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Suo Moto Disclosure of Information u/s 4(1) (b) of the RTI Act, 2005

The Right to Information Act has envisaged that all the Public Authorities shall make a constant endeavour to take steps in accordance with the requirements of this Act to publish all relevant information for the knowledge of citizens at large and update the same at regular intervals.

The Act enjoins that all the records of the Public Authority should be duly catalogued and indexed in a manner and in the form which facilitates the right to information of citizens. For this purpose, the records need to be computerized within a reasonable time and connected through a network all over the country so that access to such records is facilitated.

Section 4(1)(b) has listed seventeen such vital information pertaining to each Public Authority which are to be published *suo motu* so that the public have minimum resort to the use of this Act to obtain information.

The relevant information under Section 4(1)(b) in respect of the West Bengal Information Commission for the period under report is given below:-

[U/s 4(1)(b)(i) of the RTI Act, 2005]

the particulars of its organisation, functions and duties;

Name of the Public Authority – West Bengal Information Commission

Address: – Khadya Bhaban, 11A, Mirza Ghalib Street, Kolkata-700 087.

Website: www.wbic.wb.gov.in

E-mail: scic-wb@nic.in

Contact No. Tele : (033)2252-0509 , (033) 2252-0501

The Information Commissioners:–

The West Bengal Information Commission consists of the following members:

1. **State Chief Information Commissioner:**

Vacant Since 10.04.2026

1. **State Information Commissioner:**

Dr. Mriganka Mahato

From 30.06.2025 (The Present).

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2. State Information Commissioner:

Smt. Sanchita Kumar.

From 30.06.2025 (The Present).

Functions: West Bengal Information Commission has been constituted under sub-section (1) and sub-section (7) of section 15 of the Right to Information (RTI) Act, 2005 vide Gazette Notification No.747-PAR(AR) dated 12.12.2005 and published in the Gazette on 03.01.2006. The Commission's mandate is to exercise the powers conferred on, and to perform the functions assigned to it under the Act.

Under Sub Section 4 of the Section 16 of the RTI Act, 2005, the general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.

The State Information Commission has been empowered under Section 18 of the Act to receive and enquire into a complaint from any person,

- Who has been unable to submit a request to an SPIO either by reason that no such officer has been appointed under this Act, or because the SPIO has refused to accept his / her application for information or appeal under this Act for forwarding the same to the SPIO or a Senior Officer as specified in Sub-Section (1) of Section 19 or the State Information Commission, as the case may be;
- Who has been refused access to any information requested under this Act;
- Who has not been given a response to a request for information or access to information by the SPIO within 30 days of the receipt of the request, as laid down u/s 7(1) of the Act.
- Who has been required to pay an amount of fee which he / she considers unreasonable;
- Who believes that he / she has been given incomplete, misleading or false information under this Act; and
- In respect of any other matter relating to requesting or obtaining access to records under the Act.

The State Information Commission may initiate an enquiry in respect of a complaint on being satisfied that there are reasonable grounds to enquire into the matter under Section 18(2) of the Act.

While inquiring into any matter, the Commission shall have the same powers as one vested in a Civil Court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters;

- Summoning and enforcing the attendance of persona and compel them to give oral or written evidence on oath and to produce the documents
- Requiring the discovery and inspection of documents,
- Receiving evidence on affidavit
- Requisitioning any public record or copies thereof from any court of office.

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- Issuing summons for examinations of witnesses or documents; and
- Any other matter which may be prescribed

The Commission is empowered u/s 19(3) of the Act to admit a 2nd appeal from persons against the decision of the 1st Appellate Authority under this Act.

The 2nd appeal shall lie within 90 days from the date on which the decision should have been made or was actually made by the 1st Appellate Authority.

However, the State Information Commission may admit the 2nd Appeal after the expiry of the period of 90 days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

If an appeal is preferred before the Commission relating to information of a third party, the Commission shall give a reasonable opportunity of being heard to the third party.

In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the SPIO who denied the information.

The decision of the Commission shall be binding.

