

## PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

**Name of the Organization: Water Resources Investigation and Development Department**

### **4(1)(b)(i) The particulars of its organization, functions and duties;**

Office Address: Khadya Bhavan, Block – A & B (5<sup>th</sup> & 6<sup>th</sup> Floor), 11 A, Mirza Ghalib Street,  
Kolkata- 700087, West Bengal.

Phone Nos.2252-0550/1199/0691

Website: <https://www.wbwriddd.gov.in/>

E-Mail: [wridd@gmail.com](mailto:wridd@gmail.com)

Water Investigation & Development Department was created on 8th February 1995. Later in the year 2008, this department has been renamed as Water Resources Investigation and Development Department. The principal aim of the Water Resources Investigation and Development Department (WRIDD) is to explore, utilize and conserve surface and ground water in the State of West Bengal. And in so doing, use of state of the art technology to address the increasing demand of fresh water while preventing the degradation of water quality.

This Department is mainly responsible for providing irrigation services to the small and marginal farmers of West Bengal by implementing various types of minor irrigation schemes under different programmes utilizing both the ground water and surface water resources.

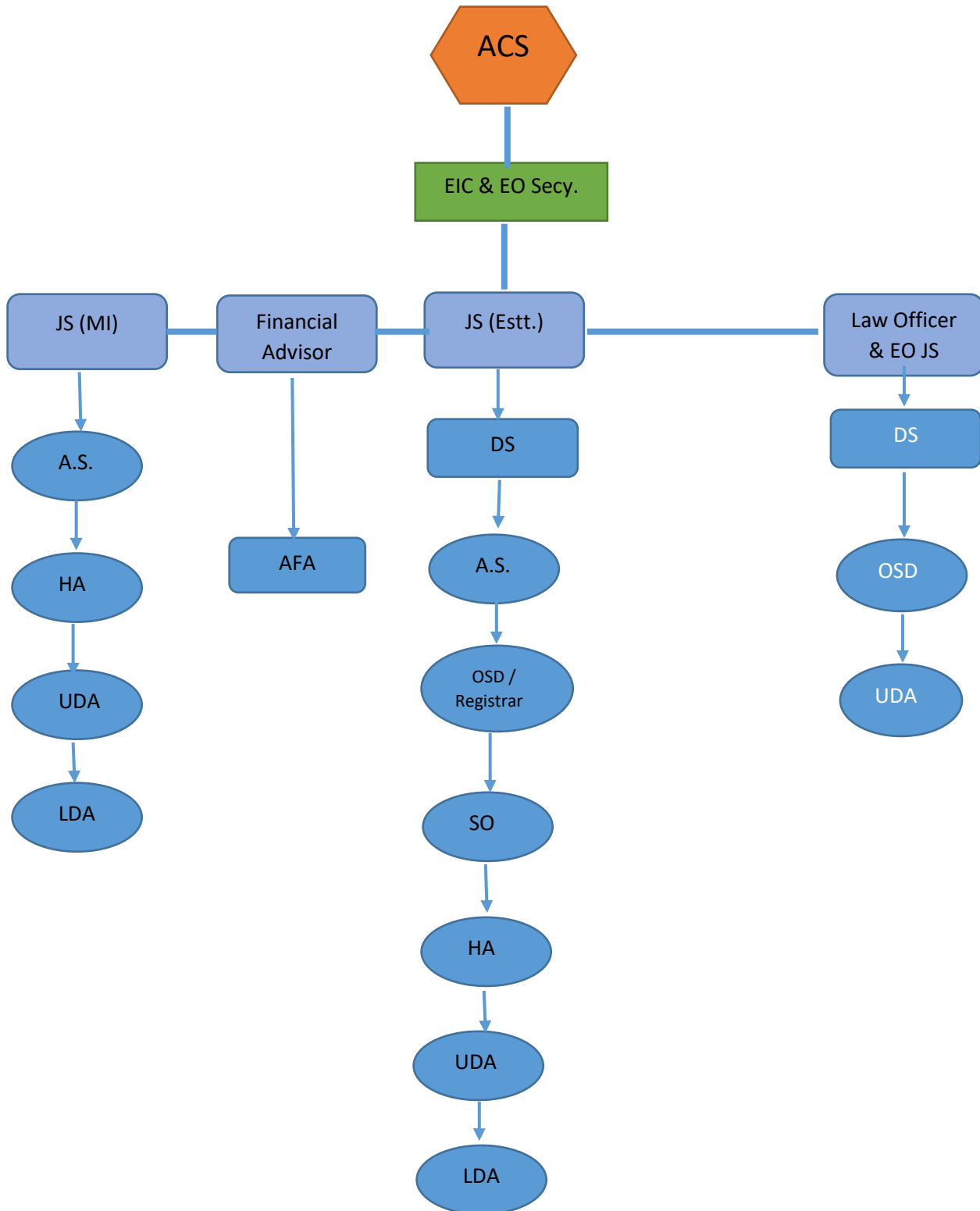
### **4(1)(b)(ii) Powers and duties of officers and employees.**

