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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION, SCIENCE & TECHNOLOGY
AND BIOTECHNOLOGY DEPARTMENT
(INTEGRATED LAW CELL)
BIKASH BHABAN, SALT LAKE CITY, KOLKATA - 700 091

No. 77-ILC/OM-90L/17

Date : 05.03.2018

NOTIFICATION

In exercise of the powers conferred by section 3 of the West Bengal Right to Public Services Act, 2013 (West Bengal Act XVII of 2013), the Governor is hereby pleased to notify the following services and the Designated Officers, the Appellate Officers and the Reviewing Officers responsible for providing such services, along with stipulated time limit for providing the notified services as follows:—

1. Education Directorate:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1	Swami Vivekananda Merit-Cum-Means Scholarship Scheme.	Joint Director of Public Instructions.	90 days from the date of closing of the application.	Director of Public Instruction.	60 days.	Joint/Special Secretary.	30 days.

2. Directorate of Technical Education:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1	Swami Vivekananda Merit-Cum-Means Scholarship Scheme.	Jt. Director of Technical Education.	90 days from the date of closing of the application.	Director of Technical Education.	60 days.	Joint/Special Secretary.	30 days.

3. Presidency University:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
2.	Issuance of Grade Card/ Duplicate Grade Card.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
3.	Issuance of Migration Certificate/ Duplicate Migration Certificate.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
4.	Academic Records Verification.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
5.	Issuance of Registration/ Duplicate Registration Certificate.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
6.	Grant of Scholarship.	Dean of Students.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
7.	Issuance of Identity Card/ Duplicate Identity Cards.	Dean of Students.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
8.	Issuance of NOC for Passport/ VISA.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.

4. Netaji Subhash Open University:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Registration/Duplicate Registration Certificate.	Deputy Registrar.	60 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
2.	Issuance of Migration Certificate/ Duplicate Migration Certificate.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
3.	Academic Records Verification.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
4.	Issuance of Mark Sheet/ Duplicate Mark Sheet.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
5.	Issuance of any kind of Certificate/ duplicate certificate.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
6.	Verification of Results.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.

4. Kalyani University:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
2.	Issuance of Identity Card/ Duplicate Identity Card	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
3.	Issuance of Registration Certificate/ Duplicate Registration Certificate.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
4.	Issuance of Migration Certificate/ Duplicate Migration Certificate.	Deputy Registrar	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
5.	Issuance of Mark Sheet/ Duplicate Mark Sheet.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
6.	Academic Record Verification.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
7.	Issuance of NOC for Passport/ Visa	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
8.	Review of Examination Papers.	Controller of Examinations.	60 days.	Registrar.	30 days.	Vice Chancellor.	15 days.
9.	Granting of Scholarship.	Dean, Students.	60 days.	Registrar.	30 days.	Vice Chancellor.	15 days.
10.	Issuance of certificates on various issues.	Deputy Registrar	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.

6. Vidyasagar University:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Registration/ Duplicate Registration	Deputy Registrar.	30 Days.	Registrar.	15 days	Vice chancellor.	15 days.
2.	Migration/ Duplicate Migration	Deputy Registrar.	30 days.	Registrar.	15 days	Vice chancellor.	15 days.
3.	Re- registration/ Registration Correction	Deputy Registrar.	30 days.	Registrar.	15 days	Vice chancellor.	15 days.
4.	Provisional Ph. D Certificate	Deputy Registrar.	30 days.	Registrar.	15 days	Vice Chancellor.	15 days.
5.	Academic record Verification	Deputy Registrar.	30 days.	Registrar.	15 days	Vice Chancellor.	15 days.

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
6.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice chancellor.	15 days.
7.	Review of Results	Controller of Examinations.	90 days.	Registrar.	30 days	Vice chancellor,	30 days.
8.	Issuance of NOC for Passport/ Visa.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
9.	Granting of Scholarship.	Dean, Students' Welfare.	60 days.	Registrar.	30 days.	Vice Chancellor.	30 days.
10.	Issuance of certificates on various issues.	Deputy Registrar	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.

7. Burdwan University:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
2.	Issuance of Identity Card/ Duplicate Identity Card.	Controller of Examinations.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
3.	Issuance of Registration / Duplicate Registration Certificate.	Deputy Registrar.	60 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
4.	Issuance of Migration Certificate/ Duplicate Migration Certificate.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
5.	Issuance of Mark Sheet/Duplicate Mark sheet.	Controller of Examinations.	60 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
6.	Academic Record Verification.	Controller of Examinations.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
7.	Issuance of NOC for Passport/ Visa.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
8.	Review of Examination papers.	Controller of Examinations.	90 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
9.	Granting of Scholarships.	Deputy Registrar.	90 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
10.	Issuance of NOC on Various Issues.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.

