notice</i> that was issued <i>before</i> the date of the RTI application, and was <i>explicitly valid</i> as on the date of the application, which strictly forbids <i>only</i> the students from exiting the campus through the front gate. For the record, such a notice was issued on 16 November 2021, but it explicitly stated an expiry date (30th November). The notice has been attached. No further notice in this regard is available on the college portal, nor physically displayed in the college premises.</p> <p>The SPIO, in his reply, has stated who took this decision and why it was taken, none of which I have asked for. I never asked why those decisions were taken. I asked for a notice that communicates the decision of the management to the students specifying that the rules made during COVID have been made permanent. When the management of any institute takes a decision affecting the people associated with it at large, it is bound to inform that decision to those people via a circular or a notice. In this case, either that notice exists, or it doesn't. If it exists, the SPIO should give me a copy. That's it. Neither the SPIO, nor the First Appellate Authority have been able to provide me with this notice, nor state that it doesn't exist. A rule cannot be enforced unless a written order regarding the same is explicitly available.</p>
2(a)	<p>The SPIO has given the total number of water purifiers, but not a list per floor per building in the entire campus, which I had asked for in the RTI application in addition to the total number. This has been overlooked by the First Appellate Authority completely.</p>
2(b)	<p>The SPIO has replied that the water purifiers are serviced thrice a year in accordance with an AMC with the company. This satisfies point no. 2(c). However, in 2(b), I have also asked for a copy of the invoice issued to the college that proves that the purifiers are actually serviced. The SPIO has not provided this. The First Appellate Authority has, on the other hand, rejected my application stating that there is a fiduciary relationship with the servicing company which the college cannot violate.</p> <p>I do not understand how the invoice of an AMC can be such a secret document that neither the SPIO nor the Appellate Authority</p>

Point no. as in original application	Grounds for second appeal
	<p>wants to make it public. Has the institute signed an NDA with the servicing company? That is very unlikely. What is the proof that such an AMC actually exists? The institute, on one hand, writes in the Statutaory Declaration (enclosed, highlighted on page no. 3) that "all information" is open to the public and can be requested by any citizen of the country, but then, denies such a simple information. In addition, as a student in this college, it matters to me whether the purifiers from where I have been filling water are actually serviced or not.</p> <p>The SPIO may argue that giving out the document can hamper their process of calling for tenders in the future because the amount of the last accepted tender will become public. I believe that is not a viable argument. If, for instance, someone requests information on how much grant was sanctioned by the college for the laboratory of a particular department in a certain fiscal year, and exactly how that amount was utilized, the institute will again come up with the argument that there is a fiduciary relationship between the college and the people who supplied the instruments to the lab, and thereby deny providing the receipts. In this way, the institute can actually avoid supplying any proof of expenditure and escape accountability. My aim here, however, is not to track expenditure, but to simply see whether such an AMC actually exists.</p> <p>The RTI Act has provisions for not supplying data related to a third party. This information is not about the third party (the company that does the servicing), it is about the college and whether such a contract actually exists or not. Hence, from this point of view, the institute cannot withhold the information. Any personal information, such as phone numbers, can definitely be hidden, but that should be it, in my opinion.</p>

Date: 07/Aug./2023

Enclosed: As above.

*Wrichik Basu*

WRICHIK BASU

**Scottish Church College**  
**[Advisory for STUDENTS]**  
**(Issued by Covid-19 Cell)**  
**16/11/2021 – 30/11/2021**

**To be followed strictly on campus**

- (i) Wear face mask properly. No entry without mask on campus-
- (ii) Wash/sanitize hands frequently
- (iii) Maintain social distancing rigidly
- (iv) Use the Entry and Exit gates separately as specified
- (v) Entry within campus without a **valid College Identity Card is prohibited**
- (vi) Use of **canteen, common rooms, gymnasium and college playground** are **strictly prohibited**
- (vii) In the classroom, sit on the **allowed positions only**
- viii) Loitering in the campus/ gathering in classrooms etc. should be strictly avoided
- (ix) Report to the Principal/ Vice Principal immediately on having Covid like symptoms
- (x) In the laboratory, **maximum 15 students (preferably 10)** will be allowed at a time provided that **Covid protocols are not violated**
- (xi) Laboratory equipment/ apparatus to be used as per the guidelines and under the vigilance of teachers/ non-teaching staff
- (xii) Doctors on campus will be available as per the following schedule:

<b>Tuesdays – 2 pm – 4:30 pm</b>
<b>Thursdays – 2 pm – 4:30 pm</b>
<b>Saturdays – 9:30 am -11:45 am</b>

- (xiii) Follow the entry and exit timings strictly as mentioned below:

**Entry and Exit Timings**

<b>Department</b>	<b>Entry</b>	<b>Exit</b>
Lab-based morning batch	9:45 am	1 pm
Lab-based afternoon batch	1:45 pm	5 pm

Non-lab-based (Science & Arts)	10:45 am	3 pm
B. Com	7:45 am	12 noon
B.Ed	10:45 am	3 pm
BBA	10:45 am	3 pm

Contact the College Covid Cell as and when required
Email: <a href="mailto:covid19scc@scottishchurch.ac.in">covid19scc@scottishchurch.ac.in</a>

*Failing to comply with the advisory will liable the students for strict disciplinary action as will be decided by the Covid19 Cell*

By order

*Arachik Baru*

**Statutory Declaration under Section 4 (1) (b) of Right to Information  
(RTI) Act – 2005**

**PARTICULARS OF THE ORGANIZATION, FUNCTION AND DUTIES**

**Name of the Governing Body:** Church of North India

**Name of the Institution:** Scottish Church College

**Address:** 1 and 3 Urquhart Square Kolkata- 700006, West Bengal, India.

The college is affiliated to University of Calcutta and SRA (NCTE) and is run under the instructions/ orders issued by University of Calcutta and Directorate of Higher Education, Government of West Bengal.

**Major activities**

☐ The major activities are in accordance with the vision and mission of the college:

**Vision**

Empowering students to become intellectually sound, upright in values, virtuous and socially concerned to contribute as future leaders of the Nation by fulfilling their academic passions through liberal education and spiritual zeal.

**Mission**

To provide ideal learning environment conducive to a missionary approach wherein students from diverse social, economic and ethnic backgrounds grow together in mutual respect by integrating skills and values in a well-balanced curriculum imparted through high quality creative instructions to realize their highest potential.

**Profile of the Institution**

Private Aided College included under 2(f) and 12(B) Schedule of UGC.



# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India



Estd. 1830

1&3 Urquhart Square Kolkata- 700 006  
Ph: 033 2350 3862 Fax: 033 2350 5207  
www. www.scottishchurch.ac.in  
email principal@scottishchurch.ac.in

PRINCIPAL  
Ph. 033 2350 3862, Ext. 110  
email: scottish.cal@gmail.com

**Head of the Institution** Principal, Scottish Church College, 1 and 3 Urquhart Square

Kolkata- 700006, West Bengal India

**Contact Number:** (Mobile) 9830075960, Landline: 033-23503862

**Email:** principal@scottishchurch.ac.in

**Website:** www.scottishchurch.ac.in

**Working Hours:** 10.00 A.M. to 5.00 P.M. (B. Com- 6 AM to 11 AM)

**Holidays:** The College remains closed on all Public Holidays.

## **Courses Offered:**

### **Under Graduate Programmes**

1. B.A. Bengali
2. B.A. English
3. B.A. History
4. B.A. Philosophy
5. B.A. Political Science
6. B.A. Sanskrit
7. BBA
8. B. Com
9. B. Ed
10. B. Sc. Botany
11. B. Sc. Chemistry
12. B. Sc. Computer Science
13. B. Sc. Economics
14. B. Sc. Mathematics



# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India



Estd. 1830

1&3 Urquhart Square Kolkata- 700 006  
Ph: 033 2350 3862 Fax: 033 2350 5207  
www. www.scottishchurch.ac.in  
email: [principal@scottishchurch.ac.in](mailto:principal@scottishchurch.ac.in)

PRINCIPAL  
Ph. 033 2350 3862, Ext. 110  
email: [scottish.cal@gmail.com](mailto:scottish.cal@gmail.com)

15. B. Sc. Microbiology

16. B. Sc. Physics

17. B. Sc. Zoology

## Post Graduate Programmes:

1. M.Sc. Botany

2. M.Sc. Chemistry

## Certificate and Diploma Courses

Certificate Course on Biodiversity in Changing Climates

The College is a Co-educational, Christian Minority institution established in 1830 by first overseas Scottish Missionary from Church of Scotland Rev. Dr. Alexander Duff.

The College is governed by "Church of North India". It runs as per rules and regulations declared by the University of Calcutta and Govt. of West Bengal. The College comes under "Government Aided College" category. The College has different Bodies to maintain all types of disciplines in the campus. All the cells/committees of the institution are under Statutory Bodies and come under section 4(1)-(b) of RTI Act, 2005. The applications submitted under the RTI Act along with a postal order/demand draft for Rs.10.00 obtained in favour of Principal, Scottish Church College, Kolkata will be properly responded on time. All information about the college under Section 4 (1) (b) of RTI Act, 2005 is open to the public and it can be obtained by any citizen of India.

## Information Officer

Dr. Supratim Das

Associate Professor and Vice Principal



# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India



Est'd. 1830

1&3 Urquhart Square Kolkata- 700 006  
Ph: 033 2350 3862 Fax: 033 2350 5207  
www. www.scottishchurch.ac.in  
email: principal@scottishchurch.ac.in

PRINCIPAL  
Ph. 033 2350 3862, Ext. 110  
email: scottish.cal@gmail.com

Scottish Church College

1 and 3 Urquhart Square Kolkata- 700006, West Bengal

Mobile: 9836703339

Email: vprincipal@scottishchurch.ac.in

Appellate Officer

Dr. Swapan Kr. Mukhuty

Secretary

Scottish Church College

1 and 3 Urquhart Square Kolkata- 700006, West Bengal

Mobile: 9433027360

Landline: 033-23503862

Email: mukhutyswapan@yahoo.com



*Madhumati Mandal*  
Principal  
Scottish Church College  
Kolkata

*Baichik Basu*



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**Hearing on 03-12-2025**

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

Thu, 27 Nov 2025 3:16:08 PM +0530

To "principal"<principal@scottishchurch.ac.in>

Cc "wrichikbasuscience"<wrichik.basu.science@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-104877-1522-202...

16.1 KB

D.NO - 4731 (ATR)  
02/12/25

Lim D.NO -

Hearing on 03-12-2025

< scottish.cal@gmail.com >

Tue, 02 Dec 2025 1:53:53 PM +0530

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

Tags ☐ Not in Contacts

Dear Sir/Madam,

Greetings from Scottish Church College!

Please find attached copy of a letter addressed to West Bengal Information Commission on the subject.

Thank you,

with regards,

Principal's Office

Scottish Church College  
Kolkata 700 006

email: [scottish.cal@gmail.com](mailto:scottish.cal@gmail.com)

Web: [www.scottishchurch.ac.in](http://www.scottishchurch.ac.in)

**1 Attachment(s)**

West Bengal Information Com...

371.9 KB

Hearing - 03/12/2025  
H'SK

(TR)



# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India  
NAAC Re-Accredited Grade 'A' Institution (3<sup>rd</sup> Cycle)  
DST-FIST Recognized, 2024 - 28



Estd. 1830

1 & 3 Urquhart Square, Kolkata-700006,  
Ph: 033 23503862, Ext: 101  
www.scottishchurch.ac.in  
email: scottish.cal@gmail.com

## Principal

email: principal@scottishchurch.ac.in

02<sup>nd</sup> December, 2025

Mr. Raja Sengupta  
Section Officer  
West Bengal Information Commission  
Khadya Bhaban,  
11A, Mirza Galib Street,  
Kolkata -700 087

Dear Sir,

Greetings from Scottish Church College!

I refer to your notice for hearing for appeal (Appeal No. 104877 2025, Memo No. 6302-WBIC/RTI/A/104877/1522/2025 dated 25/11/2025). I would like to state that it appears that the instant appeal has been preferred by the appellant presumably on the ground that his application made under RTI Act being dated 2<sup>nd</sup> March, 2023, has not been responded to by the College or the response is insufficient. Unfortunately, no copy of the ground of the appeal has been served to enable us to ascertain the true scope and effect thereof.

From the documents handed over to us we find that by a communication dated 12<sup>th</sup> April, 2023 Dr. Supratim Das, the then SPIO, on our behalf duly responded to the queries which were sent to the querist by speed post on 13<sup>th</sup> April, 2023. We reasonably believe that you must have obtained the track record of service to ascertain the date and time of service of such response on our part. It is our submission to draw the attention of the learned West Bengal Information Commission of the fact that since the grounds of appeal are not known to us, we are unable to respond exhaustively in the matter and to establish that reliance to be placed on the satisfactory response to the query made in writing dated 12<sup>th</sup> April, 2023. This inference can be reasonably drawn from the fact that no further communication was made by the querist after receipt of the response from the SPIO.

I would like to inform you of the details of our representative who would be attending the hearing on 3<sup>rd</sup> December, 2025 at 11:30 a.m. as per your instruction.

Following are the details of the authorized representative :

Dr. Indrani Kar (SPIO)  
Associate Professor  
Department of Sanskrit, Scottish Church College  
Telephone No : 9330301653  
Email : [iksnsk@scottishchurch.ac.in](mailto:iksnsk@scottishchurch.ac.in)

Yours faithfully,

*M. Mendel*  
Dr. Madhuanjari Mandal  
Principal  
Principal  
Scottish Church College



D.NO - 4855 (ATR)  
05/12/25

Line: D.NO -

Hearing on 03-12-2025

< scottish.cal@gmail.com >

Fri, 05 Dec 2025 1:08:08 PM +0530

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

Tags ☐ Not in Contacts

Dear Sir,

Greetings from Scottish Church College!

Please find attached copy of a letter addressed to WBIC on the subject.