Powers and duties of the officers and employees are fixed on the basis of guidelines as laid down in West Bengal Secretariat Manual, West Bengal Service Rules Part-I, West Bengal Service (Classification, Control and Appeal ) Rules, 1971, W.B.S.( D.R.O.) Rules, 1980 and important circulars as issued by the Government from time to time etc.

SI No.	Designation	Power and Duties
1	Additional Chief Secretary	Overall supervision of the Department, Directorates and Corporations under the administrative control of this Department, administrative and financial approver as HOD and HOO, maintaining liaison with State Government.
2	Engineer in Chief & E.O. Secretary	Projects and Schemes under supervision of the Additional Chief Secretary.
3	Joint Secretary	Supervision of all the administrative works, budgets, schemes etc., delegated power of HOO.

SI No.	Designation	Power and Duties
4	Law Officer & E.O. Joint Secretary	Supervising and monitoring of all court cases and legal matters of the Department.
5	Financial Advisor	Supervision of the financial matter of the Department.
6	Assistant Financial Advisor	Assisting in the financial matter of the Department.
7	Deputy Secretary	Supervision of various works of different cells/branches of the Department, all establishment related matters of Department, Directorates and Corporations under the administrative control of this Department, Appointment on compassionate ground, WB Health Scheme, Vigilance Officer, PSA, Appellate Authority i.r.o. the Department, delegated power of HOO.
8	Assistant Secretary	Establishment related works, WB Health Scheme, Grievance Redressal Officer & Liaison Officer for Persons with Disability i.r.o. the Department, State Public information Officer (SPIO) i.r.o. the Department, Budget, Planning and Minor Irrigation related works.
9	Officers on Special Duty	All establishment related works, WB Health Schemes, Law etc. i.r.o. the Department and Directorates.
10	Registrar	Establishment matters relating to SWID, GeM purchasings, State Assistant Public information Officer (SAPIO) i.r.o. the Department. .
11	Section Officers	Establishment related works, various matters i.r.o. the Department and Directorates., DDO, Accounts etc.
12	Head Assistants	Establishment related works, Budget etc. . i.r.o. the Department and Directorates.
13	Upper Division Assistants	Dealing of various matters as per instruction of the higher authority.
14	Lower Division Assistants	Dealing of various matters as per instruction, Reference work – Receiving of letters / Diaries / Name Index / Opening new files / Dispatch of letters
15	Lower Division Clerks	Dealing of various matters as per instruction, Reference work – Receiving of letters / Diaries / Name Index / Opening new files / Dispatch of letters
16	Group D and Peon	Usual Works of Gr. D employee
17	P.S./P.A.	Usual works as and when directed by Additional Chief Secretary/Engineer in Chief & EO Secretary/Special Secretary/Joint Secretary and taking dictation as and when necessary.

4(1)(b)(iii) The procedure followed in the decision-making process, including channel of supervision and accountability.