8. Calcutta University:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Registration/ Duplicate Registration.	Deputy Registrar.	30 Days.	Registrar.	15 days.	Vice-chancellor.	15 days.
2.	Migration/ Duplicate Migration.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice- chancellor.	15 days.
3.	Re- registration/ Registration Correction.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice- chancellor.	15 days.
4.	Provisional Ph. D Certificate.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice-Chancellor.	15 days.
5.	Academic record Verification.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice-Chancellor.	15 days.
6.	Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice- chancellor.	15 days.
7.	Review of Results.	Controller of Examinations.	90 days.	Registrar.	30 days.	Vice- chancellor.	30 days.
8.	Issuance of NOC for Passport/Visa.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
9.	Granting of Scholarship.	Dean, Students'	60 days.	Registrar.	30 days.	Vice Chancellor.	30 days.
10.	Issuance of certificates on various issues.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.

9. Jadavpur University:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations	30 days.	Registrar.	15 days.	Vice Chancellor.	15 Days
2.	Issuance of Identity card/ Duplicate Identity Card.	Registrar.	30 days.	Registrar.	15 Days.	Vice Chancellor.	15 Days
3.	Issuance of Registration/ Duplicate Registration Certificate.	Deputy Registrar.	45 days.	Registrar.	30 Days.	Vice Chancellor.	15 Days
4.	Issuance of Migration / Duplicate Migration Certificate.	Deputy Registrar.	45 days.	Registrar.	30 Days.	Vice Chancellor.	15 Days
5.	Issuance of Mark sheet/Duplicate Mark sheet.	Controller of Examination.	60 days.	Registrar.	30 days.	Vice Chancellor.	15 Days

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
6.	Academic Record Verification.	Controller of Examination	45 days.	Registrar.	30 Days	Vice Chancellor.	15 days
7.	Issuance of NOC for Passport/ Visa.	Deputy Registrar.	30 days.	Registrar.	15 days.	Pro-Vice Chancellor.	15 days.
8.	Review of Examination Papers.	Controller of Examinations.	45 days.	Registrar.	30 days.	Vice Chancellor.	15 days
9.	Granting of Scholarship.	Deputy Registrar.	60 days.	Registrar.	30 days	Vice Chancellor.	15 days.
10.	Issuance of No objection certificate on various issues.	Deputy Registrar.	30 days.	Registrar.	15 days	Vice Chancellor.	15days

10. North Bengal University:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 Days.	Registrar.	15 Days.	Vice-Chancellor.	15 Days.
2.	Issuance of Identity Card/ Duplicate Identity Card.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice-Chancellor.	15 Days.
3.	Issuance of Registration/ Duplicate Registration Certificate.	Deputy Registrar.	60 Days.	Registrar.	30 Days.	Vice-Chancellor.	15 Days.
4.	Issuance of Migration Certificate/ Duplicate Migration Certificate	Deputy Registrar.	45 Days.	Registrar.	30 Days.	Vice-Chancellor.	15 Days.
5.	Issuance of Mark Sheet/ Duplicate mark Sheet	Controller of Examinations.	60 Days.	Registrar.	30 Days.	Vice-Chancellor	15 Days.
6.	Academic Record Verification.	Deputy Registrar.	45 Days.	Registrar.	30Days.	Vice-Chancellor	15 Days.
7.	Issuance of NOC for Passport/ Visa	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice-Chancellor.	15 Days.
8.	Review of Examination papers.	Controller of Examinations.	45 Days.	Registrar.	30 Days.	Vice-Chancellor.	15 Days.
9.	Granting of Scholarships.	Deputy Registrar	60 Days.	Registrar.	30 Days.	Vice-Chancellor.	15 Days.
10.	Issuance of NOC on Various Issues.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice-Chancellor.	15 Days.

11. Rabindra Bharati University:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Deputy Registrar.	30 Days.	Registrar.	15 Days	Vice Chancellor.	15 Days.
2.	Issuance of Identity Card/ Duplicate Identity Card.	Secretary, Faculty Councils.	30 Days.	Registrar.	15 Days	Vice Chancellor.	15 Days.
3.	Issuance of Registration / Duplicate Registration Certificate.	Deputy Registrar.	60 Days.	Registrar.	30 Days	Vice Chancellor.	15 Days.
4.	Issuance of Migration / Duplicate Migration Certificate.	Deputy Registrar.	45 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
5.	Issuance of Mark Sheet/ Duplicate Mark Sheet.	Deputy Registrar.	60 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
6.	Academic Record Verification.	Deputy Registrar.	45 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
7.	Issuance of NOC for Passport/ Visa.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
8.	Review of Examination papers.	Controller of Examinations.	45 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
9.	Granting of Scholarships.	Dean, Students Welfare.	60 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
10.	Issuance of NOC on Various Issues.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.

