



WEST BENGAL INFORMATION COMMISSION

Khadya Bhaban
11A, Mirza Galib Street Kolkata-700 087
Phone No. (033)2252-0509,(033)2252-0501
Website: www.wbic.wb.gov.in | E-mail: scic-wb@nic.in

Memo No. **1000-WBIC/RTI/A/101053/2898/2024**

DATE : **23/02/2026**

NOTICE FOR HEARING OF APPEAL
APPEAL No: 101053 of 2024

Appellant(s):	Respondent(s):	Appellate Authority:
SHAHNAZ PARVEEN 10, Old Post Office Street, Ground Floor, Room No. - 120, Kolkata - 700001 West Bengal,KOLKATA,700001	SPIO : 1. Registrar of Assurance Office of the Registrar of Assurances, Kolkata, Finance (Revenue) Department, Govt. of West Bengal, 5, Govt. Place (North), Kolkata - 700001	FAA, Directorate of Registration and Stamp Revenue, WB, Webel Software Technology Park-II Building, 4th Fr, DN-53, Sec-V, Salt Lake, Kolkata-700091.

Date of RTI	Date of reply,if any,of SPIO	Date of 1st Appeal made,if any	Date of order,if any,of First AA
11-06-2024	21-06-2024	15-07-2024	24-07-2024

1. Take notice that the above appeal/complaint in respect of RTI application dated 11-06-2024 filed by the appellant/complainant has been listed for hearing before **Hon'ble State Information Commissioner Ms. Sanchita Kumar** at Venue **VC Address** on **09-04-2026 at 11:30 AM**.

2.The appellant/complainant may present his/her case(s) in person or through his/her duly authorized representative either in physical mode or in virtual mode, as may be suitable to him / her. Details of link for joining in virtual mode are given below.

3.The Public Authorities may attend the hearing physical mode or in virtual mode, as per convenience.

(a) SPIO should personally join the hearing; if for a compelling reason(s) he/she is unable to be present, he/she has to give reasons for the same and shall authorise an officer not below the equivalent rank of SPIO , fully acquainted with the facts of the case **and bring complete file/file(s) with him**.

(b) If the SPIO attending the hearing before the Commission does not happen to be the concerned SPIO, it shall still be his/her responsibility to ensure that the SPIO(s) concerned must attend **with complete file concerning the RTI request**, the hearing along with him.

4. All the parties may submit their written submission, if any, to the Commission at least 7 days before the date of hearing. A copy of the same shall be served upon opposite party. If any party wishes to make online submission, the same may be sent to the Commission's link only viz., <https://www.wbic.wb.gov.in/online-link-paper-compliance/add>

5. SPIO is also directed to inform the third party, if any, so as to enable it to defend or present its case before the Commission. Third Party may choose to be present before the Commission either in person or through its duly authorized representative for hearing, or they may also file a written submission to the Commission before the hearing.

6. The authorised representative or the officer of the public authority and the appellant/complainant/third party is advised to carry a "proof of identity" **along with the authorization letter**.

7. Take notice that in default of your appearance on the time and date mentioned aforesaid, the case shall be heard and decided in your absence **and that there will be no adjournment and review**.

8. The parties concerned should reach the venue at least 30 minutes before the scheduled time of hearing. They are also requested to intimate their telephone/mobile numbers and email address to the undersigned.

9. The Above noted hearing will be held in Conference Hall 2 in the first floor of the old Building of the West Bengal Information Commission.

10. The concerned appeal / complaint file can be accessed or downloaded from the 'Cause List' available at the Commission's website www.wbic.wb.gov.in link to the cause list is <https://wbic.wb.gov.in/cause-list-report-web/registry-cause-list/1>

You can download your specific document directly by filling up the required fields in categories.

11. Instruction for those who join virtually:

- a. All the participants of the instant hearing are hereby instructed to keep their device on mute mode before joining;
- b. When any participant wants to make any submission, he/she will raise his/her hand on the app;
- c. The participant shall un-mute the device only when permitted by the WBIC;
- d. Violation of the above will be treated as a creation of disturbance in the hearing process.

12. The concerned appeal / complaint file can be accessed or downloaded from the 'Cause List' available at the Commission's website www.wbic.wb.gov.in link to the cause list is <https://wbic.wb.gov.in/cause-list-report-web/registry-cause-list>. You can download your specific document directly by filling up the required fields in categories.

Venue for the hearing

Venue for the Appellant/Complainant
Venue : Khadya Bhawan, 11 A, Mirza Ghalib Street,, Kolkata-700087
Venue for SPIO 1
Link for virtual hearing through Google Meet : meet.google.com/wus-qobe-hwd

Reference number of SPIO Reply(if any) :

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Copy Forward To

- 1. SPIO's,Public Authority
I-Registrar of Assurance, Office of the
Registrar of Assurances, Kolkata, Finance
(Revenue) Department, Govt. of West Bengal,
5, Govt. Place (North), Kolkata - 700001
- 2.Appellant/Complainant

Sd/-
Bijon Chakraborty
Law Officer

SHAHNAZ PARVEEN
10, Old Post Office Street, Ground Floor, Room
No. - 120, Kolkata - 700001 ,West
Bengal,KOLKATA,700001

- 3. Appellate Authority
FAA, Directorate of Registration and Stamp
Revenue, WB, Webel Software Technology Park-
II Building,
4th Fr, DN-53, Sec-V, Salt Lake, Kolkata-700091.