

**Government of West Bengal**  
**Department of Personnel & Administrative Reforms**  
**Administrative Reforms Cell**  
**Writers' Buildings, Kolkata-700001**

No.35 -PAR(AR)/O/3M-29/2005 Pt.VI

Dated, Kolkata, the 20<sup>th</sup> January, 2009

**ORDER**

Whereas the Amendments in the West Bengal Right to Information Rules, 2006 has been published in the Kolkata Gazette vide Notification No. 724-PAR (AR)/O/3M-29/2005 Pt. VI dated 17.10.2008;

Whereas in the amended rules, it has been provided under serial No. (1) (a), (1)(b) and (2)(2) that an applicant seeking information under the Right to Information Act, 2005 shall deposit fees by Court Fee and Non-Judicial Stamp Paper as application fee and by Demand Draft or Bankers Cheques or Indian Postal Order or Treasury Challan as both application fee and fee for supply of information;

Whereas under provisions of the West Bengal Right to Information Rules, 2006 and its amendments, the designated Public Information Officer is responsible for supervising receipt of fees in his office, and timely remittance of the Bank Draft/ Bankers Cheques/Indian Postal Order so received from the information seeker to the treasury link bank of the station;

Now, therefore, it is ordered that the designated Public Information Officer of each public authority of this Government shall maintain a **REGISTER** in the following format to observe receipt of fee, furnishing of information to the payee etc. :-

**FEE COLLECTION AND INFORMATION DELIVERY REGISTER UNDER RTI RULES**

Name & Address of the Applicant	Date of Application	Particulars of application fee (Date, Challan No. etc., Amount)	Particulars of fee for supply of information with Challan No. & date/ receipt No. & date/ Bank Draft/Bankers Cheques/IPO	Refund, if any, with reasons	Date of information delivery against the fee	Particulars of deposit of application fee & fee for supply of information to the Govt. Exchequer (Challan No., Date etc.)	Signature of the designated officer of the office
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

It is hereby brought to the notice of all concerned in order to comply with the order with immediate effect.

This order issues with the concurrence of the Finance (Audit) Department vide their U.O. No. 1569, Gr. 'T' dated 16.01.2009.

Sd/- (Sk. Nurul Haque)  
Principal Secretary to the  
Government of West Bengal