12. Gour Banga University:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
2.	Issuance of Identity Card/ Duplicate Identity Card.	Controller of Examination.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
3.	Issuance of Registration / Duplicate Registration Certificate.	Deputy Registrar.	60 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
4.	Issuance of Migration Certificate/ Duplicate Migration Certificate.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
5.	Issuance of Mark Sheet/Duplicate Mark sheet.	Controller of Examinations.	60 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
6.	Academic Record Verification.	Controller of Examinations.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
7.	Issuance of NOC for Passport/ Visa.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
8.	Review of Examination papers.	Controller of Examinations.	90 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
9.	Granting of Scholarships.	Deputy Registrar.	90 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
10.	Issuance of NOC on Various Issues.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.

13. Sidho-Kanho-Birsha University:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
2.	Issuance of Identity Card/Duplicate Identity Card.	Controller of Examination.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
3.	Issuance of Registration / Duplicate Registration Certificate.	Deputy Registrar.	60 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
4.	Issuance of Migration Certificate/ Duplicate Migration Certificate.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
5.	Issuance of Mark Sheet/Duplicate Mark sheet.	Controller of Examinations.	60 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
6.	Academic Record Verification..	Controller of Examinations.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
7.	Issuance of NOC for Passport/ Visa.	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.
8.	Review of Examination papers	Controller of Examinations	90 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
9.	Granting of Scholarships	Deputy Registrar	90 Days.	Registrar.	30 Days.	Vice Chancellor.	15 Days.
10.	Issuance of NOC on Various Issues	Deputy Registrar.	30 Days.	Registrar.	15 Days.	Vice Chancellor.	15 Days.

14. Bankura University:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card	Controller of Examinations	30 Days	Registrar	15 Days	Vice Chancellor	15 Days
2.	Issuance of Identity Card/ Duplicate Identity Card	Controller of Examination	30 Days	Registrar	15 Days	Vice Chancellor	15 Days
3.	Issuance of Registration / Duplicate Registration Certificate	Deputy Registrar	60 Days	Registrar	30 Days	Vice Chancellor	15 Days
4.	Issuance of Migration Certificate/ Duplicate Migration Certificate	Deputy Registrar	30 Days	Registrar	15 Days	Vice Chancellor	15 Days
5.	Issuance of Mark Sheet/Duplicate Mark sheet	Controller of Examinations	60 Days	Registrar	30 Days	Vice Chancellor	15 Days
6.	Academic Record Verification.	Controller of Examinations	30 Days	Registrar	15 Days	Vice Chancellor	15 Days
7.	Issuance of NOC for Passport/ Visa	Deputy Registrar	30 Days	Registrar	15 Days	Vice Chancellor	15 Days
8.	Review of Examination papers	Controller of Examinations	90 Days	Registrar	30 Days	Vice Chancellor	15 Days
9.	Granting of Scholarships	Deputy Registrar	90 Days	Registrar	30 Days	Vice Chancellor	15 Days
10.	Issuance of NOC on Various Issues	Respective Controlling Officer	30 Days	Registrar	15 Days	Vice Chancellor	15 Days

15. Kazi Nazrul University:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit/ Duplicate Admit card	Controller of Examinations	30 days	Registrar	15 days	Vice Chancellor	15 days
2.	Issuance of Identity Card/ Duplicate Identity card	Deputy Registrar	30 days	Registrar	15 days	Vice Chancellor	15 days
3.	Issuance of Registration/ Duplicate Registration Certificate	Deputy Registrar	30 days	Registrar	15 days	Vice Chancellor	15 days

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
4	Issuance of Migration / Duplicate Migration Certificate	Deputy Registrar	30 days	Registrar	15 days	Vice Chancellor	15 days
5	Issuance of Mark Sheet/ Duplicate Mark Sheet	Controller of Examinations	60 days	Registrar	30 days	Vice Chancellor	15 days
6	Academic record verification	Deputy Registrar	30 days	Registrar	15 days	Vice Chancellor	15 days
7	Issuance of NOC for Passport/ Visa	Deputy Registrar	30 days	Registrar	7 days	Vice Chancellor	7 days
8	Review of Examination Papers	Controller of Examinations	60 days	Registrar	30 days	Vice Chancellor	15 days
9	Granting of Scholarship	Deputy Registrar	60 days	Registrar	30 days	Vice Chancellor	15 days
10	Issuance of NOC on Various issues	Deputy Registrar	30 days	Registrar	15 days	Vice Chancellor	15 days

