

Government of West Bengal
Public Works Department
Establishment Branch (RTI Cell)
Khadya Bhawan, Block-A, 1st Floor, Room No. 110
11A, Mirza Ghalib Street, Kolkata-87.

No.: 1598-PWD-13034/31/2024-WORKS WING (E-1060761) Dated: 04/06/26

ORDER

Sub: Submission of Annual Report u/s 25 of the RTI Act, 2005 for the year 2025.

In terms of **Memo No. 902-13016/3/2025-SECY(WBIC)-WBIC dated 27/05/2026** of the Secretary, WBIC, the undersigned is to request all the SPIOs under the administrative control this Department to submit Annual Report of 2025 in quarterly format in the web-portal designed by West Bengal Information Commission u/s 25 of the RTI Act, 2005 within **05/06/2026** positively in AppCoMS software developed by WBIC by logging in the portal using the login ID and password created by them.

The undersigned is further to request all SPIOs under this Department not to send any report to WBIC in hard copy or soft copy. Only report uploaded in the AppCoMS software will be considered by the system while compiling department wise report.

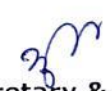
Simultaneously, the undersigned is also to request all SPIOs to update their details in the portal of WBIC as it is observed that many of them have already been transferred or have retired from service.


04.06.2026

**Additional Secretary & Nodal Officer (RTI), PWD
Govt. of West Bengal.**

No.: 1598/1(8)-PWD-13034/31/2024-WORKS WING (E-1060761) Dated: 04/06/26
Copy forwarded for information and necessary action to:

- (1) The Sr. P.S to the Secretary, Public Works Department.
- (2) The E-in-C & E.O Secretary, Public Works Department.
- (3) The Secretary, WBIC, Khadya Bhawan, Kolkata-87.
- (4) The Joint Secretary (P&C/Works/Roads/Personnel), Public Works Department.
- (5) The Chief Engineer (HQ), P.W Dte. / Chief Engineer (HQ), P.W(Roads) Dte. / Chief Engineer (Planning / North Zone / South Zone / West Zone / Social Sector) / Planning (Electrical) / Chief Government Architect & E.O Chief Engineer.
- (6) The Assistant Chief Engineer (Planning), O/o the Chief Engineer (Planning), P.W Dte., 9th Floor, PWD Building, Bhabani Bhavan Complex, 31/1, Belvedere Road, Kolkata-27.
- (7) The Superintending Engineer, _____ Circle.
- (8) The Executive Engineer, _____ Division.


**Deputy Secretary & SPIO, PWD
Govt. of West Bengal.**

*Dr. Secretary &
SPIO, P.W.
R. take n.a.
21/06/2026*

WEST BENGAL INFORMATION COMMISSION

Khadya Bhaban,
11A, Mirza Ghalib Street,
Kolkata - 700 087
Website : www.wbic.gov.in
E-mail : scic-wb@nic.in

No. 902-13016/3/2025-SECY(WBIC)-WBIC

DATE: 27.05.2026

From: Secretary
West Bengal Information Commission

To: Additional Chief Secretary / Principal Secretary / Secretary

Sub: Requesting direction upon the Nodal Officer (RTI) for necessary updation and monitor the uploading of Annual Report 2025 in the AppCoMS portal of West Bengal Information Commission.

Ref: Submission of Annual Report u/Sec. 25 of the RTI Act, 2005 for the year 2025.

Sir / Madam,

This is to draw your kind attention seeking your intervention in the matter of uploading of Annual Report u/Sec. 25 of the RTI Act, 2005 for the year 2025 by the SPIOs of all public authorities under each Department which stands due.

Necessary instructions to the concerned Nodal Officers were sent through their registered emails followed by phone calls from this Commission wherefrom it is learnt that many of them have now either been transferred or have retired from service.

It is therefore requested that a direction upon the present Nodal Officer (RTI) of the Department may kindly be issued from your end for necessary updation and monitoring submission of the Annual Report for the year 2025 by all the SPIOs of the public authorities registered under the Department within 5th June, 2026.

Regards.

Yours faithfully,

[Signature]
Secretary

West Bengal Information Commission

*SD
JS (w)*

*1368/SP/26
01/06/26*

27/5/26