The State Information Commission has the power to impose penalty on the State Public Information Officer for the following defaults:

- refusal to received an application for information without reasonable cause or
- not furnishing information within the specified time limit; or
- malafidely denied the request for information or knowingly give incorrect, or incomplete information, or
- knowingly furnished misleading information or destroyed information which was the subject of the request, or
- obstructed in any manner furnishing of the information.

The RTI Act empowers the State Information Commission to require the Public Authority to compensate the complainant for any loss or other detriment suffered.

The State Commission can recommend for disciplinary action against the State Public Information Officer where the State Information Commission, at the time of deciding any compliant or appeal, is of the opinion that the State Public Information Officer has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under Sub Section (1) of Section (7) or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in an manner in furnishing the information under Section 20(2) of the Act.

In its decision, the Central Information Commission or State Information Commission, as the case may be , has the power to –

- Require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including–

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- by providing access to information, if so requested, in a particular form;
- by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
- by publishing certain information or categories of information;
- by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
- by enhancing the provision of training on the right to information for its officials;
- by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4.

Under the provisions of Section 25 of the RTI Act, 2005, the State Information Commission, after the end of each year, is required to prepare a report on the implementation of the provisions of the Act during that year and forward a copy thereof to the Government for laying before the State Legislature.

The Act enjoins upon the State Government to provide the State Chief Information Commissioner and the State Information Commissioner(s) with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

So far thirty (30) posts of different categories have been sanctioned by the Government for West Bengal Information Commission. A list of posts so created and filled is as under:-

SI No.	Designation of the Officers/Employees	No. of posts sanctioned	No. posts filled
1	Secretary & Registrar	1	1
2	Deputy Secretary & Additional Registrar	1	1
3	Law Officer & Joint Registrar	1	1
4	Finance Officer	1	1
5	P.S. / P. A.	1	1
7	Section Officer	1	1
8	Accountant	1	1
9	Head Assistant	1	1
10	Judicial Peshkar	1	1
11	U.D. Assistant	7	6
12	L.D. Assistant	2	2
13	Cashier	1	Vacant
14	System Administrator	1	1(Contractual)
15	System Supervisor	1	0
16	Technically Skilled Manpower	1	1 (contractual)
17	Data Entry Operator	2	4(Contractual)
18	Typist	2	2(Casual)

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19	Record Supplier	1	Vacant
20	Peon	2	0

Two casual LDCs (through agency), one Karmabandhu and one contractual peon have been engaged in the Commission with the approval of Administrative Department.

Functions and duties of the State Information Commission

[U/s 4(1)(b)(ii) of the RTI Act, 2005]

Powers and duties of its Officers and employees

Sl. No.	Designation	Powers and Duties
1.	State Chief Information Commissioner	General superintendence, direction and management of affairs of the Commission which receives appeals and complaints under the RTI Act, hearing of complaints / appeals as per provisions of RTI Act.
2.	State Information Commissioner	General superintendence, direction and management of affairs of the Commission which receives appeals and complaints under the RTI Act, hearing of complaints / appeals as per provisions of RTI Act.
3.	Secretary & Registrar	Overall supervision of all administrative work, maintaining liaison with State Government and Government of India on behalf of the Commission, Registrar to the Commission.
4.	Deputy Secretary & Additional Registrar	Administrative work under supervision of the Secretary of the Commission.
5.	Finance Officer	Drawing and Disbursing Officer.
6.	Law Officer	Supervising and monitoring of all court cases and legal matters, maintaining liaison with the advocates of the Commission and preparation of Statement of Facts and briefs, supervising and monitoring of data management system, usual works as and when directed and discharging duties of the First Appellate Authority of the Commission.
7.	Section Officer	To Supervise staff and establishment related matters and State Public Information Officer.
8.	P.S. / P.A.	i) Usual works as and when directed by the State Chief Information Commissioner/ State Information Commissioner. ii) Taking dictation as and when necessary.
9.	Accountant	Usual work as Accountant.
10.	Head Assistant	Dealing with RTI files and establishment related matters.
13.	Judicial Peshkar	Dealing RTI files.