16. Cooch Behar Panchanan Barma University:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1	Admit Card/ Duplicate Admit Card	Controller of Examinations	30 Days	Registrar	15 Days	Vice Chancellor	15 Days
2	Identity Card/ Duplicate Identity Card	Deputy Registrar	30 Days	Registrar	15 Days	Vice Chancellor	15 Days
3	Registration / Duplicate Registration Certificate	Deputy Registrar	60 Days	Registrar	30 Days	Vice Chancellor	15 Days
4	Migration Certificate/ Duplicate Migration Certificate	Deputy Registrar	45 Days	Registrar	30 Days	Vice Chancellor	15 Days
5	Mark Sheet/ Duplicate mark Sheet	Controller of Examinations	60 Days	Registrar	30 Days	Vice Chancellor	15 Days
6	Academic Record Verification.	Deputy Registrar	45 Days	Registrar	30Days	Vice Chancellor	15 Days
7	NOC for Passport/ Visa	Deputy Registrar	30 Days	Registrar	15 Days	Vice Chancellor	15 Days
8	Review of Examination papers	Controller of Examinations	60 Days	Registrar	30 Days	Vice Chancellor	15 Days
9	Granting of Scholarships	Deputy Registrar	60 Days	Registrar	30 Days	Vice Chancellor	15 Days
10	Issuance of NOC on Various Issues	Deputy Registrar	30 Days	Registrar	15 Days	Vice Chancellor	15 Days

17. Diamond Harbour Women's University:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 Days
2.	Issuance of Identity card/ Duplicate Identity Card.	Deputy Registrar.	30 days.	Registrar.	15 Days	Vice Chancellor.	15 Days
3.	Issuance of Registration / Duplicate Registration Certificate.	Deputy Registrar.	60 days.	Registrar.	30 Days	Vice Chancellor.	15 Days
4.	Issuance of Migration Certificate/ Duplicate Migration Certificate.	Deputy Registrar.	45 days.	Registrar.	30 Days	Vice Chancellor.	15 Days
5.	Issuance of Mark sheet/Duplicate Mark sheet.	Deputy Registrar	60 days.	Registrar.	30 days	Vice Chancellor.	15 Days
6.	Academic Record Verification.	Deputy Registrar.	45 days.	Registrar.	30 Days	Vice Chancellor.	15 days
7.	Issuance of NOC for Passport/Visa	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
8.	Review of Examination Papers.	Controller of Examinations.	60 days.	Registrar.	30 days.	Vice Chancellor.	15 days
9.	Granting of Scholarship.	Deputy Registrar.	60 days.	Registrar.	30 days	Vice Chancellor.	15 days.
10.	Issuance of No objection certificate on various issues.	Deputy Registrar.	30 days.	Registrar.	15 days	Vice Chancellor.	15 days

18. Raiganj University:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 Days
2.	Issuance of Identity card/ Duplicate Identity Card.	Deputy Registrar.	30 days.	Registrar.	15 Days	Vice Chancellor.	15 Days
3.	Issuance of Registration / Duplicate Registration Certificate.	Deputy Registrar.	60 days.	Registrar.	30 Days	Vice Chancellor.	15 Days
4.	Issuance of Migration Certificate/Duplicate Migration Certificate.	Deputy Registrar.	45 days.	Registrar.	30 Days	Vice Chancellor.	15 Days

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
5.	Issuance of Mark sheet/Duplicate Mark sheet.	Deputy Registrar	60 days.	Registrar.	30 days	Vice Chancellor.	15 Days
6.	Academic Record Verification.	Deputy Registrar.	45 days.	Registrar.	30 Days	Vice Chancellor.	15 days
7.	Issuance of NOC for Passport/Visa	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
8.	Review of Examination Papers.	Controller of Examinations.	60 days.	Registrar.	30 days.	Vice Chancellor.	15 days
9.	Granting of Scholarship.	Deputy Registrar.	60 days.	Registrar.	30 days	Vice Chancellor.	15 days.
10.	Issuance of No objection certificate on various issues.	Deputy Registrar.	30 days.	Registrar.	15 days	Vice Chancellor.	15 days