#### **4(1)(b)(iv) The norms set by it for the discharge of its functions**

Exploring, utilizing and conserving Surface and Ground Water in the State of West Bengal is the institutional target of this Department by way of application of Technology & Technical know-how to cater the increasing demand of fresh water as well as to prevent degradation of water quality mainly in the interest of the cultivation. The Department is entrusted for implementation of Minor Irrigation Schemes with command area less than 2000 Hectares. In the course of implementation of various schemes and techniques towards avoiding scarcity of surface and ground water, the personnel engaged in the Department are trying their level best to ensure improvement of economic condition of small and marginal farmers. Simultaneously, installation of new minor irrigation schemes, diversification of new crops under the changed circumstances are being explored at length throughout the State.

#### **4(1)(b)(v) The rules, regulations, instructions, manuals and records held under its control or used by its employees for discharging its functions.**

While discharging the functions of the department, the following rules and regulations are usually followed :

- i. West Bengal Service Rule ( Part-I )
- ii. West Bengal Service Rule ( Part-II )
- iii. West Bengal Secretariat Manual
- iv. West Bengal Financial Rules
- v. West Bengal Service (General Provident Fund) Rules
- vi. West Bengal Service ( ROPA ) Rules, 1981/1990/1998/2009/2019
- vii. West Bengal Service ( Duties, Rights and Obligations ) Rules, 1980
- viii. West Bengal Service ( Classification, Control & Appeal ) Rules, 1971
- ix. Death-cum-retirement benefit Rules
- x. West Bengal Service ( Determination of Seniority ) Rules, 1981
- xi. West Bengal Treasury Rule, 2005
- xii. West Bengal Health Scheme, 2008
- xiii. Audit Manual
- xiv. Department Notification for West Bengal Right to Public Services Act, 2013
- xv. Schedule of Rates

#### **4(1)(b)(vi) Categories of documents held by the authority or under its control**

1. Office Correspondences
2. Work Files
  - i. Detailed Project Reports
  - ii. Bills & Vouchers
  - iii. Material Stock Register
- Audit Records

#### **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 and**

#### 4(1)(b)(viii) Boards, councils, committees and other bodies constituted

NA

#### 4(1)(b)(ix) Directory of the Officers and Employees of the Department

SL. NO	NAME	DESIGNATION	LEAVE SUBSTITUTE	TELEPHONE No./Ext. No.
1	Shri Manish Jain, IAS	Additional Chief Secretary		22520151/212
2	Sri Malay Kumar Pal	Sr. Personal Secretary to Additional Chief Secretary		22521144/213
3	Shri Pradip Kumar Khan,	Engineer in Chief & E.O. Secretary		22521127/214
4	Shri Utpal Saha, WBSr.ASE	Joint Secretary (MI)		223
5	Shri Sambhunath Mandal, WBSS	Joint Secretary		302
6	Shri Dinesh Kumar Garg, WBSL	Law Officer & E.O. Joint Secretary		358
7	Shri Amit Saha, WBA&AS	Financial Advisor		331
8	Sri Chinmoy Mandal, WBA&AS	Assistant Financial Advisor		333
9	Sri Muruddin Mallick, WBA&AS	Assistant Financial Advisor		333
10	Shri Tapas Kumar Biswas, WBSS	Deputy Secretary	Shri Kamal Kanta Roy, DS	306
11	Shri Kamal Kanta Roy, WBSS	Deputy Secretary	Shri Tapas Kumar Biswas, DS	306
12	Shri Kishore Kumar Mazumder, WBSS	Assistant Secretary	Sri Manas Kumar Samanta, AS	307
13	Smt. Ling Om Lepcha, WBSS	Assistant Secretary	Sri Manas Kumar Samanta, AS	307
14	Sri Manas Kumar Samanta, WBSS	Assistant Secretary	Smt. Ling Om Lepcha, AS	308