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14.	U.D. Assistant	Dealing RTI files and other work of establishment as assigned by the Commission.
15.	L.D. Assistant	Reference work – Receiving of letters / Diaries / Name Index / Opening new files / Dispatch of letters.
16.	System Administrator	Overall in-charge of computer management, Website and System management and maintenance.
17.	Technically Skilled Manpower	LAN Troubleshooting, Data-base management and maintenance under the control of System Administrator.
18.	Data Entry Operator	Data-base Entry & Typing.
19.	Casual Typist	Typing Works
20.	Peon	Usual Works of a Gr. D employee.

[U/s 4(1)(b)(iii) of the RTI Act, 2005]

the procedure followed in the decision making process, including channels of supervision and accountability;

The Commission receives **Complaints under Section 18 of the RTI Act** and **2nd Appeals under Section 19 of the RTI Act**. These Complaints and 2nd Appeals are disposed as per provisions of the Act as well as the West Bengal Right to Information Rules, 2006.

The process followed for processing the cases is indicated below:

Sl. No.	Details of Activity in the Commission	Decision making Process	Authority Responsible for the Activity
1	Complaints under Section 18	Stage 1: Action taken report of SPIO and Appellate Authority sought if necessary. Stage 2: Further Inquiry or Hearing as per the directions of SCIC/SIC Stage 3: Final Order	Secretary & Registrar / Law Officer & Joint Registrar.
2.	2 nd Appeals under Section 19	Stage 1: Action taken report of SPIO and Appellate Authority sought if necessary. Stage 2: Hearing as per the directions of SCIC/SIC Stage 3: Final Order	Secretary & Registrar / Law Officer & Joint Registrar.
3.	Annual Report	Annual Report is prepared based on information obtained from all Departments as well as Commission's own work. The Report as approved by the Commission is sent to Government for placing in the	Secretary and Registrar under directions of the Commission.

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		Assembly	
4.	General Administration of the Commission	As per general direction of the State Chief Information Commissioner and existing rules, orders and notifications of the Government.	Secretary of the Commission under general supervision of SCIC .
5.	Video Conference (VC)	Hearings of 2 nd Appeals & Complaints are arranged through VC for Applicants of remote districts in normal time. During Pandemic Period Commission is organizing all hearings through VC. Also review meetings of the Commission are periodically held virtually through VC or Google Meet.	Technical Team of the Commission under general supervision of the Secretary.
6.	Court Cases	Decision/ Standard practice of the Commission in respect of matters coming up before the Hon'ble High Court as Writ Petitions are placed before Hon'ble Court through appointment of Advocate.	Law Officer of the Commission under supervision of the Secretary

[U/s 4(1)(b)(iv)of the RTI Act, 2005]

the norms set by it for the discharge of its functions;

Appeals and Complaints are disposed of by the Commission as per provisions of the RTI Act, 2005 and the Rules framed thereunder. The cases are taken up for consideration on chronological basis as far as practicable, subject to receiving all reports and clarifications as may be required.

In office administration and financial matters, the Commission follows rules and procedures applicable in Government departments subject to provisions of Section 15(4) of the RTI Act.

It has been decided by the Commission that Commission will take up old and new appeals and complaints preferably following chronological order as far as practicable except the following which will be heard on priority :

- Cases involving question of life and liberty.
- Cases ordered to be taken up on priority by the Hon'ble High Court.
- Cases involving inspection and obtaining copy of answer scripts.
- Cases involving recruitment matters / educational matters
- Cases of Senior Citizens / matters relating to pensionary benefits
- Any other issue as may be considered urgent in nature.

[U/s 4(1)(b)(v)of the RTI Act, 2005]

the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

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1. The Right to Information Act, 2005
2. The Right to Information (Amendment) Act, 2019
3. West Bengal Right to Information Rules, 2006 and its subsequent amendments
4. Reports/Orders of the Central Information Commission and other State Information Commissions / Department of Personnel & Training, Govt. of India / P & AR Department, Govt. of West Bengal.
5. Directions/Orders of Hon'ble High Court and Hon'ble Supreme Court.
6. Indian Evidence Act
7. The Constitution of India
8. Civil Procedure Code
9. Oaths Act
10. Black's Law Dictionary

[U/s 4(1)(b)(vi)of the RTI Act, 2005]

a statement of the categories of documents that are held by it or under its control;

