Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests, Head of Forest Force
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata:: 700 106
Phone - Fax: (033) 2335 8681/7751, e-mail : pccfwb@vsnl.net
Visit us at: www.westbengalforest.gov.in

No. 1232 / STC / 2M-1367 / 2018

Dated: 15.05.2018

To:
1) All CCFs
2) All CFs
3) All FDs
4) The Joint Director/SBR
5) All DFOs/DCFs
6) All Dy. Field Directors

Sub:

Sir,

In reference to the matter aforesaid I'm directed to send herewith a copy of letter no. 1556 – WBIC/Admin / 1R- 01 / 2017 dt. 05.04.2018 forwarded by the Secretary, West Bengal Information Commission Govt. of WB, which is self explanatory and request you to kindly prepare a report in prescribe format and send the same as early as possible.

Please treat the matter urgent.

Yours faithfully,

Dy. Conservator of Forests
MIS, West Bengal

No. 1233 / STC / 2M-1367 / 2018

Dated: 15.05.2018

Copy for information to The Dy. Secretary to the Govt. of West Bengal, Department of Forests, Aranya Bhawan, Salt Lake, Kolkata – 106.

Dy. Conservator of Forests
MIS, West Bengal
Government of West Bengal
Department of Forests
"ARANYA BHAWAN"
LA-10A, Sector-III, Kol- 106

Date- 11/05/2018

From:- Deputy Secretary to the Government of West Bengal & SPIO
Department of Forests

To:- The DCF, MIS & SPIO
O/o the PCCF & HoFF, WB

Sub:- Submission of proforma report u/s 25 of the RTI Act, 05 for preparation of Annual Report for the year 2017

Sir,

I am directed to send herewith a copy of letter No. 1556-WBIC/Admn/1R-01/2017, dt- 5.4.18 forwarded by the Secretary, West Bengal Information Commission Govt. of WB, which is self explanatory and request you to kindly prepare a report in prescribe format and send the same to this Department by latest 15.05.2018 without fail.

Yours faithfully,

Enc. As Stated

Dy. Secretary to the Government of West Bengal & SPIO
Department of Forests
No. 1556-WBIC/Admn/1R-01/2017

From: Secretary,
West Bengal Information Commission

To: The Additional Chief Secretary / Principal Secretary / Secretary
Forest Department,
'Ayurveda Bhavan', LA-10A Block,
Sector 10, Salt Lake, Kolkata - 700106


Sir,

This is to inform that the West Bengal Information Commission is going to finalize the Annual Report for the year 2017.

To facilitate preparation of this report, each Department is required in accordance with the provisions of Section 25(2) of the RTI Act, 2005 to collect and provide such information to this Commission as is required to prepare the Annual Report in relation to the public authorities within their jurisdiction.

The Commission therefore requests you to submit the consolidated report of ALL the public authorities under your department by 15th May, 2018 along with a list of all Public Authorities under your department in the enclosed proforma.

The reporting period is 01.01.2017 to 31.12.2017.

You are also requested to report any success story or exemplary case under RTI, Workshop / Seminar / Awareness Campaign on RTI matters (both write-ups & photographs) during the period mentioned above.

The Commission will finalize the Annual Report, 2017 with the reports to be received till 15.05.2018 without making any further reference to its effect.

You are also requested to let this Commission know the communication address of SPIO & Appellate Authority along with the email ID.

Timely response is therefore solicited.

Enclo: A copy of the prescribed proforma.

Yours faithfully,
Secretary
West Bengal Information Commission

[Signature]

DATE: 05.04.2018
Copy for favour of kind information and taking necessary action forwarded please to the :-

1. The Sr. P.S. to Hon’ble State Chief Information Commissioner, West Bengal, Khadya Bhaban, 11A, Mirza Ghalib Street, Kolkata - 700 087.

2. The P.S. to Hon’ble State Information Commissioner, West Bengal, Khadya Bhaban, 11A, Mirza Ghalib Street, Kolkata - 700 087.

3. Office Copy.

[Signature]

Secretary
West Bengal Information Commission
### PROFORMA

[Reporting period 01.01.2017 to 31.12.2017]

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of the Public Authority (under the jurisdiction)</th>
<th>Total No. of registered cases (including those pending at the time of reporting)</th>
<th>No. of cases where access granted</th>
<th>Total No. of Cases Rejected Under Section 8</th>
<th>Within 30 days</th>
<th>After 30 days</th>
<th>Total</th>
<th>Deemed Refusal Under 7(2)</th>
<th>B (1) (a) Uts 9</th>
<th>B (1) (b)</th>
<th>B (1) (c)</th>
<th>B (1) (d)</th>
<th>B (1) (e)</th>
<th>B (1) (f)</th>
<th>B (1) (g)</th>
<th>B (1) (h)</th>
<th>B (1) (i)</th>
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No. of cases where 1st Appeal has been made u/s 19(1)

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<th>Access granted</th>
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Amount of charges collected

26

Any facts which indicate the effort of the Public Authority to administer and implement the spirit and intention of the Act.

27
No. 1557–WBIC/Admn/IR–01/2017

From: Secretary
West Bengal Information Commission

To: The Additional Chief Secretary / Principal Secretary / Secretary

Forest Department,
Aranya Bhavan, LA-10A, Block,
Sector-III, Salt Lake, Kolkata - 700106.

Sub: Submission of details in respect of SPIO & the Appellate Authority including the Public Authorities under your department.

Sir,

You are requested to furnish a list of the SPIO & the Appellate Authority of your Department including all the Public Authorities under your Department mentioning their names, designation, complete postal address, e-mail ID, Contact No. & jurisdiction to this Commission in the proforma enclosed herewith within 15th May, 2018.

You are also requested to provide the aforementioned information also in soft copy format to our e-mail address : scic-wb@nic.in within the same period as mentioned above.

Further you are requested to upload the details of SPIOs & Appellate Authorities of your department as well as the public authorities under your department in the website of the department.

Enclo: A copy of the prescribed proforma.

Yours faithfully,

Secretary
West Bengal Information Commission
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<th>Sl. No.</th>
<th>NAME</th>
<th>DESIGNATION</th>
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