

Government of West Bengal
Health and Family Welfare Department
G.A. Branch
Swasthya Bhawan, G.N.- 29
Salt lake City, Kolkata-700091

No: HF/O/GA/1286/3A-75/2022

Date: 10.05.2022

From:

Deputy Secretary to the
Government of West Bengal

To:

All Branches : Planning & Budget/Transport/Health Services (MA+MS)/NHM/Family Welfare/PHP/Swasthya Sathi Scheme/RSBY/Clinical Establishment /State AIDS Prevention & Control Service/AYUSH/Dental/IT/MES/MERT/Strategic Planning & Sector Reforms Cell/Law /Nursing/Rogi Kalyan Samiti/Vigilance/State Organ Tissue Transplant Organization/Medical Reimbursement/Drug & Equipment

All Directorates : DHS/DME/Dte of Ayurveda/Dte of Drugs/Dte of State AIDS Prevention & Control Society/Dte of State Drug Control & Research Laboratory/Dte of Nursing and West Bengal Medical Services Corporation/Gluconate india Ltd/Electro Medical Allied India Ltd/WB Health Recruitment Board/WB Clinical Establishment & Regulatory Commission/Gluconate Health Ltd/EMAIL/WB Health University/WB Allied Medical & Paramedical Council

Subject: Suo moto disclosure of information on proactive basis, as per Section 4(I)/b, RTI Act, 2005

Ref: 181-PAR (Genl.)/HR/N/G8P-15/2022, dated: 02.03.2022

Sir/Madam,

In inviting the subject and reference stated above I am directed to request you to furnish this branch with the information of your Branch/Cell/Office as mentioned in Section 4(I)/b of RTI Act , 2005 , by 7 (seven) days (both hard copy and soft copy).

This may be treated as an urgent.

Enclosures: as stated above

Yours faithfully

A. Chatterjee
Deputy Secretary to the
Govt. of West Bengal

(l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

(m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(n) "third party" means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

3. Right to information.—Subject to the provisions of this Act, all citizens shall have the right to information.

4. Obligations of public authorities.—(1) Every public authority shall—

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) publish within one hundred and twenty days from the enactment of this Act,—

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) 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;
- (viii) 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;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

SECTION
4(1)(b)
RTI

(xv) 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;

(xvi) the names, designations and other particulars of the Public Information Officers;

(xvii) such other information as may be prescribed;

and thereafter update these publications every year;

(c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;

(d) provide reasons for its administrative or quasi-judicial decisions to affected persons. //

Secy & CFS & AA, RTI

202-CFS | 10/3/22

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GOVERNMENT OF WEST BENGAL
Department of Personnel & Administrative Reforms
General Cell
State Secretariat, "NABANNA"
325, Sarat Chatterjee Road, Howrah-711 102

No: 181-PAR(Genl.)/HR/N/GSP-15/2022

Date: 02.03.2022

From: OSD & E.O Senior Special Secretary,
to the Government of West Bengal.

To: The ACS/ Principal Secretary/ Secretary to the
Government of West Bengal
Department of (GA)

Sub: Writ Petition(Civil) No. 990 of 2021
(Kishan Chand Jain Vs Union of India & Ors)

Sir,

Apropos, I am directed to request you to let this Department be intimated regarding suo motu disclosure of information on proactive basis in terms of Section 4 of the RTI Act, 2005 to make the functioning of the public authorities more transparent from the end of your Department for onward appraisal of the same before the Hon'ble Supreme Court of India.

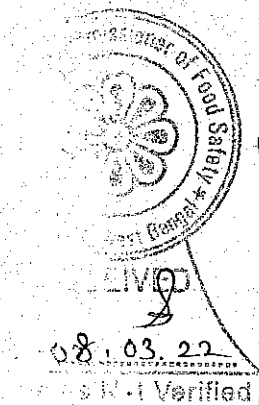
Your response may please be mailed to this Department at wbpargeneral@gmail.com by 08.03.2022 positively.

This may be treated as extremely urgent.

Spl. Secy (GA)

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OSD & E.O Senior Special Secretary
to the Government of West Bengal



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& SPMO

Plum Spk
angels

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09/03/2022