Sl. No.	Subject	Type of Document file /muster/register voucher etc.	Particulars Heading/type in the document	Periodicity of preservation
1.	Appeals	Files	Section 19 of RTI Act	Not yet decided
2.	Complaints	Files	Section 18 of RTI Act	Do
3.	General/ Miscellaneous	Files	General matter related to RTI or Miscellaneous non-RTI matters	As per Secretariat manual
4.	Administration	Files	Files related to administration	Do
5.	Accounts	Files	Relating to accounts and audit matters.	Do
6.	Annual Report	Files	Materials furnished by Departments for Annual Report	Do

[U/s 4(1)(b)(vii)of the RTI Act, 2005]

the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

There is no prescribed mechanism for consultation under the RTI Act. The Commission functions under various provisions of the Act and Rules made there under. Consultations and meetings are held from time to time with public authorities and other concerned organizations as required. Administrative Training Institute, West Bengal organizes regular workshops with the Public Authorities for this purpose.

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[U/s 4(1)(b)(viii) of the RTI Act, 2005]

a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

None

[U/s 4(1)(b)(ix) of the RTI Act, 2005]

a directory of its officers and employees;

Under Section 4 (1)(b)(ix) a directory of the State Chief Information Commissioner, State Information Commissioners and the officers & employees of West Bengal Information Commission is given below:

Sl. No.	Name	Designation	Telephone No.	E-mail ID.
1.	Vacant Since 10.04.2026	State Chief Information Commission	(033) 2252-0486/ (033) 2252-0509	scic-wb@nic.in
2.	Dr. Mriganka Mahato	State Information Commission	(033) 2252-0487/ (033) 2252-0509	-Do-
3.	Smt. Sanchita Kumar.	State Information Commission	033) 2252-0488/ (033) 2252-0509	-Do-
4.	Smt.Lalita Agarwala	Secretary	(033) 2252-0509, (033)2252-0501 (EPABX)	-Do-
5.	Vacant	Deputy Secretary	-Do-	-Do-
6.	Sri Sudip Kundu	Finance Officer	-Do-	-Do-
7.	Sri Ajay Lakra	Law Officer	-Do-	-Do-
8.	Sri Dipankar Das	Personal Assistant (Schedule-B English Stenographer) Grade-I	-Do-	-Do-
9.	Sri Rupak Bhattacharjee	Section Officer	-Do-	-Do-
10.	Sri Raja Sengupta	Section Officer	-Do-	-Do-
11.	Sri Pratik Manna	Head Assistant	-Do-	-Do-
12.	Smt .Sarmistha Chatterjee	Upper Division Assistant	-Do-	-Do-
13.	Sri Ayan Saha	Upper Division Assistant	-Do-	-Do-

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14	Sri Susanta Karmakar	Upper Division Assistant		
15	Sri Tamoghna Roy	Upper Division Assistant	-Do-	-Do-
16	Smt.Bandana Giri	Upper Division Assistant	-Do-	-Do-
17	Shukla Khan	Lower Division Assistant	-Do-	-Do-
18	Sk. Sahamim Ali	Lower Division Assistant	-Do-	-Do-
19	Sri Sudipta Maji	System Administrator (Contractual)	-Do-	-Do-
20	Smt. Sutapa Basu	Technical Skilled Manpower (Contractual)	-Do-	-Do-
21	Smt. Krishna Neogi	Data Entry Operator (Contractual)	-Do-	-Do-
22	Sri Somnath Bhattacharya	Data Entry Operator (Contractual)	-Do-	-Do-
23	Sri Subhajit Mondal	Data Entry Operator (Contractual)	-Do-	-Do-
24	Sri Subham Dhar	Data Entry Operator (Contractual)	-Do-	-Do-
25	Smt.Anwasha Shaw	Data Entry Operator (Contractual)	-Do-	-Do-
26	Sri Partha Mondal	Typist (Casual)	-Do-	-Do-
27	Sri Asit Patra	Typist (Casual)	-Do-	-Do-
28	Sri Tanmoy Bhattacharya	Group D (Casual)	-Do-	-Do-
29	Sri Chandan Mallick	Karmabandhu (Casual)	-Do-	-Do-