SL. NO	NAME	DESIGNATION	LEAVE SUBSTITUTE	TELEPHONE No./Ext. No.
15	Shri Partha Sarathi Kar, WBSS	Officer on Special Duty	Shri Guruprasad Mukhopadhyay,	315
16	Shri Guruprasad Mukhopadhyay, WBSS	Officer on Special Duty	Shri Partha Sarathi Kar	315
17	Shri Anup Mondal, WBSS	Registrar	Shri Partha Sarathi Kar	315
18	Sri Dharmjay Kumar	Section Officer	Sri Satyajit Ray, S.O.	329
19	Sri Satyajit Ray	Section Officer	Sri Dharmjay Kumar, S.O.	
20	Sri Dibyendu Bagchi	Section Officer	Sri Tirthankar Palit, S.O.	323
21	Sri Tirthankar Palit	Section Officer	Sri Dibyendu Bagchi, S.O.	
22	Sri Samir Chandra Biswas	Section Officer	Smt. Nisha Prasad, S.O.	
23	Smt. Nisha Prasad	Section Officer	Sri Samir Chandra Biswas, S.O.	
24	Sri Tarakeswar Bera	Head Assistant	Smt. Kakali Ghosh Malik, HA	
25	Smt. Kakali Ghosh Malik	Head Assistant	Sri Tarakeswar Bera, HA	327
26	Sri Debabrata Dey	Head Assistant	Sri Biswanath Singha, HA	309
27	Sri Biswanath Singha	Head Assistant	Sri Debabrata Dey, HA	
28	Smt. Dalu Bhattacharya	Head Assistant	Sri Biswanath Singha, HA	

SL. NO	NAME	DESIGNATION	LEAVE SUBSTITUTE	TELEPHONE No./Ext. No.
29	Sri Sudarson Naskar	Supervisory Gr. Typist		319
30	Sri Jibendra Mondal	Upper Division Assistant	Sri Kuntal Hutait, Sri Sourav Giri, UDAs	312
31	Sri Timir Mondal	Upper Division Assistant	Sri Dharmadas Som, UDA	321
32	Sri Swapan Barman	Upper Division Assistant	Sri Sourav Giri, UDA	
33	Sri Keshab Ch. Kundu	Upper Division Assistant	Sri Nirmal Das, UDA	313
34	Sri Sudip Satpati	Upper Division Assistant	Sri Jibendra Mondal,	
35	Sri Surajit Mondal	Upper Division Assistant	Sri Kuntal Hutait, Sri Keshab Ch. Kundu, UDAs	314
36	Sri Kaushik Adhikary	Upper Division Assistant	MD Haider Ali, UDA	
37	Sri Niladri Sekhar Bose	Upper Division Assistant	Smt. Rituparna Basu, LDA	319
38	Sri Dharmadas Som	Upper Division Assistant	Sri Timir Mondal, UDA	321
39	Sri Mohit Paul	Upper Division Assistant	Sri Sudipta Pramanik, LDA	328
40	Sri Raj Kumar Karan	Upper Division Assistant	Sri Sudipta Pramanik, LDA	
41	Sri Arko Roy	Upper Division Assistant	Sri Nirmal Das, UDA, Smt. Rituparna Basu, LDA	
42	Sri Sourav Giri	Upper Division Assistant	Sri Arko Roy, Sri Swapan Barman, UDAs	327

