



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 8581/7751, e-mail : [pccfwb@vsnl.net](mailto:pccfwb@vsnl.net)  
Visit us at: [www.westbengalforest.gov.in](http://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 : Submission of Proforma report u/s 25 of the RTI Act, 2005 for preparation of Annual Report for the year 2017.

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

1/6/2018

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

## SECTION (FOR) WEST BENGAL INFORMATION COMMISSION

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

RECEIVING SECTION

Dy. Secy.

128.

07.5.18

DATE: 05.04.2018

No. 1556-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 Proforma Report u/s 25 of the RTI Act, 2005 for preparation of Annual Report for the year 2017.**

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 15<sup>th</sup> 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.

Encl: A copy of the prescribed proforma.

Yours faithfully,

Secretary

West Bengal Information Commission

Cont.....2

25-2710  
07/05/18

SECTION(FOR)

-: 2 :-

1(3)-WBIC/Admn/1R-01/2017

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.



Secretary  
West Bengal Information Commission

SECTION(FOR)

**PROFORMA**

[Reporting period 01.01.2017 to 31.12.2017]

Sl. No.	Name of the Public Authority (under the jurisdiction)	Total No. of registered cases (including those pending at the time of reporting)	No. of cases where access granted			Total No. of	Cases Rejected Under Section 8										U/s 9	U/s 11	U/s 24	Other	Total	
			Within 30 days	After 30 days	Total		Deemed Refusal U/s 7(2)	8	8	8	8	8	8	8	8	8						8
								(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)						(j)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	

No. of cases where 1 <sup>st</sup> Appeal has been made u/s 19(1)			Amount of charges collected	Any facts which indicate the effort of the Public Authority to administer and implement the spirit and intention of the Act.
Access granted	Denied	Total		
23	24	25	26	27

SECTION(FOR)

WEST BENGAL INFORMATION COMMISSION

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

4/6

No. 1557-WBIC/Admn/1R-01/2017

DATE: 05.04.2018

From: Secretary,  
West Bengal Information Commission

To: The Additional Chief Secretary / Principal Secretary / Secretary

Forest Department,

Aranya Bhavan, LA-10A, Block,

Sector-III, Saltlake, 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 15<sup>th</sup> 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](mailto: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.

Encl: A copy of the prescribed proforma.

Yours faithfully,



Secretary

West Bengal Information Commission

**SECTION(FOR)**  
**VISION OF DETAILS I.R.O. SPIO & APPELLATE AUTHORITY INCLUDING**  
**PUBLIC AUTHORITIES UNDER DEPARTMENT.**

<u>Sl. No.</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>COMPLETE POSTAL ADDRESS</u>	<u>e-MAIL ID</u>	<u>CONTACT NO.</u>	<u>JURISDICTION</u>