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[U/s 4(1)(b)(x)of the RTI Act, 2005]**the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

The scale of pay of the officers and employees of West Bengal Information Commission are as under:-

<u>Sl. No.</u>	<u>Name of Employee</u>	<u>Designation</u>	<u>Monthly remuneration (Gross Salary as on January,2026)</u>	<u>System of Compensation</u>
1.	Vacant Since 10.04.2026	State Chief Information Commission		
2.	Dr. Mriganka Mahato	State Information Commissioner	325910.00	As per Govt. of India Notification no. G.S.R. 810(E) DATE 24.10.2019 & relevant orders
3.	Smt. Sanchita Kumar	State Information Commissioner	218461.00	do
4.	Smt. Lalita Agarwala	Secretary	385580.00	Guided by 7th CPC
5.	Vacant	Deputy Secretary		
6.	Sri Sudip Kundu	Finance Officer	87100.00	Guided by ROPA Rules 2019
7.	Sri Ajay Lakra	Law Officer	82030.00	do
8.	Sri Dipankar Das	Personal Assistant (Schedule-B English Stenographer) Grade-I	81380.00	do
9.	Sri Rupak Bhattacharjee	Section Officer	73840.00	do
10.	Sri Raja Sengupta	Section Officer	73840.00	do
11.	Sri Pratik Manna	Head Assistant	63700.00	do
12.	Smt.Sharmistha Chatterjee	Upper Division Assistant	53560.00	do
13.	Ayan Saha	Upper Division Assistant	44850.00	do
14.	Susanta Karmakar	Upper Division Assistant	55120.00	do
15.	Tamoghna Roy	Upper Division Assistant	39910.00	do
16.	Bandana Giri	Upper Division Assistant	37446.00	do
17.	Shukla Khan	Lower Division Assistant	35230.00	
18.	Sk. Sahamim Ali	Lower Division Assistant	31330.00	do
19.	Sudipta Maji	System Administrator (Contractual)	44000.00	do
20.	Sutapa Basu	Technical Skilled Manpower (Contractual)	41200.00	do
21.	Krishna Neogi	Data Entry Operator (Contractual)	27400.00	do
22.	Somnath Bhattacharya	Data Entry Operator (Contractual)	25800.00	do
23.	Subhajit Mondal	Data Entry Operator (Contractual)	26600.00	do
24.	Subham Dhar	Data Entry Operator (Contractual)	21400.00	do
25.	Anwasha Shaw	Data Entry Operator (Contractual)	26600.00	do
26.	Partha Mondal	Typist (Contractual)	35000.00	do
27.	Asit Patra	Typist (Contractual)	34000.00	do
28.	Tanmoy Bhattacharya	Group D (Contractual)	26800.00	do
29.	Chandan Mallick	Karmabandhu (Contractual)	33600.00	do

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[U/s 4(1)(b)(xi)of the RTI Act, 2005]**the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

Under Section 4(1)(b)(xi) the Commission has to provide details of allocation of budget and disbursement made during financial years 2025-26. These are placed on the website giving details of budget and its utilization till date in the following format to comply with this section.

Net Grant Statement 2025-26

	Head of Account	Original Grant in Budget	Supplimentary Grant	Allotment Received during April '25 to March '26 of F.Y. 2025-26	Actual Expenses during April '25 to March '26 of F.Y. 2025-26
	i	ii	iii	iv	v
1	42-2052-00-090-028-01-01-V	16263000	Nil	15198000	14874602
2	42-2052-00-090-028-01-02-V	3598000	1801000	5399000	6439176
3	42-2052-00-090-028-01-03-V	1578000	600000	2178000	1928283
4	42-2052-00-090-028-01-04-V	40000	Nil	36000	34600
5	42-2052-00-090-028-01-07-V	3193000	Nil	3147000	2992312
6	42-2052-00-090-028-01-12-V	8000	Nil	6000	6000
7	42-2052-00-090-028-02-00-V	4560000	800000	5360000	5240167
8	42-2052-00-090-028-07-00-V	211000	Nil	53000	180291
9	42-2052-00-090-028-11-00-V	200000	50000	250000	153942