Thank you,

with regards,

Principal's Office

Scottish Church College

Kolkata 700 006

email: [scottish.cal@gmail.com](mailto:scottish.cal@gmail.com)

Web: [www.scottishchurch.ac.in](http://www.scottishchurch.ac.in)

**1 Attachment(s)**

Letter to WBIC.pdf  
186.6 KB

Heard - 03/12/2025  
H'SK

(TR)

# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India  
NAAC Re-Accredited Grade 'A' Institution (3<sup>rd</sup> Cycle)  
DST-FIST Recognized, 2024 - 28



Estd. 1830

1 & 3 Urquhart Square, Kolkata-700006,  
Ph: 033 23503862, Ext: 101  
www.scottishchurch.ac.in  
email: scottish.cal@gmail.com

---

## Principal

email: principal@scottishchurch.ac.in

05<sup>th</sup> December, 2025

Mr. Raja Sengupta  
Section Officer  
West Bengal Information Commission  
Khadya Bhaban,  
11A, Mirza Galib Street,  
Kolkata -700 087

Dear Sir,

Greetings from Scottish Church College!

I refer to the hearing for appeal (Appeal No. 104877 2025) held on 03<sup>rd</sup> December, 2025 in virtual mode. As per the decision taken during the hearing we are actively considering to give our ATR as soon as possible.

This is for your kind information and consideration.

Thank you,

With regards,

*M. Mendel* 5/12/25

Dr. Madhumanjari Mandal  
Principal

Principal  
Scottish Church College  
Kolkata-700006



**WEST BENGAL INFORMATION COMMISSION**

**Khadya Bhaban  
11A, Mirza Ghalib Street  
Kolkata-700 087  
Phone No. (033) 2252-0509/ 0501  
Website: [www.wbic.wb.gov.in](http://www.wbic.wb.gov.in)  
E-mail: [scic-wb@nic.in](mailto:scic-wb@nic.in)**

**Appeal No. : 104877 of 2025 under the RTI Act, 2005**

**RTI Applicant : Wrichik Basu  
SPIO : SPIO, Scottish Church College**

**Ref. 6302– WBIC/ RTI/ A/104877/ 1522/ 2025 dt. 25.11.2025**

Both the parties were present.

During the hearing the SPIO prayed for time to submit ATR in respect of the appeal. The Commission having considered such prayer, allowed a time of 3 (three) weeks. The matter will be taken up for hearing after expiry of 3 (three) weeks or upon receipt of ATR, whichever is earlier.

Date:03.12.2025

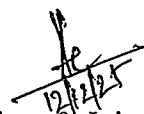
By order  
State Information Commissioner  
West Bengal

No. 6635 - WBIC/RTI/A/104877/1522/2025

Date: 12.12.2025

**Copy forwarded for information and necessary action to:-**

1. The State Public Information Officer, Scottish Church College, 1&3 Urquhart Square, Kolkata – 700006
2. The First Appellate Authority & Secretary, Scottish Church College, 1&3 Urquhart Square, Kolkata -700006
3. WRICHIK BASU, 8/13A, Naskar Para Lane, 2<sup>nd</sup> Floor, Dhakuria, Kolkata – 700031, West Bengal, KOLKATA, 700031

  
Law Officer & Joint Registrar  
West Bengal Information Commission



**Principal**

email: principal@scottishchurch.ac.in

16<sup>th</sup> December, 2025

Mr. Raja Sengupta  
Section Officer  
West Bengal Information Commission  
Khadya Bhaban,  
11A, Mirza Galib Street,  
Kolkata -700 087

**Sub : Appeal No. 104877 of 2025 under the RTI Act 2005**

Dear Sir,

Greetings from Scottish Church College!

We refer to letter No. 6635-WBIC/RTI/A/104877/1522/2025 dated 12.12.2025 from West Bengal Information Commission which has been received by the college on 15<sup>th</sup> December, 2025.

In this regard I would like to inform you that Dr. Indrani Kar expressed her inability to continue as SPIO w.e.f. 11.12.2025 due to medical reasons.

The new SPIO appointed w.e.f. 11.12.2025 is Dr. Rajyasri Ghosh, Associate Professor, Department of Botany, Scottish Church College. Her details are as follows:

Telephone number is 9433985015  
E-mail ID : [rgbotn@scottishchurch.ac.in](mailto:rgbotn@scottishchurch.ac.in)

You are requested to kindly make the necessary change in your records for future correspondence.

We are preparing the ATR in this connection and will submit it within the stipulated time as per the letter we received dated 12.12.2025.

Thanking you,

Yours truly,

*M. Mendel*  
16/12/25  
Dr. Madhumanjari Mandal  
Principal

Principal  
Scottish Church College  
Kolkata-700006



**Appeal No. 104877 of 2025 under the RTI Act 2005**

< scottish.cal@gmail.com >

Tue, 16 Dec 2025 2:13:17 PM +0530

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

Tags ⓘ Not in Contacts

Dear Sir,

Greetings from Scottish Church College!

Please find attached a copy of a letter addressed to WBIC on the subject.

Thank you,

with regards,

Principal's Office

Scottish Church College

Kolkata 700 006

email: [scottish.cal@gmail.com](mailto:scottish.cal@gmail.com)

Web: [www.scottishchurch.ac.in](http://www.scottishchurch.ac.in)

**1 Attachment(s)**

Appointment of New SPIO in S...

265.7 KB

Heard - 03/12/2025

H'SK

**Appeal No. 104877 of 2025 under the RTI Act 2005**

< scottish.cal@gmail.com >

Mon, 22 Dec 2025 4:56:04 PM +0530

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

Tags Not in Contacts

Dear Sir,

Greetings from Scottish Church College!

Please find attached a letter from SPIO of our College alongwith all its enclosures on the subject.

Thank you,

with regards,

Scottish Church College

Kolkata 700 006

email: [scottish.cal@gmail.com](mailto:scottish.cal@gmail.com)

Web: [www.scottishchurch.ac.in](http://www.scottishchurch.ac.in)

**1 Attachment(s)**

Appeal No. 104877 of 2025 un...

2.8 MB

Heard - 03/12/2025  
H'SK



22<sup>nd</sup> December, 2025

Mr. Raja Sengupta  
Section Officer  
West Bengal Information Commission  
Khadya Bhaban,  
11A, Mirza Galib Street,  
Kolkata -700 087

**Sub : Appeal No. 104877 of 2025 under the RTI Act 2005**

Dear Sir,

Greetings from Scottish Church College!

With reference to our letter of 16<sup>th</sup> December, 2025, we are pleased to attach the ATR in regard to the above mentioned appeal for your ready reference alongwith a copy of the Extracts of the Meeting of Internal Management Committee of the College held on 5.1.2023 and photographs of the Front and Back Gates of the College.

Thanking you,

Yours truly,

*Rajyasri Ghosh.*  
Dr. Rajyasri Ghosh  
SPIO



Encl : .

