

**THE KOLKATA MUNICIPAL CORPORATION**

**Central Municipal Office Buildings,  
Municipal Commissioner's Department  
5, S.N.Banerjee Road, Kolkata – 700013.**

**Date: 24.03.2018**

**MUNICIPAL COMMISSIONER'S CIRCULAR NO. 75 OF 2017-18**

With a view to cope with the increasing volume of works in connection with the submission of Application Fees and Deposition of Fees for collecting documents as per RTI Act, 2005, it is felt necessary to adopt the revised procedure(s) following the Rule 3 & 4 of the West Bengal Right to Information Rules, 2006, which are mentioned below :

This is for information for all concerned that while accepting the fees at the time of submission of RTI application as per revised procedure, the application shall be accompanied as stated below in terms of Rule 3(1) of West Bengal Right to Information Rules, 2006:-

- (i) A Court Fee of rupees ten, or
- (ii) Non-Judicial Stamp paper of rupees ten or
- (iii) Demand Draft/ Bankers Cheque/ Indian Postal Order payable in favour of "Reserve Bank of India" or any other authorized Bank linked with the Treasury in T.R. Form No. 7.

As per Rule 3(2) of West Bengal Right to Information Rules, 2006 while sending a request for information by e-mail, the applicant has to deposit the application fee of rupees ten by Demand Draft or Bankers Cheque or by Indian Postal Order, payable in favour of " Reserve Bank of India " or any other authorized Bank linked with the Treasury in T.R. Form No. 7, mentioning the particulars of such deposit to the State Public Information Officer in such e-mail and upon receipt of such fees the State Public Information Officer shall process such request for providing information:

Provided that such information as sought for should not be delivered to the applicant unless the requisite amount of application fee has been received by the State Public Information Officer by Demand Draft or Bankers Cheque or by Indian Postal Order, as the case may be.

As per the revised procedure the applicant has to deposit such application fee in form of Demand Draft/ Bankers Cheque/ Indian Postal Order under the Head of account "0070-Other Administrative Services-60-Other Services-800-Other Receipts including Census-021-Collection of fees from information seeker for the purpose of servicing information-27-Other Receipts" [Head Code " 00706080002127 " ] directly at "Reserve Bank of India" or any concerned bank linked with Govt. Treasury and shall produce the receipted challan to the State Public Information Officer of the department concerned of K.M.C at the time of seeking information.

In terms of the provisions contained as per Rule 4(1) of West Bengal Right to Information Rules, 2006, the fee for providing information is detailed below :

- 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.