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10	42-2052-00-090-028-12-00-V	50000	Nil	50000	141275
11	42-2052-00-090-028-13-01-V	32000	Nil	0	0
12	42-2052-00-090-028-13-02-V	309000	Nil	309000	242819
13	42-2052-00-090-028-13-03-V	650000	85000	735000	685670
14	42-2052-00-090-028-13-04-V	1336000	300000	1636000	1635970
15	42-2052-00-090-028-V-27-00	6000	NIL	0	0
16	42-2052-00-090-028-28-02-V	618000	1000000	1618000	1451050
17	42-2052-00-090-028-50-00-V	603000	500000	1103000	1102885
18	42-2070-00-003-00-013-V-77-00	0	NIL	589986	589986

The budget provision for the financial year 2026- 2027 is also given hereunder:

Sl. No.	Head of account	Budget Provision, 2026- 2027 (₹)
1	42-2052-00-090-00-028-V-01-01	15551000
2	42-2052-00-090-00-028-V-01-02	4355000
3	42-2052-00-090-00-028-V-01-03	1921000
4	42-2052-00-090-00-028-V-01-04	40000
5	42-2052-00-090-00-028-V-01-07	2851000
6	42-2052-00-090-00-028-V-01-12	6000

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7	42-2052-00-090-00-028-V-02-00	5507000
8	42-2052-00-090-00-028-V-07-00	251000
9	42-2052-00-090-00-028-V-11-00	258000
10	42-2052-00-090-00-028-V-12-00	51000
11	42-2052-00-090-00-028-V-13-01	0
12	42-2052-00-090-00-028-V-13-02	267000
13	42-2052-00-090-00-028-V-13-03	670000
14	42-2052-00-090-00-028-V-13-04	1376000
15	42-2052-00-090-00-028-V-27-00	10000
16	42-2052-00-090-00-028-V-28-02	913000
17	42-2052-00-090-00-028-V-50-00	819000

[U/s 4(1)(b)(xii)of the RTI Act, 2005]**the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

The Commission does not implement any subsidy programme.

[U/s 4(1)(b)(xiii)of the RTI Act, 2005]**particulars of recipients of concessions, permits or authorisations granted by it;**

None

[U/s 4(1)(b)(xiv)of the RTI Act, 2005]**details in respect of the information, available to or held by it, reduced in an electronic form;**

Important information related to the RTI Act, 2005 are uploaded in the Commission's website:www.wbic.wb.gov.in and are updated regularly.

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A list of such information uploaded in the website is given below:

Sl. No.	Type of Document	In which electronic format it is kept	Mode of retrieval
1.	The Right to Information Act, 2005	On website	Internet
2.	The West Bengal Right to Information Rules, 2006 and its amendments	Do	Do
3.	The Right to Information (Amendment) Act, 2019	Do	Do
4.	Relevant Notifications issued by the Government	Do	Do
5.	List of SPIOs as provided by the Public Authorities	Do	Do
6.	Decisions / orders of Hearing of the WBIC	Do	Do
7.	List of Show Cause Notices issued	Do	Do
8.	Details of penalty imposed, compensation awarded and Disciplinary Proceedings recommended.	Do	Do
9.	Cause List along-with copy of Appeal / Complaint file	Do	Do
10.	Appeal / Complaint format	Do	Do
11.	Important Circulars / Order of WBIC	Do	Do
12.	Frequently Asked Questions about the RTI Act, 2005	Do	Do
13.	Annual Reports of the Commission	Do	Do
14.	Publication of notices inviting Tenders/ Quotations	Do	Do
15.	Bio Data of the Commissioners.	Do	Do
16.	Docket Register (regarding newly filed Appeals and Complaints)	Do	Do
17.	All Communications received in respect of Appeal & Complaint	Do	Do
18.	Link to join virtual hearing	Do	Do

[U/s 4(1)(b)(xv) of the RTI Act, 2005]

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the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Officers of the Commission are available on phone and personally from 10.30 A.M. – 5.30 P.M. on all working days. The Commission’s website www.wbic.gov.in disseminates relevant information for the public and is updated regularly. The Commission does not have a library or reading room.

