

WEST BENGAL INFORMATION COMMISSION

Khadya Bhaban

11A, Mirza Ghalib Street, Kolkata-700 087.

Ph. No. (033)2252-0509 / 2252-0501

Website : www.wbic.gov.in E-mail : scic-wb@nic.in

No. –WBIC–13011/4/2023–SEC(WBIC)–WBIC

DATE: 08.12.2023

From: Secretary
West Bengal Information Commission

To: The Addl. Chief Secretary / Principal Secretary / Secretary
(All Departments of Govt. of West Bengal)

Sub: Review meeting regarding implementation of the directions passed in Writ Petition (Civil No. 990 of 2021) and (Civil No. 360 of 2021) in the matter of Kishan Ch. Jain –Vs– Union of India & Ors. by the Hon'ble Supreme Court of India on 17.08.2023 and 09.10.2023 respectively.

Ref: 1) Office Memorandum No. 2837–WBIC-19011(11)/76/2023-SEC-WBIC dated 07.09.2023.
2) This Commission's Letter No. 3603–WBIC-19099/3/2023-SEC-WBIC dated 06.11.2023

Sir,

In inviting a reference to the above captioned memorandum, I am directed to inform you that the Commission has decided to conduct a meeting to review the progress of the implementation of the mandate stated in Section 4 of the Right to Information (RTI) Act and process in compilation of e-mail addresses of the Public Authorities in light of the recent judgement passed by the apex court in the matter of Kishan Chand Jain - vs- Union of India & Others.

The review meeting will be held on **11.12.2023 to 22.12.2023 at 11:30 at West Bengal Information Commission, 11A, Mirza Ghalib Street, Kolkata – 700 087.** You are requested to kindly spare the nodal officers of your department, appointed under the aforesaid memorandum, to attend this meeting. The nodal officers may be directed to come prepared with a detailed report on the progress made so far in implementing the orders issued by the Hon'ble Supreme Court in W.P.C. No. 990 of 2021 and No. 360 of 2021. (copies of the referred judgments have already been communicated by 2837–WBIC-19011(11)/76/2023-SEC-WBIC dated 07.09.2023 and 3760–WBIC/L–22/2021 dated 09.11.2023). Also the same are available on Commission's website.

The agenda for the meeting will include:

1. Review of the progress made by each department (along with attached offices) in implementing the orders issued by the Hon'ble Apex Court in W.P.C. No. 990 of 2021 regarding suo motu disclosure. (As per attached format).
2. Review of progress made by each department (along with attached offices) in implementing the orders issued by the Hon'ble Apex Court in W.P.C. No. 360 of 2021 regarding compilation of e-mail addresses of the public authorities. (A report in the attached format may be sent by e-mail at least 2 (two) days prior to the date of meeting).
3. Discussion regarding uploading the Annual Report – 2023 u/s 25 of the RTI Act, 2005 in the AppCoMS portal by the departmental Nodal Officer.

Regards,

Yours faithfully

Secretary
West Bengal Information Commission

Review of progress made by the department (along with attached offices) in implementing the orders issued by the Hon'ble Apex Court in W.P.C. No. 360 of 2021 regarding compilation of e-mail addresses of the public authorities

1	Name of Department
2	No. of public authorities under the department
3	No. of public authorities for whom contact details have been updated in AppCoMS
4	No. of public authorities for whom such updation is pending.
5	Tentative date of completion of the exercise.
6	Comments, if any.

Name of the Nodal Officer for RTI matters:

(Signature)

Designation:

Department:

A CONSOLIDATED REPORT FOR TRANSPARENCY AUDIT

In compliance with the solemn order dated 17-08-2023 of the Hon'ble Supreme Court in WP (Civil) no.990 of 2021 in the matter of Kishan Chand Jain Vs. Union of India and Ors.

Please fill with appropriate remarks against the item and details of disclosure U/Sec. 4 of the RTI Act (as may be applicable). Remarks :-
"Fully met" or "Partially met" or "Not met" or "N/A"

