

“Compliance of Section 4(b) of the Right to Information Act, 2005”

In compliance with the stipulation of Section 4(b) of the RTI Act, 2005, this organization hereby publish in its official website and the notice board the following information :

(i) This Tribunal was set up under the Administrative Tribunals Act, 1985 (Act No. XIII of 1985). This Tribunal was set up in exercise of the power conferred by the Sub-section (iv) (1) by a Notification, bearing no. GSR 874(f) dated 21.12.94 published in the Official Gazette of India Extraordinary No. 530, dated 21.12.94. This Tribunal is dealing with cases relating to service matters and this Tribunal has been set up to give speedy relief to West Bengal Government employees and other persons covered under the Act.

(ii) & (iii) This Tribunal is situated in the 3rd floor of Bikahs Bhavan, East Block, Salt Lake City, Kolkata – 91 and this official venue was published in Kolkata Gazette Extraordinary No. 477-F, dated 14.01.95. It consists of 3 Members (Judicial) and 3 Members (Administrative). Members (Judicial) are all retired High Court Judges and Members (A) are retired Senior IAS Officers. The Judicial officers, the employees of the High Court and the employees of the District Courts are not covered by this Tribunal. The Chairman of this Tribunal is in the helm of the Administration and the Registrar who is Senior Judicial Officer is the Administrative Head of this Tribunal. Regarding Administrative matters, he is assisted by the Deputy Registrar who is also one Judicial Officer. There is also a sanctioned post of the Assistant Registrar but the said post is lying vacant. The post of Librarian is also lying vacant. There are in all 18 (eighteen) PAs to assist the Chairman and other Members of this Tribunal. There are 2 (two) Section Officers, 1 (one) Accountant (in-charge of the Accounts Section of this Tribunal), 2 (two) Superintendents to supervise the official works of 3 (three) Benches of this Tribunal. There are 2 (two) Head Assistants, 8 (eight) Upper Division Assistants, 1 (one) Record Keeper, 1 (one) Grade I Typist, 8 (eight) Lower Division Assistants, 1 (one) Cashier (now vacant), and 3 (three) Record Suppliers. There are other staffs to assist the functioning of this Tribunal but several posts are lying vacant.

(iv) It is not possible to lay down any procedure to be followed in the decision making process as the decision of this Tribunal is purely a judicial work. There cannot be any norms to be set up for the discharge of the functions of this Tribunal.

(v) (a) Relevant Law Books, Orders, Journals are kept in the Library;

(b) Government orders and instructions are kept in the office;

(c) Records relate to Courts are kept in the Record Section and

(d) The process of computerization is also in use with local area network for speedy functioning.

(vi) (a) Government orders for offices, (b) Law Books for Courts, (c) Journals for Courts,

(d) Service Books of the employees (except the PAs), (e) Case records.

(vii) This clause not applicable.

(viii) This clause not applicable.

(ix) There is no such Directory of its officers and employees.

(x) The Chairman and the Members both Judicial and Administrative get remuneration and benefits like a sitting Judge of High Court. The Registrar and the Deputy Registrar being Judicial Officers are getting remuneration as per the 2nd Judicial Pay Commission. The remunerations of the employees of this Tribunal is as per the Government of West Bengal norms.

(xi) Total budgetary allocation was ₹ 3,83,16,500/- for the financial year 2011-2012 out of which ₹ 1,56,72,632/- was returned back. This was due to the fact that posts of one Member each from the Judicial side and Administrative side were lying vacant.

(xii) to (xiv) Not applicable for this Tribunal.

(xv) The citizen may obtain any information relating to judicial matter by praying for a Certified Copy of any order passed by the Hon'ble Tribunal. Regarding other particulars, a citizen may obtain information by filing an application under the RTI Act only regarding administrative matters, if not barred under the RTI Act.

(xvi) The name of the Public Information Officer is Shri Partha Biswas who is the Section Officer (1) of this Tribunal and the senior-most staff of this Tribunal. His Telephone No. is (033) 2358-7408.

(xvii) Any further information regarding functioning of this organization will be available from the Administrative Tribunals Act, 1985 (as amended time to time and the rules made thereunder).

03.07.2012.

Indrajit Chattopadhyay
(INDRAJIT CHATTOPADHYAY) 3.7.12

Registrar

West Bengal Administrative Tribunal