1. ATR
2. Extract of the meeting of the Internal Management Committee held on 5.01.2023
3. Copy of AMC 2022-23
4. Copy of List of Water Purifiers
3. Photograph of Front and Back Gate of Scottish Church College



## RESPONSE TO GROUNDS OF SECOND APPEAL

1. Application under Section 6(1) of RTI Act was sought by one Sri Writchik Basu on 2.3.2023 who happens to be a regular student of the college (Calcutta University Registration Year 2019) . Matter in issue in the above appeal relates to issuance of Notice for post Covid period regarding use of entry and exit gates. It is clarified herein that no such notice was given in writing to the students apart from Covid Advisory in November 2021. The cited notice speaks of only Entry-Exit Timings by different departments and not about which gate for Entry and which gate for Exit to be followed. That was implemented by a verbal order of the Principal of the college as per decision of the Internal Management Committee of the college in the interest of the students for smooth and convenient movement to and from the college and also to safeguard any post covid infection. Since it was found to be convenient it is still being in practice till now. The Internal Management Committee at its meeting held on 5<sup>th</sup> January, 2023 continued with such practice and due instruction thereof was given to the security staff. A copy of the excerpt of the Minutes of such meeting is attached. None of the students ever complained/questioned about such directives so far.

It is respectfully submitted as to whether the management of the college will implement some decision as regards entry and exit by an order in writing or through its teachers or security staff by word of mouth, as per written decision it is the prerogative of the institution. Questioning in March 2023 about a decision implemented in November 2021 by a student, though may be permissible under the RTI Act as a Citizen of India, it is not expected from an existing student who could in the usual course approach the management to know about those issues raised in RTI petition.

The first appellate Authority has also agreed to what was replied by the SPIO on the information sought by the student Sri Writchik Basu. The issue of use of separate Entry and Exit gate has been in the interest of the students and also to maintain safety and security in the college campus has been in practice even after Covid Advisory specific period without any interruption, objection or demur by any student complaining any inconvenience rather accepted and adhered to by one and all,

Rajyasri Ghosh





Pg..2/-...

though there was no Written Notice but verbal instructions being implemented.

Henceforth, the college will communicate by written notice in such cases for satisfaction of all, without accepting but contradicting to the assertion made that a rule can only be enforced after an explicit written order is issued by an institution to its students.

2. The petitioner is aggrieved as a floor-wise and building-wise specific details of the number of Water Purifiers were not provided though the SPIO of college provided the total number of Water Purifiers installed in the college. It was provided by the SPIO that there were 24 water purifiers installed in the college. Floor wise description was not provided. For satisfaction of the petitioner, a detailed list of building wise and floor wise water Cooling AMC with a vendor duly signed on 16.3.2022 to be effective from 1.4.2022 (period under query) is attached for satisfaction of the petitioner. The vendor has undertaken all the exercises as per contractual AMC for purification and Cooling of the drinking water for students and staff of the college which are being renewed annually and is still in force. The name of the vendor could not be disclosed due to the fiduciary relationship between the service agency and the college. We are open to any direction of the Information Commission for improvement of the issues if any raised by the petitioner.

This fully and exhaustively deals with the queries raised herein only to satisfy a student without waiving our contention that the present effort on the part of the student does not expose as very healthy state of affairs.

*Rajyasri Ghosh*  
Dr. Rajyasri Ghosh 22/12/25  
SPIO



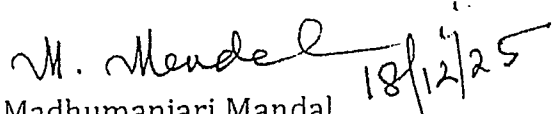
PRINCIPAL  
Ph. 033 2350 3862, Ext. 130  
email: scottish.cal@gmail.com

Excerpts from the Minutes of College Internal Management Committee  
Meeting held on 05.01.2023

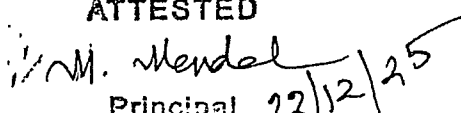
IMC/05012023/03

As per decision taken by Internal Management Committee (IMC) in its Meeting held on 5<sup>th</sup> January, 2023, for smooth management and in the interest of the college the security staff are informed that the following instructions are to be adhered to till further notice :

- i) Entry of students in the Main Building will continue through the front gate and Exit through the back gate.
- ii) Entry within campus without a valid College Identity Card is prohibited.
- iii) Loitering in the campus should be strictly avoided.

  
Dr. Madhumanjari Mandal  
Principal

Principal  
Scottish Church College  
Kolkata-700006

ATTESTED  
  
Principal 22/12/25  
Scottish Church College  
Kolkata - 700006

---

Date..10/03/2022

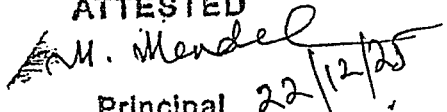
To.  
The, Principal  
M/S, Scottish Church College  
1&3 Urquart Street.  
Kol--700006

Sub: Agreement of water Purifier AMC & water cooler.

Sir/madam,

Please be informed that as per communication with you regarding the agreement of attached items, We will provide purification part of water purifier & water cooling part. One year service quarterly basis as per our terms and conditions. Which we had submitted with our quotation. The AMC will be starting from 1<sup>st</sup> apr 2022.

Thanking you and looking forward for your kind co-operations.

ATTESTED  
  
Principal 22/12/25  
Scottish Church College  
Kolkata - 700006

**TOTAL NUMBER OF WATER PURIFIERS (AQUA GUARD) IN SCOTTISH  
CHURCH COLLEGE AS ON 18/12/2025**

Building	Floor	No. of Water Purifiers
Main Building	Ground / Office	1 (Purifier + Cooler) 1 (Purifier) at main office
	mezzanine	1 Purifier
	1 <sup>st</sup> Floor	1 Purifier
	LCR Area	1 (Purifier + Cooler)
	2 <sup>nd</sup> Floor	1 (Purifier)
	General Staff room	1 (RO + Purifier) + 1 (Purifier)
Millenium Building	Ground	1 (Cooler + Purifier)
	1 <sup>st</sup>	1 (Purifier + Cooler)
	2 <sup>nd</sup> Microbio. B2A	2 (Purifier) <del>1</del>
	3 <sup>rd</sup>	
Jubilee Building	Ground	
	1 <sup>st</sup>	2 (Purifier)
	2 <sup>nd</sup>	1 (Purifier)
	3 <sup>rd</sup>	1 (Purifier)
Science Building	Ground	1 (Cooler + Purifier)
	1 <sup>st</sup>	1 (Purifier) + 1 (Purifier + cooler)
Duff Building	Ground	1 (Purifier)
	1 <sup>st</sup>	1 (Purifier) + 1 (Purifier + cooler)
B.Ed Building	Ground	1 (Purifier + cooler)
	1 <sup>st</sup>	—
	Total	23

