Kolkata

The



Gazette

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TUESDAY, OCTOBER 21, 2014

[SAKA 1936

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-I, SALT LAKE, KOLKATA - 700 064

No. 3406-UD/O/M/Estt./E-19/2014

Kolkata, the 17th October, 2014.

NOTIFICATION

In exercise of power conferred by sub-section 2 of section 3 i.e. section 3(2) 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	11	Services	Designated Officer	Stipulated Time Limit		Stipulated Time Limit		Stipulated Time Limit
1.	Urban Development Department									
	a)	Metropolitan Development Branch	No.							
		Land Manager	i)	Death Mutation	Land Manager,	60 days	Joint Secretary	30 days	Principal Secretary	30 days
		*		NOC non- residential use of residential buildings	Land Manager,	30 days	Joint Secretary	30 days	Principal Secretary	30 days

SI. No.		Office		Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Stipulated Time Limit	Reviewing Officer	Stipulated Time Limi
1.	Urban Development Department									
1000	a)	Metropolitan Development Branch	No.	040					-	
		Land Manager	iii)	Permission for transfer of land at Bidhannagar & Kalyani	Land Manager,	30 days	Joint Secretary	30 days	Principal Secretary	30 days
			iv)	Mutation	Land Manager,	30 days	Joint Secretary	30 days	Principal Secretary	30 days
SI. No.		Office		Services	Designated Officer	Stipulated Time Limit		Stipulated Time Limit	Reviewing Officer	Stipulated Time Limi
1.	Uı	ban Developme	nt De	partment	10				1	
ij	b)	Urban Land Ceiling Branch	No.						-	
			i)	ULC Clearance	Deputy/ Joint Secretary	90 days	Special Secretary	30 days	Principal Secretary	30 days
			ii)	Review u/s 34 of UL (C & R) Act, 1976	Deputy/ Joint Secretary	90 days	Special Secretary	30 days	Principal Secretary	30 days
SI. No.		Office		Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Stipulated Time Limit	Reviewing Officer	Stipulated Time Limi
1.	Urban Development Department									
	c)	Kolkata Improvement Trust	No.							
		ja .	i)	Issue of Observation Certificate	CEO, KIT	30 days	Joint Secretary	30 days	Principal Secretary	30 days
SI. No.		Office		Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Stipulated Time Limit	Reviewing Officer	Stipulated
1.	Ur	ban Developmer	nt De	partment						
	d)	Estate Office, Kalyani	No.	3						
		W	i)	Death Mutation case for the plots in Kalyani Township	Estate Manager, Kalyani	30 days	Joint Secretary	30 days	Principal Secretary	30 days
	12	19	ii)	NOC for taking House Building loan by mortgaging residential plots in Kalyani	Estate Manager, Kalyani	30 days	Joint Secretary	30 days	Principal Secretary	30 days

Sl. No.		Office		Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Stipulated Time Limit		Stipulated Time Limit
1.	Uı	rban Developme	nt De	partment					(6)	
•	e)	New Town Kolkata Development Authority	No.			, i				54
			i)	Mutation Certificate	CEO, NKDA	30 (Thirty) days	Joint Secretary	30 (Thirty) days	Principal Secretary	30 (Thirty) days
		20	ii)	For erection of sanction of building	CEO, NKDA	60(Sixty) days	Joint Secretary	30(Thirty) days	Principal Secretary	30(Thirty) days
			iii)	Occupancy Certificate	CEO, NKDA	30 (Thirty) days	Joint Secretary	30 (Thirty) days	Principal Secretary	30(Thirty) days
			iv)	Trade Licence	CEO, NKDA	30(Thirty) days	Joint Secretary	30(Thirty) days	Principal Secretary	30(Thirty) days
			v)	Birth & Death Certificate	CEO, NKDA	30(Thirty) days	Joint Secretary	30(Thirty) days	Principal Secretary	30(Thirty) days
			vi)	Water Connection	CEO, NKDA	30(Thirty) days	Joint Secretary	30(Thirty) days	Principal Secretary	30(Thirty) days
Sl. No.		Office		Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Stipulated Time Limit	Reviewing Officer	Stipulated Time Limi
1.	Ur	ban Developme	nt De	partment						
	f)	West Bengal Housing Infrastructure Development Corporation	No.							
25			i)	Approval for change of promoter- member of proposed co- operative societies	Special Officer (Mktg.)	30 days	General Manager (Mktg.)	30 days	Joint Managing Director	30 days
			ii)	Transfer of allotment in favour of legal- heir(s) of the deceased allottee	Special Officer (Mktg.)	60 days	General Manager (Mktg.)	30 days	Joint Managing Director	30 days

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.