SL. NO	NAME	DESIGNATION	LEAVE SUBSTITUTE	TELEPHONE No./Ext. No.
43	Sri Anik Sarkar	Upper Division Assistant	Sri Sudipta Sarkar, Sri Sourav Giri, UDAs	
44	Md. Haider Ali	Upper Division Assistant	Sri Sudipta Pramanik, LDA	
45	Sri Kuntal Hutait	Upper Division Assistant	Sri Surajit Mondal, Md. Haider Ali, UDAs	
46	Sri Prodyut Dey	Upper Division Assistant	Sri Kashinath Mondal, LDA	319
47	Sri Sudipta Sarkar	Upper Division Assistant	Sri Raj Kumar Karan, Sri Sri Anik Sarkar, UDAs	
48	Sri Nirmal Das	Upper Division Assistant	Sri Arko Roy, Sri Sudip Satpati, UDAs	321
49	Sri Subhadeep Biswas	Upper Division Assistant	Sri Surya Sekher Sarkar, LDA	
50	Sri Sudip Choudhury	Upper Division Assistant	Sri Sourav Giri, UDA, Smt. Rituparna Basu, LDA	
51	Sri Dipanjan Saha	Upper Division Assistant	Sri Surya Sekher Sarkar, LDA	
52	Sri Sudip Goswami	Upper Division Assistant		
53	Sri Kashinath Mondal	Lower Division Assistant	Sri Dipankar Saha, Muharrir Grade-II	319
54	Sri Bitan Chowdhury	Lower Division Assistant	Sri Timir Mondal, UDA	
55	Sri Surya Sekher Sarkar	Lower Division Assistant	Sri Bitan Chowdhury, LDA	
56	Sri Avishek Sikder	Lower Division Assistant	Sri Sudipta Pramanik,	



SL. NO	NAME	DESIGNATION	LEAVE SUBSTITUTE	TELEPHONE No./Ext. No.
			LDA	
57	Sri Sudipta Pramanik	Lower Division Assistant	Sri Kaushikn Adhikary, Sri Sudipta Sarkar, UDAs	
58	Smt Rituparna Basu	Lower Division Assistant	Sri Swapan Barman, Sri Niladri Sekhar Bose, UDAs	313
59	Sri Priyabrata Mukherjee	Lower Division Assistant	Sri Kashinath Mondal, LDA	
60	Sri Purna Ch. Murmu	Muharrir Grade-I	Sri Dipankar Saha, Muharrir Grade-II	
61	Sri Rabi Naskar	Muharrir Grade-II	Sri Purna Ch. Murmu, Muharrir Grade-I	
62	Sri Dipankar Saha	Muharrir Grade-II	Sri Kashinath Mondal, LDA	
63	Sri Subrata Das	Record Supplier	Sri Purna Ch. Murmu, Muharrir Grade-I Sri Somenath Singha, RS	
64	Sri Somenath Singha	Record Supplier	Sri Purna Ch. Murmu, Muharrir Grade-I	
65	Sri Malay Biswas	Lower Division Clerk	Sri Swapan Barman, UDA, Sri Rupamay Bhattacharyay, LDC	
66	Sri Rupamay Bhattacharyay	Lower Division Clerk	Smt. Somya Chatterjee, LDC	
67	Smt. Somya Chatterjee	Lower Division Clerk	Sri Malay Biswas, LDC	
68	Sri Soumallwa Bhowmick	Peon		

#### 4(1)(b)(x) Details of remuneration of officers and employees

The gross pay of the officers and employees are as under

SL. NO	NAME	DESIGNATION	GROSS PAY (Rs.)	SERVICE
1	Sri Manish Jain	Additional Chief Secretary	Salaried from I&W Department	IAS
2	Sri Malay Kumar Pal	Sr. Personal Secretary to Additional Chief Secretary		
3	Sri Pradip Kumar Khan	Engineer in Chief & E.O. Secretary	2,16,494/-	WBSr.ASE
4	Sri Utpal Saha	Joint Secretary (MI)		WBSr.ASE
5	Sri Sambhunath Mandal	Joint Secretary	1,57,258/-	WBSS
6	Sri Dinesh Kumar Garg	Law Officer & E.O. Joint Secretary	1,66,108/-	WBLS
7	Sri Amit Saha	Financial Advisor	1,67,678/-	WBA&AS
8	Sri Chinmoy Mandal	Assistant Financial Advisor	94,754/-	WBA&AS
9	Sri Muruddin Mallick	Assistant Financial Advisor		WBA&AS
10	Sri Kamal Kanta Paul	Deputy Secretary	1,23,630/-	WBSS
11	Sri Tapas Kumar Biswas	Deputy Secretary	1,23,630/-	WBSS
12	Sri Kishore Kumar Mazumder	Assistant Secretary	84,252/-	WBSS
13	Smt. Ling Om Lepcha	Assistant Secretary	81,774/-	WBSS
14	Sri Manas Kumar Samanta	Assistant Secretary	89,700/-	WBSS