Bagmari play ground + 1

Total — 24

ATTESTED

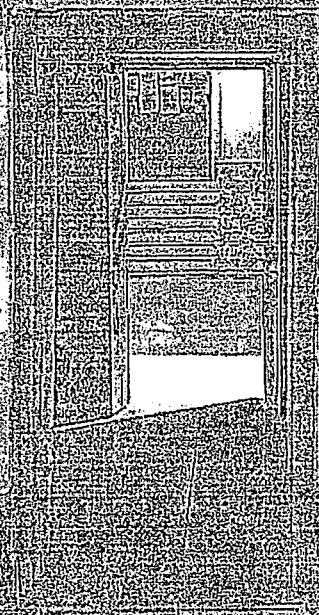
M. Mandel  
Principal 22/12/25





# Southwestern Oklahoma State University

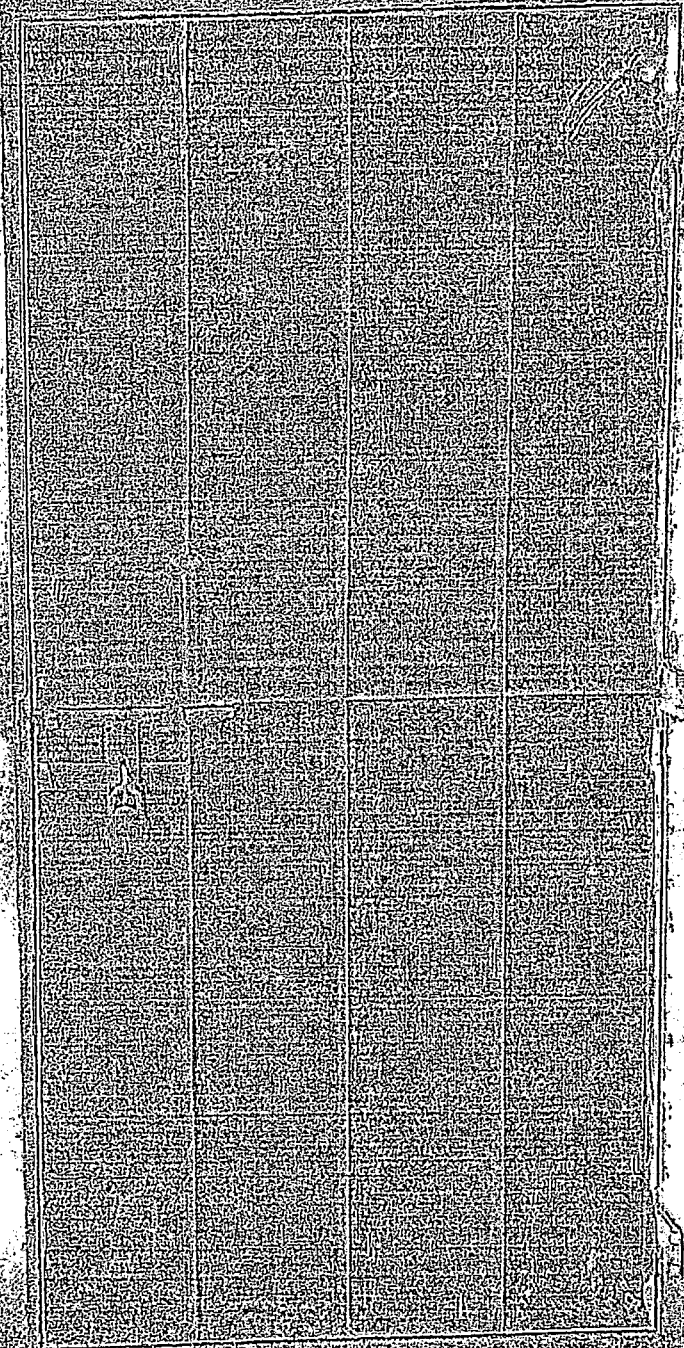
Office of the Registrar



ATTESTED

N. Mendel  
Principal 22/12/25

GATE-1



ATTESTED

M. Wandel  
Principal 22/12/20  
Scottish Church College

## Hearing on 14-01-2026

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

Mon, 29 Dec 2025 4:05:42 PM +0530

To "principal"<principal@scottishchurch.ac.in>,"sccadmqueries"<sccadmqueries@gmail.com>,"scottishadmissions"<scottishadmissions@gmail.com>,"enquiry2025"<enquiry2025@scottishchurch.ac.in>

Cc "wrichikbasuscience"<wrichik.basu.science@gmail.com>

Please find the attachment, for further details visit our website

West Bengal Information Commission

### 1 Attachment(s)

WBIC-RTI-A-104877-1522-202...

16.1 KB

D. no - 5237 (Submission)  
05/01/26

Appeal no. 104877 of 2025 - Submission in response to ATR from respondent (File no. WBIC/RTI/A/104877/1522/2025)

Wrichik Basu < wrichik.basu.science@gmail.com >

Sat, 03 Jan 2026 10:07:19 PM +0530

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

Respected Madam/Sir,

With regards to the ATR filed by the respondent in case no. WBIC/RTI/A/104877/1522/2025 (Wrichik Basu vs Scottish Church College) (Appeal 104877 of 2025), please find attached my response. The same was supposed to reach via speed post, but delivery attempt by India Post was unsuccessful today, hence this email.

I humbly request that this submission be taken on record prior to the hearing scheduled on 14th January 2026.

Thanking you,  
Yours faithfully,  
Wrichik Basu.  
8/13A, Naskar Para Lane,  
Dhakuria, Kolkata - 700031.  
+91-9831287343  
[wrchik.basu.science@gmail.com](mailto:wrchik.basu.science@gmail.com)

*The sender has requested a read receipt. If you do not wish to provide one, [click here](#)*

### 1 Attachment(s)

Response\_to\_ATR\_WB\_vs\_S...  
782.6 KB

14/01/25

Heard - 14/01/2025  
M'SK

(TR)

31<sup>st</sup> December 2025.

To  
Mr. Bijon Chakraborty  
Law Officer,  
West Bengal Information Commission.

Subject: Objection to defamatory comments in ATR and confirmation of presence in the hearing of Appeal no. 104877 of 2025 dt. 14/01/2026 (Wrichik Basu vs. Scottish Church College).

Respected Sir,

I hereby acknowledge receipt of the hearing notice (memo no. 6703-WBIC/RTI/A/104877/1522/2025 dt. 18/12/2025) via email, on 29<sup>th</sup> December 2025.

Upon perusal of the ATR filed by the SPIO of Scottish Church College, I note that my queries have ultimately been answered to my satisfaction. However, I find it necessary to place certain matters on record prior to the hearing.

At the outset, I strongly object to the inclusion of an unnecessary and wholly uncalled-for character assessment of the applicant in the ATR. Such remarks have no bearing on the subject-matter of an application under the RTI Act and are wholly inappropriate.

First, I am no longer a regular student of the said institution. This directly contradicts the opening sentence of the ATR, which has been drafted in the present tense instead of the past tense. This factual inaccuracy is material and should not have occurred.

Secondly, the questions of whether any student has complained against such a rule till date, or whether I was a student of the institute at the time of filing the RTI application, are wholly irrelevant to the determination of an RTI query. The right to seek information is conferred by statute, and I have exercised that right in accordance with law. The suggestion in the ATR that, as a student, I ought to have followed the "usual course" by approaching the management, and that my actions do not "expose a healthy state of affairs", is misplaced. Being a student does not curtail or waive any right guaranteed under the RTI Act, 2005. The institute possesses no legal authority to regulate or discourage the exercise of such rights, and an ATR is not the forum for commentary on the applicant's conduct or the so-called "state of affairs".