This issues in cancellation of previous Notification No. 3970-UD/O/M/Law/C-46/2013 dated 06th Noverber, 2013.

By order of the Governor,

DEBASHIS SEN,

Principal Secretary to the Government of West Bengal.

Form I

[see rule 4]

ACKNOWLEDGEMENT

Fron	n	
То		
		(Name and address of the Applicant)
Sub.	—T	The West Bengal Right to Public Services Act, 2013 — Acknowledgement of application
Ref	— Y	our application dated
	I her	reby acknowledge your application cited. Due date of service to be provided is
		OR
	The	following defects in the application may be rectified, urgently:
	(Spe	ecify defects, if any)
	(1)	
	(2)	
		Yours faithfully,
Place	e:	
Date:	:	Designated Officer/Authorised Officer
		(Office Seal)

Form II

[see rule 10(1)]

FORM OF APPEAL TO THE APPELLATE OFFICER

	Befo	Before the (Designation and office address of the Appellate Officer)						
	(Name and address of the Applicant/Appellant)							
	(Name and office address of Designated Officer/Respondent)							
	1.	Date of application	:					
	2.	Date of acknowledgement	:					
	3.	Date of resubmission of the application after rectifying the defects, if any	:					
	4.	Details of service required	:					
	5.	Decision of the designated officer	:					
	6.	Eligibility for the service	:					
	7.	Stipulated time limit	;					
	8.	Grievance (s)	:					
		List of document	ts enclosed					
	(1)							
	(2)							
		(Please also provide self-attested copy of	order of Designated Officer)					
Decl	aratio	on						
belie		particulars given above are true and correct	to the best of my knowledge, information and					
	Dated, this the							

Form III

[see rule 10(2)]

FORM OF APPEAL TO THE REVIEWING OFFICER

	Bet	fore the	(Designation
and	offic	ee address of the Reviewing Officer)	
	•••••		(Name and address of the Applicant/Appellant)
			···
			Name and office address of the Designated Officer)
	1000000		
			(Name and office address of the Appellate Officer)
	1.	Date of application	: (Name and office address of the Appendie Officer)
	2.	Date of acknowledgement	:
	3.	Details of service required	:
	4.	Decision of the Designated Officer	:
	5.	Decision of the Appellate Officer	i
	6.	Eligibility for the service	:
	7.	Stipulated time limit	Î
	8.	Grievance (s)	:
		List of docu	ments enclosed
	1.		
	2.		
		(Please also provide self-attested co Officer)	py of order of Designated Officer and Appellate
Decl	arat	ion	
	The	e particulars given above are true and co	rrect to the best of my knowledge, information and
belie			
	Dat	ed, this the	Day of 20 (year)

Signature of the Applicant/Appellant

Form IV

[see rule 16]

REGISTER OF CASES

A. To be maintained by the Designated Officer

Sl. No.	Date of receipt of application	Name and address of the applicant	Nature of service requested	Date on which application is disposed of. If rejected the reasons there of	Whether service provided in time Yes/No
(1)	(2)	(3)	(4)	(5)	(6)
		¥**			
	*				
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	ia		3		

B. To be maintained by the Appellate Officer

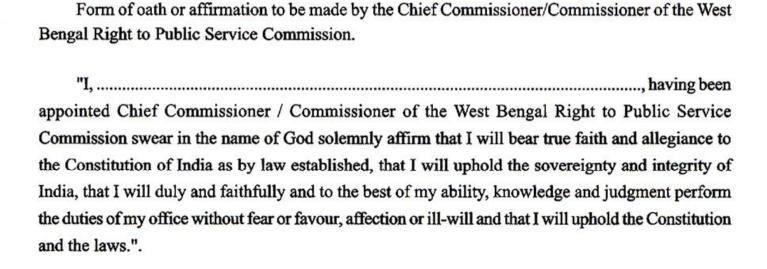
SI. No.	Date of receipt of first appeal	Date of acknowledge- ment of first appeal	Name and address of the applicant	Nature of service requested	Date on which appeal is disposed of. Rejection of the appeal and	Details of fine, if any, imposed / collected its reasons
(1)	(2)	(3)	(4)	(5)	(6)	(7)

C. To be maintained by Reviewing Officer

SI. No.	Date of receipt of first appeal	Date of acknowledge- ment of first appeal	Name and address of the applicant	Nature of service requested	Date on which appeal is disposed of. Rejection of the appeal and	Details of fine, if any, imposed / collected its reasons
(1)	(2)	(3)	(4)	(5)	(6)	(7)
(1)	(2)	(3)	(4)	(5)	(6)	
						£5

Form-V

[see rule 23(3)]



By order of the Governor,

VIVEK BHARADWAJ

Secretary to the Government of West Bengal.