


The

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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 DEPARTMENT
(ESTABLISHMENT BRANCH)
BIKASH BHABAN, SALT LAKE CITY,
KOLKATA - 700 091

No. 1865-HE (Estt.)/1 'O'-30/13

Kolkata, the 30th October, 2014.

NOTIFICATION

In exercise of powers conferred by section 3 of the West Bengal Right to Public Services Act, 2013, and in cancellation of this Department's Notification No. 39-HE (Estt.) dated 07.01.2014, 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 this purpose as follows:—

1. Directorate of State Archives:—

Sl. No.	Services	Designated Officer	Stipulated time	Appellate Officer	Stipulated time	Reviewing Officer	Stipulated time
1	Providing Certified Copy	Assistant Director of State Archives	30 days	Director of State Archives	15 days	Jt. Secy, H.E. Dept	10 days
2	Providing Search Cases	Director of State Archives	30 days	Director of State Archives	15 days	Jt. Secy, H.E. Dept	10 days

2. West Bengal State Council of Higher Education:—

Sl. No.	Services	Designated Officer	Stipulated Time	Appellate Officer	Stipulated time	Reviewing Officer	Stipulated time
1.	Conducting of inspection and submission of enquiry report in relation to introduction of new subjects/courses/ programme in undergraduate and post-graduate level.	Joint Secretary, WBSCHE	One month from the date of receipt of proposal, complete in all respect.	Member Secretary, WBSCHE	15 days	Vice Chairman/ Chairman, WBSCHE	7 days
2.	Nodal Centre for accreditation.	Joint Secretary, WBSCHE	3 months from the date of receipt of proposal, complete in all respect.	Member Secretary, WBSCHE	2 months	Vice Chairman/ Chairman, WBSCHE	One month
3.	Academic audit for public awareness.	Joint Secretary, WBSCHE	3 months from the date of receipt of proposal, complete in all respect.	Member Secretary, WBSCHE	2 months	Vice Chairman/ Chairman, WBSCHE	One month

3. West Bengal College Service Commission:—

Sl. No.	Services	Designated Officer	Stipulated Time	Appellate Officer	Stipulated time	Reviewing Officer	Stipulated time
1	Recruitment/ Selection of Assistant Professors, Librarians.	Assistant Secretary, WBCSC	Two years from the date of publication of the Advertisement.	Secretary, WBCSC	2 months	Chairman, WBCSC	One month
2	Recruitment of Principals in Government aided Colleges.	Assistant Secretary, WBCSC	One year from the date of publication of the Advertisement.	Secretary, WBCSC	2 months	Chairman, WBCSC	One month

Sl. No.	Services	Designated Officer	Stipulated Time	Appellate Officer	Stipulated time	Reviewing Officer	Stipulated time
3	Conducting State Eligibility Test for intending Assistant Professors and Librarians.	Assistant Secretary, WBCSC	Within one year from the last date of receipt of application in response to an advertisement, subject to the visit of UGC team for result publication.	Secretary, WBCSC	2 months	Chairman, WBCSC	One month
4	Miscellaneous application.	Assistant Secretary, WBCSC	Within four months from the last date of receipt of application	Secretary, WBCSC	One month	Chairman, WBCSC	15 days

4. West Bengal Joint Entrance Examinations Board:—

Sl. No.	Services	Designated Officer	Stipulated Time	Appellate Officer	Stipulated time	Reviewing Officer	Stipulated time
1	Conducting examinations for admission to undergraduate / Post-graduate level professional courses	Controller of examinations, WBJEEB	Four months from the date of receipt of application	Vice-chairman, WBJEEB	Two months	Chairman, WBJEEB	One month
2	Publication of results	Controller of examinations, WBJEEB	Two months from the date of examinations	Vice-chairman, WBJEEB	One month	Chairman, WBJEEB	Fifteen days
3	Publication of rank card	Controller of examinations, WBJEEB	Twenty days from the date of publication of results.	Vice-chairman, WBJEEB	15 days	Chairman, WBJEEB	7 days
4	Issuance of duplicate rank card/ admit card	Section Officer, WBJEEB	One month from the date of application.	Controller of Examinations, WBJEEB	15 days	Chairman, WBJEEB	7 days

Sl. No.	Services	Designated Officer	Stipulated Time	Appellate Officer	Stipulated time	Reviewing Officer	Stipulated time
5	Conducting Counselling for allotment of seats for admission	Registrar, WBJEEB	Four months from the date of publication of the results	Vice-chairman, WBJEEB	Two months	Chairman, WBJEEB	One month
6	Refund of fees to eligible candidates	Accounts officer, WBJEEB	Three months from the closing date of Counselling	Registrar, WBJEEB	45 days	Vice-chairman, WBJEEB	15 days

By order of the Governor,

VIVEK KUMAR
Principal Secretary
Higher Education Department.