The references made by me to issues concerning the security personnel at the gate of the institute were strictly intended to provide factual context for the queries raised u/s 6(1) of the RTI Act, 2005. However, the evaluative and judgmental remarks directed at the applicant are neither relevant nor permissible in an ATR submitted before the Hon'ble State Information Commission, which is concerned solely with access to information and not with moral or personal assessments. Such remarks are also defamatory in nature. **I therefore humbly request the Hon'ble Commission to direct the SPIO to withdraw those specific comments concerning the**

**applicant which have no relevance whatsoever to the RTI application.**

Without prejudice to the above, if the Hon'ble Commission is of the view that the hearing may be dispensed with in light of my acknowledgement that the information sought has been furnished, I respectfully submit to such a course, *subject to me being duly intimated **and** to the removal of the objectionable and defamatory material from the ATR.*

Otherwise, I hereby confirm that I shall remain present virtually on the date and at the time specified in the hearing notice.

Thanking you,

Yours sincerely,

*Wrichik Basu*

[WRICHIK BASU]

8/13A, Naskar Para Lane,

Dhakuria,

Kolkata – 700031.

+91-9831287343

wrichik.basu.science@gmail.com



31<sup>st</sup> December 2025.

To  
Mr. Bijon Chakraborty  
Law Officer,  
West Bengal Information Commission.

Subject: Objection to defamatory comments in ATR and confirmation of presence in the hearing of Appeal no. 104877 of 2025 dt. 14/01/2026 (Wrichik Basu vs. Scottish Church College).

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Otherwise, I hereby confirm that I shall remain present virtually on the date and at the time specified in the hearing notice.

Thanking you,

Yours sincerely,

*Wrichik Basu*

[WRICHIK BASU]

8/13A, Naskar Para Lane,

Dhakuria,

Kolkata – 700031.

+91-9831287343

wrichik.basu.science@gmail.com



D.NO-023 (ATR)  
07/01/26

Lim.D.NO-

Appeal No. 104877 of 2025 under the RTI Act 2005

Scottish Church College < scottish.cal@gmail.com >

Tue, 06 Jan 2026 5:35:38 PM +0530

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

Dear Sir,

Greetings from Scottish Church College!

Please find attached a letter from SPIO of our College alongwith all its enclosures.

Thank you,

with regards

Scottish Church College

Kolkata 700 006

email: [scottish.cal@gmail.com](mailto:scottish.cal@gmail.com)

Web: [www.scottishchurch.ac.in](http://www.scottishchurch.ac.in)

#### 4 Attachment(s)

Document.1.pdf

442.9 KB

2022-23 Agreement of Water P...

1.1 MB

2023-24 Agreement of Water P...

1.1 MB

2024-25 Agreement of Water P...

1 MB

Hearing - 14/01/2026

H'SK

(TR)

# Scottish Church College

(A Christian Minority Institution)  
Parent Body: Church of North India  
NAAC Re-Accredited Grade 'A' Institution (3<sup>rd</sup> Cycle)  
DST -FIST Recognized, 2024-28



Estd 1830

1&3 Urquhart Square, Kolkata - 700006  
Ph : 033 2350 3862

Website: [www.scottishchurch.ac.in](http://www.scottishchurch.ac.in)  
email: [Scottish\\_col@gnail.com](mailto:Scottish_col@gnail.com)

State Public Information Officer  
email: [iksnsk@scottishchurch.ac.in](mailto:iksnsk@scottishchurch.ac.in)

06<sup>th</sup> January, 2026

Mr. Raja Sengupta  
Section Officer  
West Bengal Information Commission  
Khadya Bhaban,  
11A, Mirza Galib Street,  
Kolkata -700 087

Sub : Appeal No. 104877 of 2025 under the RTI Act 2005

Dear Sir,

Greetings from Scottish Church College!

I refer to my earlier correspondence on the subject dated 22<sup>nd</sup> December, 2025.

I am pleased to enclose supporting documents in compliance with your requirement.

Thanking you,

Yours faithfully,

Dr. Rajyasri Ghosh  
SPIO

- Encl : 1) Excerpts of Internal Management Committee Meeting (which looks after day to day Administration of the College)  
2) Copy of Agreement and invoice for water purifiers

Excerpts from the Minutes of College Internal Management Committee  
Meeting held on 05.01.2023

IMC/05012023/03

As per decision taken by Internal Management Committee (IMC) in its Meeting held on 5<sup>th</sup> January, 2023, for smooth management and in the interest of the college the security staff are informed that the following instructions are to be adhered to till further notice :

- i) Entry of students in the Main Building will continue through the front gate and Exit through the back gate.
- ii) Entry within campus without a valid College Identity Card is prohibited.
- iii) Loitering in the campus should be strictly avoided.

*M. Mandal* 18/12/25  
Dr. Madhumanjari Mandal  
Principal

Principal  
Scottish Church College  
Kolkata-700006

ATTESTED

*M. Mandal*  
Principal 6/1/26  
Scottish Church College  
Kolkata - 700006

ATTESTED

*M. Mandal* 22/12/25  
Principal  
Scottish Church College  
Kolkata - 700006



# AQUA GUARDIAN

Pure for Sure & Safety

Date 06/03/2024

To,  
The Principal  
M/S, Scottish Church College  
1&3 Urquart Street,  
Kol--700006

Sub: Agreement of water Purifier AMC & water cooler.

Sir/madam,

Please be informed that as per communication with you regarding the agreement o. Attached items we will provide purification part of water purifier & water cooling part. one year service as per our term and condition. Wich we had submeeted with our quotation the AMC will be starting from 1<sup>st</sup> apr 2024 Thanking you and looking forward for your kind co-operations.

For AQUA GUARDIAN.

*P. Maity*

Prasenjit Maity  
(Service Head)

AQUA GUARDIAN  
19B/H/24, Goabag, Street  
Kolkata-700006  
Mob 9231575195903868094

*Permitted,  
M. Mandal  
6/3/24*

ATTESTED

*M. Mandal*

Principal 6/1/26  
Scottish Church College  
Kolkata - 700006



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0086

TO The,Principal  
Scottish Church College  
1&3 urquart street  
kol-700006

DATE -06/03/2024

Kind Atten:- AMC FOR WATERPURIFIER

SL. NO	Model Name With Department	QNT	AMOUNT
1	COMPACT (OFFICE ACCOUNT )	1	1200
2	COMPACT ( B.ED )	1	1200
3	COMPACT ( PHYSICS DUFF BUILDING 1ST FLR )	1	1200
4	COMPACT(CHEMISTRY DUFF BUILDING GRND FLR)	1	1200
5	COMPACT (1st FLR JUBILEE BUILDING )	1	1200
6	COMPACT (COMPUTER SCIENCE )	1	1200
7	COMPACT ( MICRO BIOLOGY )	1	1200
8	COMPACT ( CHEMISTRY LAB )***	1	1200
9	COMPACT ( PHYSICS )	1	1200
10	CLASSIC(CHEMISTRY OFF)	1	1200
11	CLASSIC(POST GRADUATE)JUBILEE BUILDING	1	1200
12	COMPACT (MAIN STAFF ROOM)	1	1200
13	HOFLO( BOTANY)	1	1390
14	HOFLO( LIBRARY)	1	1390
15	COMPACT(MEZANINE FLR)	1	1200
16	HIFLO(LADIES COMMON ROOM)	1	1390
17	COMPACT(PHYSICS FRONT GATE)	1	1200
18	COMPACT(MILLENIUM BUILDING GRND FLOOR)	1	1200
19	INOVA CB (B.B.A)	1	1390
20	COMPACT (2nd FLR JUBILEE BUILDING )	1	1200
21	COMPACT (3rd FLR JUBILEE BUILDING )	1	1200
22	COMPACT 1st FLR CORRIDOR	1	1200
23	MAIN STAFF ROOM(HOT & COLD RO PURIFIER)	1	8000
TOTAL THIRTY FIVE THOUSAND ONE HUNDRED SIXTY ONLY			35160