SL. NO	NAME	DESIGNATION	GROSS PAY (Rs.)	SERVICE
15	Sri Partha Sarathi Kar	Officer on Special Duty	87,100/-	WBSS
16	Sri Guruprasad Mukhopadhyay	Officer on Special Duty	87,100/-	WBSS
17	Sri Anup Mondal	Registrar	76,904/-	WBSS
18	Sri Dharmjay Kumar	Section Officer	63,630/-	
19	Sri Satyajit Ray	Section Officer	73,840/-	
20	Sri Dibyendu Bagchi	Section Officer	67,470/-	
21	Sri Tirthankar Palit	Section Officer	65,937/-	
22	Sri Samir Chandra Biswas	Section Officer	66,520/-	
23	Smt. Nisha Prasad	Section Officer	60,430/-	
24	Sri Tarakeswar Bera	Head Assistant	65,650/-	
25	Smt. Kakali Ghosh Malik	Head Assistant	63,700/-	
26	Sri Debabrata Dey	Head Assistant	52,716/-	
27	Sri Biswanath Singha	Head Assistant	51,182/-	
28	Smt. Dalu Bhattacharya	Head Assistant	60,060/-	
29	Sri Sudarson Naskar	Supervisory Gr. Typist	73,450/-	
30	Sri Jibendra Mondal	Upper Division Assistant	50,440/-	
31	Sri Timir Mondal	Upper Division Assistant	52,000/-	
32	Sri Swapan Barman	Upper Division Assistant	52,000/-	

SL. NO	NAME	DESIGNATION	GROSS PAY (Rs.)	SERVICE
33	Sri Keshab Ch. Kundu	Upper Division Assistant	53,008/-	
34	Sri Sudip Satpati	Upper Division Assistant	47,580/-	
35	Sri Surajit Mondal	Upper Division Assistant	44,486/-	
36	Sri Kaushik Adhikary	Upper Division Assistant	50,440/-	
37	Sri Niladri Sekhar Bose	Upper Division Assistant	52,000/-	
38	Sri Dharmadas Som	Upper Division Assistant	50,440/-	
39	Sri Mohit Paul	Upper Division Assistant	49,010/-	
40	Sri Raj Kumar Karan	Upper Division Assistant	39,240/-	
41	Sri Arko Roy	Upper Division Assistant	38,740/-	
42	Sri Sourav Giri	Upper Division Assistant	38,740/-	
43	Sri Anik Sarkar	Upper Division Assistant	38,740/-	
44	Md. Haider Ali	Upper Division Assistant	38,740/-	
45	Sri Kuntal Hutait	Upper Division Assistant	38,740/-	
46	Sri Prodyut Dey	Upper Division Assistant	38,740/-	
47	Sri Sudipta Sarkar	Upper Division Assistant	38,740/-	
48	Sri Nirmal Das	Upper Division Assistant	39,240/-	
49	Sri Subhadeep Biswas	Upper Division Assistant	43,254/-	
50	Sri Sudip Choudhury	Upper Division Assistant	37,570/-	