[U/s 4(1)(b)(xvi)of the RTI Act, 2005]**the names, designations and other particulars of the Public Information Officers;****WEST BENGAL INFORMATION COMMISSION**

1.	Shri Ajay Lakra Law Officer & Joint Registrar	WEST BENGAL INFORMATION COMMISSION Khadya Bhaban, 11A, Mirza Ghalib Street, Kolkata – 700 087. Email-scic-wb@nic.in Website- www.wbic.wb.gov.in	Appellate Authority vide Notification No. 2615– WBIC-11011(99)/2/2022– SEC-WBIC dated 22.08.2023
2	Sri Raja Sengupta, Section Officer	Do	SPIO vide Notification No. 1151– WBIC-13012(12)/1/2024– SECY(WBIC)-WBIC DATE-27.03.24

[U/s 4(1)(b)(xvii)of the RTI Act, 2005]**such other information as may be prescribed; and thereafter update these publications every year;**

- The Commission has introduced facility to file online Second Appeal and Complaints through a newly developed software named ‘AppCoMS’ by visiting the Commission’s website www.wbic.wb.gov.in
- The old practice of offline submission of second appeals and complaints continues as earlier.
- Hearings are scheduled through the software and all concerned can view the details of the case records online in the web portal by the following Steps -
 1. Go to the website of this Commission i.e- <https://wbic.wb.gov.in/>
 2. Click on Cause List Button .

There are many search filter available, like Commissioner wise Search(Click on “IC” drop down list). Search by name, file number,date range also available. Screen shot attached –

Last Updated on 22.05.2026

Cause List Status Report:

Cause List of Registry

Type Cause List Full Bench Cause List Dispatch Order Sheet

IC

Search Type

From Date

To Date

Display 10 records

List of Hearing Scheduled

Sl.No.	File No.	Name Of Appellant/Complainant	IC Name	Public Authority	Hearing Schedule				
					Date of Hearing	Time of Hearing	Bench Details	Hearing Notice	File
1	WBIC/RTI/C/100735/1620/2024	PRASAD MAJUMDER1	Virendra	District Inspector Of Schools (PE), Howrah	24/07/2024	11:30 AM	Single Bench	Download	Download Pdf
2	WBIC/RTI/A/100790/1586/2024	AMARESH KUMAR SAHA1	Virendra	KRISHNAPUR JNMC HIGH SCHOOL	24/07/2024	11:30 AM	Single Bench	Download	Download Pdf
3	WBIC/RTI/A/100726/1579/2024	SUSHIL KUMAR RAY1	Virendra	ADDL. DISTRICT INSPECTOR OF SCHOOL(SE), ARAMBAGH,HOOGLHY	24/07/2024	11:30 AM	Single Bench	Download	Download Pdf
4	WBIC/RTI/C/100920/1576/2024	URMILA DEVI2	Virendra	OFFICE OF THE SUB INSPECTOR OF SCHOOLS , RAI LY CIRCI F HOWRAH	24/07/2024	11:30 AM	Single Bench	Download	Download Pdf

- Hearing notices are sent to all parties by speed post and e-mail (if e-mail ID is available). Also all concerned parties will receive an SMS of the hearing schedule if correct mobile number is provided in the application
- All relevant information including cause list of hearings and decisions of the Commission are published on the Commission's website.
- Commission has introduced facility to submit link papers in respect of an ongoing proceeding of 2nd Appeals / Complaints.

The concerned parties may send their submission / action taken report / any other update in the matter by the following steps.

1. Go to the website of this Commission i.e- <https://wbic.wb.gov.in/>
2. Click on "Appeal and Complaint Online" button.
3. Click on "Submit Link Paper/Compliance/Non-Compliance"
4. Enter the file number and click on search button.
5. Choose the user type whether "Appellant" or Respondent".
6. Choose the type of Link from the drop down list.
7. Upload the pdf file , click on submit button.

Status of Pending Report

Opening Balance As on 01.01.25		Received From 01.01.25 to 31.12.25	Total	Disposed From 01.01.25 to 31.12.25	Total Pending as on 31.12.25
2 nd Appeal	3139	2907	6046	3336	2710
Complaint	1888	520	2408	1052	1356
Total	5027	3427	8454	4388	4066