Thanking you and looking forward for your positive response.  
payment terms : 100% advance

For Aqua Guardian

*P. Naity*  
Service Signature

AQUA GUARDIAN

19e/1/24 Goabagan Street

Kolkata - 700006

Ph. no. : 9231575191

Reg.off.: 19e/1/24 Goabagan Street Kolkata-700006 Ph.no. : 9231575191

ATTESTED

*M. Mandel*

Principal

Scottish Church College  
Kolkata - 700006

6/1/26

Principal 6  
Scottish Church College  
Kolkata - 700006

24-25

**AQUA GUARDIAN**

19E/H/24, Goabagan Street, Kolkata - 700 006

9231575191

9062737756

**INVOICE & RECEIPT**

229

me N/8. Scottish Church College Product water purifier caller.  
 dress 1/3 unquart Street Date 12-04-24  
KOL - 700006 Tel.No. 033-2350-3852

Serial	Item Description	Qty.	Rate	Amount
①	AMC (water purifier) DEPT (All)	20		31,560/-
	Date - (11/4/24-31/3/25)			
②	AMC (water purifier) caller)	07		24,280/-
	DEPT - (All)			
	Date (11/4/24-31/3/25)			
		Labour		
		Total	56,060/-	

**Receipt**

Received with thanks the sum of Rs.

(Rs.

in cash /cheque Dated  
 being full and final payment for the goods/  
 services referred.

Signature of Customer

Date

Amount in words

2184 six thousand Sixty only

For AQUA GUARDIAN

ATTESTED

M. Mandal

Principal 6/1/26

 Scottish Church College  
 Kolkata - 700006



# AQUA GUARDIAN

Pure for Sure & Safety

Date: 28/02/2023

To,  
The, Principal  
M/S, Scottish Church College  
1&3 Urquart Street.  
Kol--700006

Sub: Agreement of water Purifier AMC & water cooler.

Sir/madam,

Please be informed that as per communication with you regarding the agreement of attached items. We will provide purification part of water purifier & water cooling part. One year service quarterly basis as per our terms and conditions. Which we had submitted with our quotation. The AMC will be starting from 1<sup>st</sup> apr 2023.

Thanking you and looking forward for your kind co-operations.

For AQUA GUARDIAN.

Prasenjit Maity  
(Service Head)

AQUA GUARDIAN  
198/199, Urquart Street  
Kolkata-700006  
Tel: 033-23345678

ATTESTED

6/1/26

Scottish Church College  
Kolkata





# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0086

TO The,Principal  
Scottish Church College  
1&3 urquart street  
kol-700006

DATE 28/2/2023

Kind Atten:- AMC FOR WATERPURIFIER

SL. NO	Model Name With Department	QNT	AMOUNT
1	COMPACT (OFFICE ACCOUNT )	1	1200
2	COMPACT ( B.E.D )	1	1200
3	COMPACT ( PHYSICS DUFF BUILDING 1ST FLR )	1	1200
4	COMPACT(CHEMISTRY DUFF BUILDING GRND FLR)	1	1200
5	COMPACT (1st FLR JUBLEE BOILDING )	1	1200
6	COMPACT (COMPUTER SCIENCE )	1	1200
7	COMPACT ( MICRO BIOLOGY )	1	1200
8	COMPACT ( CHEMISTRY LAB )**	1	1200
9	COMPACT ( PHYSICS )	1	1200
10	CLASSIC(CHRMISTRY OFF)	1	1200
11	CLASSIC(POST GRADUATE)JUBLEE BIUILDING	1	1200
12	COMPACT (MAIN STUFF ROOM)	1	1200
13	HOFLO( BOTANY)	1	1390
14	HOFLO( LIBRARY)	1	1390
15	COMPACT(MAZAINE FLR)	1	1200
16	HIFLO(LEDIES COMON ROOM)	1	1390
17	COMPACT(PHYSC FRONT GATE)	1	1200
18	COMPACT(MILLENIUM BUILDING GRND FLOOR)	1	1200
19	INOVA CB (B.B.A)	1	1390
20	COMPACT (2nd FLR JUBLEE BOILDING )	1	1200
21	COMPACT (3rd FLR JUBLEE BOILDING )	1	1200
22	COMPACT 1st FLR CORRIDOR	1	1200
23	MAIN STAFF ROOM(HOT & COLD RO PURIFIER)	1	8000
TOTAL THIRTY FIVE THOUSAND ONE HUNDRED SIXTY ONLY			35160

Thanking you and looking forward for your positive response.  
payment terms : 100% advance

For Aqua Guardian

**AQUA GUARDIAN**

19E/H/24, Goabagan Street,  
Kolkata-700006

Service Signature

MOB 9231575191/901268094

Reg.off.: 19e/h/24 Goabagan Street Kolkata-700006 Ph.no. : 9231575191

→ Affirmation  
M. Mandel  
14/3/23  
Principal  
Scottish Church College  
Kolkata

ATTESTED

M. Mandel

Principal 6/1/26

Scottish Church College  
Kolkata-700006



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/00086

TO The, Principal  
Scottish Church College  
183 urquart street  
kol-700006

DATE -28/02/2023

Kind Atten:- AMC WATER COOLER

SL. NO	Department	QNT	AMOUNT
1	COMPACT ( PHYSICS )	1	4000
2	COMPACT ( B.E.D )	1	4000
3	HIFLO (LIBRARY)	1	4000
4	COMPACT (COMPUTER SCIENCE )	1	4000
5	COMPACT ( CHEMISTRY LAB )**	1	4000
6	HIFLO(LEDIES COMON ROOM)	1	4000
7	COMPACT(PHYSIC FRONT GATE)	1	4000
8	COMPACT(MILLENIUM BUILDING-GNRND FLOOR)	1	4000
9			
10			
11			
12			
13			
14			
15			

TOTAL THIRTY TWO THOUSAND ONLY

32000

Thanking you and looking forward for your positive response.  
payment terms : 100% advance

**AQUA GUARDIAN**

For Aqua Guardian 19E/H/24, Goabagan Street,  
Kolkata-700006

Service Signature A.M.B 9231575191/9143093123

Reg.off.: 19e/h/24 Goabagan Street Kolkata-700006 Ph.no. : 9231575191/9143093123

Approved  
Rs. 28,000/-

M. Mandel

14/3/23

Principal  
Scottish Church College  
Kolkata

ATTESTED

M. Mandel

Principal 6/1/26  
Scottish Church College  
Kolkata-700006

2023-24

SSO/1/23-24/03



**AQUA GUARDIAN**

19E/H/24, Goabagan Street, Kolkata - 700 006

9231575191  
9062737756

**INVOICE & RECEIPT**

119

Name M/S. Scottish Church college

Product Water purifier and collar

Address 1/3, Brindavan Street  
KOL - 700006

Date

Tel.No. 033-2350-3852

**Receipt**

Received with thanks the sum of Rs.  
(Rs.)  
in cash /cheque Dated  
being full and final payment for the goods/  
services referred.

