

THE KOLKATA MUNICIPAL CORPORATION
Central Municipal Office Buildings,
Municipal Commissioner's Department
5, S.N.Banerjee Road, Kolkata- 70013.

Date: 20.04.15

Municipal Commissioner's Circular No. 08 of 2015-16

The fee is prescribed by rule 3 of the Right to Information(Regulation of fee and Cost)Rules,2005 and West Bengal Right to Information Rules, 2006 for submission of RTI application shall be accompanied by a fee of Rs.10/- by any one the following modes:

- 1.Cash against proper receipt, or
- 2.Court Fee Stamp, or
- 3.Indian Postal Order ,or
- 4.Demand Draft /Bankers Cheque(in favour of KMC,payable at Kolkata),or
- 5.Non-Judicial Stamp paper (in favour of KMC,payable at Kolkata)

For providing information under Section 7(5) of the Act, following fee shall be paid:

- a) rupees two, for each page in A-4 or A-3 size paper created or copied; or
- b) actual charge or cost price, for a copy in large size paper, or
- c) actual cost price, for sample or model, or
- d) rupees five for each fifteen minutes or fraction thereof, for inspection of records; or
- e) rupees fifty per diskette or floppy, for information provided in the diskette or floppy; or
- f) actual charge fixed for publication or rupees two per page of photocopy for extracts there from, for information provided in printed form.

As per Rule 4 (2) of West Bengal Right to Information Rules, 2006 **the mode of deposition of fees for providing documents** is detailed below :

- **All the SPIOs of KMC should accept the IPOs, Demand Draft, Bankers Cheque drawn in favour of " Reserve Bank of India " or " State Bank of India " and they should arrange to deposit such IPOs and Demand Draft/ Bankers Cheque to "Reserve Bank of India" or " State Bank of India" by the next working day through T.R. Form No. 7 (copy enclosed) in the Head Code of "00706080002127".**
- **If the SPIOs face any difficulty in depositing the fee they may send such IPOs/Demand Draft/ Bankers Cheque along with filled up T.R. Form No. 7 to Personnel Department for depositing the fee.**

The BI Code No. 8871-291 is hereby dispensed with immediately and all the SPIOs are also informed that no cash should be accepted for providing information under RTI Act.

This order supersedes all earlier orders in this regard and is to take immediate effect.



Municipal Commissioner

Distribution:

- 1) P.A. to Hon'ble Chairman/ OSD to Hon'ble Mayor/ P.A. to Hon'ble Dy. Mayor/Chief Whip(TMC)
- 2) P.A. to Chairman, Mpl. Accounts Committee/ P.A. to Leader of the Opposition
- 3) P.A. to Members, Mayor-in-Council
- 4) PA to Jt. Mpl. Commissioner(P/D/G/R)/P.D.(KEIP)
- 5) All controlling Officers/Heads of the Departments
- 6) All SPIOs.



Municipal Commissioner

T.R.FORM NO.-7

[See sub-rule (2)(b) of T.R.3.06]

Challan for Deposit of money in the account of GOVERNMENT OF WEST BENGAL

1. Name of the Bank & Branch:
2. (a). Name of the Treasury: _____
(b). Treasury Code: _____
3. Account Code: _____
(14- Digits must be filled up properly)
4. Detail Head of Account:
5. (a) Amount: Rs. _____
(b) In Words: Rupees: _____
6. By whom tendered - Name & Address:
7. Name/ Designation & Address of the Departmental Officer on whose behalf/ favour money is paid:
8. (a) Particulars & Authority of Deposit:

1 * (b) T.V. No. & Date of A.C. Bill:
9. Accounts Officer by whom adjustable: Accountant General (A&E), West Bengal.

Verified

Signature of Departmental / Treasury Officer

Depositor's Signature

Date: Treasury Received Challan No.

Received payment. Bank Scroll Serial No.

Receipt by Bank / Treasury Signature with seal of the Bank.

Date:

1 * In respect of Challan relating to refund of unspent amount of A.C. Bill

Particulars of Amount Deposited :

Cash :		Cheques:			
- Notes	Amount		Drawee Bank	Cheque No.	Amount
x 1000=					
x 500=					
x 100=					
x 50=					
x 20=					
x 10=					
x 5=					
Coins	=				
Total				Total	

Note -1. Challans are to be presented to the Bank after the Head of Account upto detailed head and other particulars noted on it have been verified by the Departmental Officer on whose behalf money is credited to the Government Account. If there is no Departmental Officer at the place where the Treasury is situated this verification will be made by the Treasury Officer. Difficulties may arise because of not quoting the Head of Account correctly upto Detailed Head.

Note-2. Particulars of money tendered should be given in the form given above. The Cheques/ Drafts meant for transfer credit should bear the endorsement "Received payment by transfer credit to

_____ (Head of Account to which credited)

Note- 3. In cases where direct credit at the Bank without verification by Departmental Officer or Treasury Officer is permissible (e.g. fees payable to the Public Service Commission on account of recruitment, etc.), the Head of Account may be written by the Depositors. The Treasury Officer or Pay & Accounts Officer, Kolkata Pay & Accounts Office may check the Head of Account and make correction, where necessary, when the Challan is received with the Bank's scroll.

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