

**Government of West Bengal
Finance Department
Audit Branch**

No. 9872(100)-F(H)

Dt. 30.10.2009

MEMORANDUM

The undersigned is directed to say that in order to promote transparency and accountability in the working of every public authority, the Right to Information act, 2005 has been enacted and as per provision of the Section 7(1) of the Act ibid, it is mandatory to the State Public information Officers to provide the information in any case to the applicants seeking information under this Act within 30 (thirty) days of the receipt of the request. The State Public Information Officer may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties according to section 5(4) of the said Act. Provision as laid down in Section 5 (5) of the Act says that any officer, whose assistance has been sought under section 5 (4) shall render all assistance to the State Public Information officer.

In view of the facts stated above, the undersigned is directed to request him/her to deal with the matters under RTI Act, 2005 with top most priority so that the state Public Information Officer, RTI Cell, Finance Deptt. is able to furnish the required information to the applicants within the stipulated time.

S.Bhattacharyya

Special Secretary to the
Government of West Bengal
Finance Department