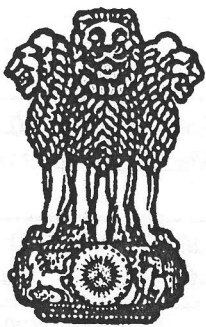


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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**URBAN DEVELOPMENT DEPARTMENT**  
**“NAGARAYAN”**  
**DF-8, SECTOR-1, SALT LAKE**  
**KOLKATA - 700 064**

No. 3970-UD/O/M/Law/C-46/2013

Kolkata, the 6th November, 2013.

**NOTIFICATION**

In exercise of power conferred by sub-section (3) of section 1 of the West Bengal Right to Public Services Act, 2013 the Governor is pleased to notify the services pertaining to Urban Development Department and various Development Authorities / Statutory Bodies and Companies under control of Urban Development Department along with the stipulated time limit for rendering the services, the Designated Officers responsible for providing the services, the Appellate Officer(s)/ the Reviewing Officer(s) as mentioned appended below.

This Notification shall come into force on and from the date of publication in the Official Gazette.

Sl. No.	Office	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1.	<b>Urban Development Department</b>					
	a) Metropolitan Development Branch	No.				
	Land Manager	i)	Death Mutation	Land Manager	60 days	Joint Secretary Principal Secretary
		ii)	NOC for non-residential use of residential buildings	Land Manager	30 days	Joint Secretary Principal Secretary

Sl. No.	Office	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1.	<b>Urban Development Department</b>					
	a) Metropolitan Development Branch	No.				
	Land Manager	iii)	Permission for transfer of land at Bidhannagar & Kalyani	Land Manager	30 days	Joint Secretary Principal Secretary
		iv)	Mutation	Land Manager	30 days	Joint Secretary Principal Secretary

Sl. No.	Office	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1.	<b>Urban Development Department</b>					
	b) Urban Land Ceiling Branch	No.				
		i)	ULC Clearance	Deputy/Joint Secretary	90 days	Special Secretary Principal Secretary
		ii)	Review u/s 34 of UL (C & R) Act, 1976	Deputy/Joint Secretary	90 days	Special Secretary Principal Secretary

Sl. No.	Office	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1.	<b>Urban Development Department</b>					
	c) Kolkata Improvement Trust	No.				
		i)	Issue of Observation Certificate	CEO, KIT	15 days	Joint Secretary Principal Secretary

Sl. No.	Office	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1.	<b>Urban Development Department</b>					
	d) Estate Office, Kalyani	No.				
		i)	Death Mutation case for the plots in Kalyani Township	Estate Manager, Kalyani	30 days	Joint Secretary Principal Secretary
		ii)	NOC for taking House Building loan by mortgaging residential plots in Kalyani	Estate Manager, Kalyani	15 days	Joint Secretary Principal Secretary

Sl. No.	Office	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1.	<b>Urban Development Department</b>					
e)	New Town Kolkata Development Authority	No.				
i)		Mutation Certificate	CEO, NKDA	15 (Fifteen) days.	Joint Secretary	Principal Secretary
ii)		For erection of sanction of building	CEO, NKDA	60 (Sixty) days.	Joint Secretary	Principal Secretary
iii)		Occupancy Certificate	CEO, NKDA	15 (Fifteen) days.	Joint Secretary	Principal Secretary
iv)		Trade Licence	CEO, NKDA	30 (Thirty) days.	Joint Secretary	Principal Secretary
v)		Birth & Death Certificate	CEO, NKDA	2 days.	Joint Secretary	Principal Secretary
vi)		Water Connection	CEO, NKDA	15 (Fifteen) days.	Joint Secretary	Principal Secretary

Sl. No.	Office	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1.	<b>Urban Development Department</b>					
f)	West Bengal Housing Infrastructure Development Corporation	No.				
i)		Approval for change of promoter-member of proposed co-operative societies	Special Officer (Mktg.)	15 days.	General Manager (Mktg.)	Joint Managing Director
ii)		Transfer of allotment in favour of legal-heir/(s) of the deceased allottee	Special Officer (Mktg.)	2 month.	General Manager (Mktg.)	Joint Managing Director

\* In all cases, the time limit means the time after submission of application complete in all respects including deposit of fees and joint inspection, if required.

By order of the Governor,

DEBASHIS SEN,  
Principal Secretary to the Government of West Bengal.