SL. NO	NAME	DESIGNATION	GROSS PAY (Rs.)	SERVICE
51	Sri Sudip Goswami	Upper Division Assistant	38,740/-	
52	Sri Dipanjan Saha	Upper Division Assistant	37,570/-	
53	Sri Kashinath Mondal	Lower Division Assistant	38,480/-	
54	Sri Bitan Chowdhury	Lower Division Assistant	30,420/-	
55	Sri Surya Sekher Sarkar	Lower Division Assistant	30,420/-	
56	Sri Avishek Sikder	Lower Division Assistant	30,420/-	
57	Sri Sudipta Pramanik	Lower Division Assistant	30,420/-	
58	Smt Rituparna Basu	Lower Division Assistant	30,420/-	
59	Sri Priyabrata Mukherjee	Lower Division Assistant	35,230/-	
60	Sri Purna Ch. Murmu	Muharrir Grade-I	51,330/-	
61	Sri Rabi Naskar	Muharrir Grade-II	50,700/-	
62	Sri Dipankar Saha	Muharrir Grade-II	52,260/-	
63	Sri Subrata Das	Record Supplier	53,040/-	
64	Sri Somenath Singha	Record Supplier	37,050/-	
65	Sri Malay Biswas	Lower Division Clerk		
66	Sri Rupamay Bhattacharyay	Lower Division Clerk		
67	Smt. Somya Chatterjee	Lower Division Clerk		
68	Sri Soumallwa Bhowmick	Peon	23,400/-	

**4(1)(b)(xi) Budget Allocation, Expenditures and Disbursements.**



**"Performance Report on the Project-wise/Scheme-wise/Item-wise Budgetary Provisions under Demand No.55 for the Financial Year 2024-2025 of W.R.I. & D.D.(Rs in Lakh) [As on 09-07-2025 (PROVISIONAL)]**  
[RUPEES IN LAKH]

Name of Projects/Scheme	Budget Estimate 2025-2026	Total Budget net of Appropriation & Augmentation for FY 2025-2026	Released by FD 2025-2026	Cumulative Fund Released by ADM DEPTT. 2025-2026	Cumulative Expenditure for 2025-2026	% of Exp on Admin Debit Release	% of Exp on FD Release
<b>B) STATE DEVELOPMENT SCHEME</b>							
IRDD (CORE)	58859.00000	58859.00000	19423.47000	4873.07220	1849.19770	37.95 %	9.52 %
WID (CORE)	1345.00000	1345.00000	443.85000	14.68170	10.00000	68.11 %	2.25 %
Implementation of Program in convergence with IGNREGA	200.00000	200.00000	66.00000				0 %
ITA	800.00000	800.00000	264.00000				0 %
BSMICL	1000.00000	1000.00000	0.66000				0 %
oro Bundhs	150.00000	150.00000	49.50000				0 %
<b>TOTAL CORE PLAN</b>	<b>62354.00000</b>	<b>62354.00000</b>	<b>20247.48000</b>	<b>4887.75390</b>	<b>1859.19770</b>	<b>38.04 %</b>	<b>9.18 %</b>
ALATIRTHA	10000.00000	10000.00000	3300.00000	902.54600	503.66000	55.8 %	15.26 %
IDF	14520.00000	14520.00000	<b>7260.00000</b>	327.80470	82.51660	25.17 %	1.14 %
latirsi	5000.00000	5000.00000					
ar Khet Ko Pant under PMKSY[OCAS-4702] (State share)(RRR)							
ational Mission (OCASPS)(State Share)							
AD&WM (State Share) - OCAS-4705							
AD&WM (State Share) - OCAS-2705							
'BADMIP [funded by State][salary for core staff]	350.00000	350.00000	115.51000	87.51000	72.49290	82.84 %	62.76 %
'BADMIP [funded by State]							
'BADMIP PHASE II (EAP)	13000.00000	13000.00000	3500.00000	3260.00000	763.78080	23.43 %	21.82 %
Sub Total WBADMIP	<b>13350.00000</b>	<b>13350.00000</b>	<b>3615.51000</b>	<b>3347.51000</b>	<b>836.27370</b>	<b>24.98 %</b>	<b>23.13 %</b>
(B) TOTAL STATE DEVELOPMENT SCHEME	<b>105224.00000</b>	<b>105224.00000</b>	<b>34422.99000</b>	<b>9465.61460</b>	<b>3281.64800</b>	<b>34.67 %</b>	<b>9.53 %</b>
<b>C) STATE DEVELOPMENT SCHEME(Central Assistance)</b>							
ar Khet Ko Pant under PMKSY[OCAS-4702] (Central share)(RRR)	10.00000	10.00000					
AD&WM (Central Share) - OCAS-4705							
AD&WM (Central Share) - OCAS-2705							
ational Mission (OCAS) (Central Share)							
h Minor Irrigation Census	5.00000	5.00000					
h Minor Irrigation Census	85.00000	85.00000					
ationalisation of Minor Irrigation Statistics (RMIS) (Central Share)							
C) TOTAL STATE DEVELOPMENT SCHEME (Central Assistance)	<b>100.00000</b>	<b>100.00000</b>		<b>0.00000</b>			
D) Support for Statistical Strengthening [Central Sector Scheme-CSS]							
<b>TOTAL (B)+(C)+(D)</b>	<b>105324.00000</b>	<b>105324.00000</b>	<b>34422.99000</b>	<b>9465.61460</b>	<b>3281.64800</b>	<b>34.67 %</b>	<b>9.53 %</b>