Signature of Customer

Date

Serial	Item Description	Qty.	Rate	Amount
①	AMC (water purifier)	20		31,560/-
	DEPT (ALL)			
	Date (1/4/23-31/3/24)			
②	AMC (water collar)	07		24,500/-
	DEPT (ALL)			
	Date (1/4/23-31/03/24)			
		Labour		
		Total		56,060/-

Total Amount in words

Rs. Fifty six thousand sixty only.

S. Bhattacharya  
6/5/23

10/05/23

P. Maity  
For AQUA GUARDIAN

12/5  
M. Mandal  
18/5/23

ATTESTED

M. Mandal  
6/1/26



# AQUA GUARDIAN

Pure for Sure & Safety

Date..10/03/2022

To.  
The, Principal  
M/S, Scottish Church College  
1&3 Urquart Street.  
Kol--700006

Sub: Agreement of water Purifier AMC & water cooler.

Sir/madam,

Please be informed that as per communication with you regarding the agreement of attached items, We will provide purification part of water purifier & water cooling part. One year service quarterly basis as per our terms and conditions. Which we had submitted with our quotation. The AMC will be starting from 1<sup>st</sup> apr 2022.

Thanking you and looking forward for your kind co-operations.

For AQUA GUARDIAN.

Prasenjit Maity  
(Service Head)

AQUA GUARDIAN  
191/11/24, Goabagan Street  
Kolkata-700006  
Mob: 923127519, 903868094

ATTESTED

Principal 6/1/26  
Scottish Church College  
Kolkata - 700006



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/0086

TO The,Principal  
Scottish Church College  
183 urquart street  
kol-700006

DATE

Kind Atten:- AMC FOR WATERPURIFIER

SL. NO	Model Name With Department	QNT	AMOUNT
1	COMPACT (OFFICE ACCOUNT )	1	1200
2	COMPACT ( B.E.D )	1	1200
3	COMPACT ( PHYSICS DUFF BUILDING 1ST FLR )	1	1200
4	COMPACT(CHEMISTRY DUFF BUILDING GRND FLR)	1	1200
5	COMPACT (1st FLR JUBLEE BOILDING )	1	1200
6	COMPACT (COMPUTER SCIENCE )	1	1200
7	COMPACT ( MICRO BIOLOGY )	1	1200
8	COMPACT ( CHEMISTRY LAB )***	1	1200
9	COMPACT ( PHYSICS )	1	1200
10	CLASSIC(CHRMISTRY OFF)	1	1200
11	CLASSIC(POST GRADUATE)JUBLEE BUILDING	1	1200
12	COMPACT (MAIN STUFF ROOM)	1	1200
13	HOFLO( BOTANY)	1	1390
14	HOFLO( LIBRARY)	1	1390
15	COMPACT(MAZAINE FLR)	1	1200
16	HIFLO(LEDIES COMON ROOM)	1	1390
17	COMPACT(PHYSIC FRONT GATE)	1	1200
18	COMPACT(MILLENIUM BUILDING GRND FLOOR)	1	1200
19	INOVA CB (B.B.A)	1	1390
20	COMPACT (2nd FLR, JUBLEE BOILDING )	1	1200
21	COMPACT (3rd FLR JUBLEE BOILDING )	1	1200
22	COMPACT 1st FLR CORRIDOR	1	1200
23	MAIN STAFF ROOM(HOT & COLD RO PURIFIER)	1	8000

TOTAL-THIRTY FIVE THOUSAND ONE HUNDRED SIXTY ONLY

35160

Thanking you and looking forward for your positive response.  
payment termes : 100% advance

For Aqua Guardian

P. Hally  
Service Signature

**AQUA GUARDIAN**  
19E/H/24, Goabagan Street,  
Kolkata-700 006  
Mob 9231575191/903868094

Reg.off.: 19e/h/24 Goabagan Street Kolkata-700006 Ph.no. : 9231575191

→ Approved  
M. Mendel  
18/3/22

ATTESTED

M. Mendel  
Principal 6/1/26  
Scottish Church College



# AQUA GUARDIAN

PURE FOR SURE & SAFETY

## QUATATION

CUSTOMER NAME & ADDRESS

01/00086

TO The, Principal  
Scottish Church College  
1&3 urquart street  
kol-700006

DATE

Kind Atten:- AMC WATER COOLER

SL NO	Department	QNT	AMOUNT
1	COMPACT ( PHYSICS )	1	4000
2	COMPACT ( B.E.D )	1	4000
3	HIFLO (LIBRARY)	1	4000
4	COMPACT (COMPUTER SCIENCE )	1	4000
5	COMPACT ( CHEMISTRY LAB )**	1	4000
6	HIFLO(LEDIES COMON ROOM)	1	4000
7	COMPACT(PHYSIC FRONT GATE)	1	4000
8	COMPACT(MILLENIUM BUILDING GNRND FLOOR)	1	4000
9			
10			
11			
12			
13			
14			
15			
TOTAL-THIRTY TWO THOUSAND ONLY			32000

Thanking you and looking forward for your positive response.  
payment termes : 100% advance

For Aqua Guardian

*P. Maiti*  
Service Signature

**AQUA GUARDIAN**  
19E/H/24, Goabagan Street,  
Kolkata-700 006  
Mob 9231575191/903868094

28000/-

M. Mendel

Reg.off.: 19e/h/24 Goabagan Street Kolkata-700006 Ph.no. : 9231575191/9143093123

ATTESTED

*M. Mendel*

Principal: 6/1/26  
Scottish Church College  
Kolkata - 700 006

550/1/22-23/31



19E/H/24, Goabagan Street, Kolkata - 700 006

9231575191  
9062737756

4

Name: H/S-Scottish Church College Product: Water Purifier's Filter  
Address: 113, Unnankal Street Date: 23/04/22  
KOL- 700006. Tel.No. 033 - 2350 - 3863

## Receipt

Signature of Customer

Date \_\_\_\_\_

**Total Amount in words**

Rs. Fifty Six thousand Sixty only

1884 P. Maity  
For AQUA GUARDIAN

S. Bhattacharyya  
23/5/2022

5/5/22

24 May 7/5/22

ATTESTED

M. Mendel  
Principal 6/1/26  
Scottish Church College  
Kolkata - 700016