S. No.	Section of RTI Act	Item	Details of disclosure (as may be applicable)	Remarks
1	Section 4(1)(b)(i)	Particulars of the organization, functions and duties	(i) Name and address of the organization	
			(ii) Function and duties of the organization	
2	Section 4(1)(b)(ii)	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	
			(ii) Power and duties of other employees	
			(iii) Work allocation order, if any	
3	Section 4(1)(b)(iii)	Procedure followed in decision making process	(i) Procedure followed in Final in decision making	
			(ii) Final decision making authority.	
			(iii) Time limit for taking a decisions, if any	
			(iv) Channel of supervision and accountability	
4	Section 4(1)(b)(iv)	Norms for discharge of functions	(i) Nature of functions/ services offered	
			(ii) Norms/ standards for functions/ service delivery	
			(iii) Process by which these services can be accessed	
			(iv) Process of redress of grievances	
5	Section 4(1)(b)(v)	Rules, regulations, instructions manual and records for discharging functions	(i) List of Rules, regulations, instructions manuals and records held by it or under its control (ii) Acts/ Rules manuals etc. used by the	
6	Section 4(1)(b)(vi)	Categories of documents held by the authority or under its control	(i) Categories of documents held	
			(ii) Categories of documents (category wise) under its control	
7	Section 4(1)(b)(vii)	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof	(i) Arrangement for consultations with representation by the members of the public in relation to the formulation of its policy or implementation thereof.	
			(ii) Arrangements for consultation with representation by the Members, of the public in policy formulation and / or policy implementation	
8	Section 4(1)(b)(viii)	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	(i) Name of Boards, Council, Committee etc.	
			(ii) Composition	
			(iii) Dates from which constituted, if available	
			(iv) Term/ Tenure, if any	
			(v) Functions	
			(vi) Whether their meetings are open to the public?	
			(vii) Whether the minutes of the meetings are open to the public?	
			(viii) If yes. Place where the minutes, if open to the public, are available?	

S. No.	Section of RTI Act	Item	Details of disclosure (as may be applicable)	Remarks
9	Section 4(1) (b) (ix)	Directory of officers and employees	(i) Name and designation	
			(ii) Telephone and email ID	
10	Section 4(1) (b) (x)	Monthly Remuneration received by officers & employees including system of compensation	(i) List of employees with Gross monthly remuneration	
			(ii) System of compensation as provided in its regulations	
11	Section 4(1)(b)(xi)	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.	(i) Total Budget for the public authority	
			(ii) Budget for each agency with particulars of the plan & programmes	
			(iii) Proposed expenditures	
			(iv) Reports on disbursements made.	
12	Section 4(i)(b)(xii)	Manner of execution of subsidy programme	(i) Name of the programme or activity	
			(ii) Objective of the programme	
			(iii) Procedure to avail benefits	
			(iv) Physical and financial targets of the programme	
			(v) Details of beneficiaries of subsidy programme	
13	Section 4(1) (b) (xiii)	Particulars of Recipients of concessions, permits of authorizations granted by the public authority	(i) Concessions, permits or authorizations granted by public authority	
			(ii) For each concessions, permit or authorization granted	
			a) Procedure for getting the concession/ grant and/ or permits of authorizations	
			b) Name and address of the recipients given concessions/ permits or authorisations	
14	Section 4(1)(b)(xiv) and (xv)	Information available in electronic form and Particulars of facilities available to citizen for obtaining information	(i) Name/ title of the document/record/ other information available in electronic form.	
			(ii) Location where available	
			(iii) Name & location of the facility.	
			(iv) Working hours of the facility	
			(v) Date of award of concessions /permits of authorizations	
15	Section 4(1)(b) (xvi)	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	
			(ii) Address, telephone numbers and email ID of each designated official.	
16	section 4(i) (b)(xvii)	Such other information as may be prescribed under	(i) Grievance redressal mechanism	
			(ii) Details of applications received under RTI and information provided	
			(iii) List of completed schemes/ projects/ Programmes	
			(iv) List of schemes/ projects/ programme underway	
			(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
			(vi) Annual Report	
			(vii) Frequently Asked Question (FAQs)	
			(viii) Information related to procurements (a) Notice/tender enquires, and corrigenda if any thereon,	

S. No.	Section of RTI Act	Item	Details of disclosure (as may be applicable)	Remarks
			(b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
			(c) The works contracts concluded — in any such combination of the above-and	
			(d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	
			(ix) List of items / information disclosed so that public have minimum resort to use of RTI Act to obtain Information	
17	Section 4(1) (c)	Are the details of policies / decisions, which affect public, informed to them	Publish all relevant facts while formulating important policies or announcing decisions which affect public.	
18	Section 4(3)	Dissemination of information widely and in such form and manner which is easily accessible to the public	(I) Use of the most effective means of communication (a) Internet (website) (b) Printed booklet (c) Others (II) List of materials available (a) Free of cost (b) At a reasonable cost of the medium	
19	Section 26 (1)(b)(d) and (3)	Programmes to advance understanding of RTI	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of SPIO/SAPIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	
20	As per directions issued in W.P. (Civil) 990 of 2021 Kishan Ch. Jain - Vs - Union of India and Ors. and DoPT's O.M. dated 07.11.2019		Details of third party audit of voluntary disclosures (a) Dates of audit carried out (b) Report of the audit carried out Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD for implementation of the Act (a) Date of appointment (b) Name & Designation of the officers (v) Last date of updating the website.	

Name of the Nodal Officer for RTI matters:

(Signature)

Designation

Department