\*\*NB Since, no fund is received from Finance Department under the HoAs related to Matir Srishti Program, hence, fund requisition of Rs

**4(1)(b)(xii) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme;**

NA

**4(1)(b)(xiii) Particulars of Recipients of concessions, permits of authorizations granted by the public authority**

NA

**4(1)(b)(xiv) and (xv) Information available in electronic form and Particulars of facilities available to citizen for obtaining information**

Sl. No	Type of Document	In which electronic format it is kept
1	The Right to Information Act, 2005	On Website
2	The West Bengal Right to Information Rules, 2006 and its amendments	On Website
3	The Right to Information (Amendment) Act, 2019	On Website
4	Budget Allocation	On Website
5	Important Circulars / Notifications	On Website
6	Frequently Asked Questions about the RTI Act, 2005	On Website



Sl. No	Type of Document	In which electronic format it is kept
7	Publication of notices inviting Tenders/ Quotations	On Website
8	List of SPIOs as provided by the Public Authorities	On Website

#### 4(1)(b)(xvi) Name, Designation, Contact details of Public Information Officers (S.P.I.O.) and First Appellate Authority (F.A.A.)

List of State Public Information Officer (S.P.I.O.) & First Appellate Authority (F.A.A.)

#### 4(1)(b)(xvii) Such other information as may be prescribed und

##### RTI REPORT FOR 2024 (SPIO)

SI No.	Applicant	Remarks	Month
1	Indrajit Ghosh	Replied after 30 days	January
2	Anup Kumar Biswas	Matter was referred to the West Bengal Information Commission requesting for guidance in respect of this RTI application, whether he can seek information under RTI Act, 2005 in his official capacity from his higher authorities and whether information can be provided to him under RTI Act, 2005, but reply yet to be received from the WBIC, though a reminder was sent in February, 2024.	January
3	Sagun Mandi	Replied after 30 days	February
4	Jagriti Bhattacharya	Transferred to SWID.	April
5	Walmik Mahadeo Mhatre	Received on transfer from CMO and transferred to PHE Department.	May
6	Mrinal Kanti Pramanik	Received on transfer from WRDD and replied within 30 days	June
7	Archana Adhikary Mukherjee	Replied within 30 days	July
8	Panchmari Haldar	Received on transfer from Finance Department and transferred to WRDD.	August
9	Sunita Roy	Transferred to WRDD.	August
10	Sabir Ahamed	Replied after 30 days	September

11	Sudhangshu Sekhar Biswas	Transferred to WRDD.	November
12	Biplab Kumar Chowdhury	Transferred to WRDD & SWID.	November
13	Gopal Prasad	Received on transfer from High Court, Kolkata and transferred to SWID.	December
14	Mousaf Alam	Received on transfer from I & W Department and transferred to WRDD.	December

### RTI REPORT FOR 2024 (APPELLATE AUTHORITY)

SI No.	Applicant	Remarks	Month
1	Biplab Kumar Chowdhury	Replied within 30 days.	December