19. University of Teachers' Training, Education Planning and Administration:-

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card	Controller of Examinations	30 days.	Registrar.	15 days.	Vice Chancellor	15 days.
2.	Issuance of Identity Card/ Duplicate Identity Card	Deputy Registrar	30 days.	Registrar.	15 days.	Vice Chancellor	15 days.
3.	Issuance of Registration/Duplicate Registration Certificate	Deputy Registrar	60 days.	Registrar.	30 days.	Vice Chancellor	15 days.
4.	Issuance of Migration Certificate/ Duplicate Migration Certificate	Deputy Registrar	45 days.	Registrar.	30 days.	Vice Chancellor	15 days.
5.	Issuance of Mark sheet/ Duplicate Mark sheet	Controller of Examinations	60 days.	Registrar.	30 days.	Vice Chancellor	15 days.
6.	Academic Record Verification	Deputy Registrar	45 days.	Registrar.	30 days.	Vice Chancellor	15 days.
7.	Issuance of NOC for Passport/Visa	Deputy Registrar	30 days.	Registrar.	15 days.	Vice Chancellor	15 days.
8.	Review of Examination Papers	Controller of Examinations	45 days.	Registrar.	30 days.	Vice Chancellor	15 days.
9.	Granting of Scholarship	Deputy Registrar	60 days.	Registrar.	30days.	Vice Chancellor	15 days.
10.	Issuance of No objection certificate on various issues	Deputy Registrar	30 days.	Registrar.	15 days.	Vice Chancellor	15 days.

20. Moulana Abul Kalam Azad University of Technology, West Bengal:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Academic Record Verification.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
2.	Issuance of NOC for passport/Visa.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
3.	Granting of Scholarship.	Deputy Registrar.	60 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
4.	Issuance of Admit Card/ Duplicate Card.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
5.	Review of Examination Papers.	Controller of Examinations.	60 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
6.	Issuance of Transcripts.	Controller of Examinations.	60 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
7.	Issuance of Mark Sheet/ Duplicate Mark sheet.	Controller of Examination.	60 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
8.	Issuance of Migration Certificate/ Duplicate Migration Certificate.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
9.	Issuance of Identity card/ Duplicate Card.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
10.	Issuance of Registration/Duplicate Registration Certificate.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
11.	Issuance of no. of Objection Certificate on various issues.	Deputy Registrar.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.

21. The Sanskrit College and University:—

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
1.	Issuance of Admit Card/ Duplicate Admit Card.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 Days
2.	Issuance of Identity card/ Duplicate Identity Card.	Deputy Registrar.	30 days.	Registrar.	15 Days	Vice Chancellor.	15 Days
3.	Issuance of Registration/Duplicate Registration Certificate.	Deputy Registrar.	60 days.	Registrar.	30 Days	Vice Chancellor.	15 Days
4.	Issuance of Migration Certificate/Duplicate Migration Certificate.	Deputy Registrar.	45 days.	Registrar.	30 Days	Vice Chancellor.	15 Days

Sl. No.	Services.	Designated Officer.	Stipulated time.	Appellate Officer.	Stipulated time.	Reviewing Officer.	Stipulated time.
5.	Issuance of Mark sheet/Duplicate Mark sheet.	Deputy Registrar.	60 days.	Registrar.	30 days	Vice Chancellor.	15 Days
6.	Academic Record Verification.	Deputy Registrar.	45 days.	Registrar.	30 Days	Vice Chancellor.	15 days
7.	Issuance of NOC for Passport/Visa.	Controller of Examinations.	30 days.	Registrar.	15 days.	Vice Chancellor.	15 days.
8.	Review of Examination Papers.	Controller of Examinations.	60 days.	Registrar.	30 days.	Vice Chancellor.	15 days
9.	Granting of Scholarship.	Deputy Registrar.	60 days.	Registrar.	30 days	Vice Chancellor.	15 days.
10.	Issuance of No objection certificate on various issues.	Deputy Registrar.	30 days.	Registrar.	15 days	Vice Chancellor.	15 days

22. The services mentioned in this Notification are declared as per provisions of the West Bengal Right to Public Services Act, 2013.
23. The Universities and other authorities shall maintain the regular procedures prescribed under the University's Statutes / Ordinances and rules while providing the services declared in this Notification within the stipulated time mentioned under the respective columns.
24. The University shall be at liberty to identify some other person/ Officer as Designated Officer/ Appellate Officer/ Reviewing Officer etc, in case of non-availability of the Officer concerned or in case of leave or for temporary absence.

By order of the Governor,

(DR. R. S. SHUKLA)
*Additional Chief Secretary
to the Government of West Bengal.*