

**Government of West Bengal
Higher Education Department
Establishment Branch
Bikash Bhavan, 6th Floor,
Salt Lake, Kolkata – 700 091**

No.1858 - HE(Estt.)/1'O' – 30/13

Dated, Kolkata, the 14th November, 2013.

NOTIFICATION

In exercise of powers conferred by Section 3 of the West Bengal Right to Public Services Act, 2013, the Governor is pleased to notify the services along with stipulated time limit for rendering the services, the Designated Officers responsible for providing the services, the Appellate Officer and the Reviewing Officer, as follows:-

1. Directorate of State Archives:-

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1	Providing Certified Copy	Assistant Director of State Archives	7 days	Director of State Archives	Joint Secretary, H. E. Department
2	Providing Search Cases	Director of State Archives	7 days	Director of State Archives	Joint Secretary, H. E. Department
3	Providing Scholar Service	Director of State Archives	2 days	Director of State Archives	Joint Secretary, H. E. Department

2. West Bengal State Council of Higher Education:-

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1	Conducting inspection and submitting an enquiry report for setting up of new colleges (Science / Arts / Commerce / Law / B. Ed. / B. P. Ed. and other professional colleges)	Member Secretary	3 months from the date of receipt of application, complete in all respects	Vice-Chairman	Chairman, WBSCHE
2	Conducting of inspection and submission of enquiry report in relation to introduction of new subjects / courses / programme in undergraduate and postgraduate level	Joint Secretary	3 months from the date of receipt of application, complete in all respects	Member Secretary, WBSCHE	Vice-Chairman / Chairman, WBSCHE

3. **West Bengal College Service Commission:-**

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer	Reviewing Officer
1	Recruitment / Selection of Assistant Professors, Librarians and Principals in Government-aided Colleges	Section Officer	Within one year of the last date of receipt of application	Assistant Secretary	Secretary, WBCSC
2	Conducting State Eligibility Test (S.E.T.) for Assistant Professor and Librarians	Section Officer	Within four months from the last date of receipt of application	Assistant Secretary	Secretary, WBCSC

By order of the Governor

Sd- Vivek Kumar
Secretary to the
Government of West Bengal

No.1858/1(9) - HE(Estt.)/1'O' - 30/13

Dated, Kolkata, the 14th November, 2013.

Copy forwarded for information and necessary action to:-

1. The Secretary, Consumer Affairs Department.
2. The Director of Public Instruction, West Bengal, Bikash Bhawan.
3. The Director of Technical Education, West Bengal, Bikash Bhawan.
4. The Director of State Archives, West Bengal.
5. The Chairman, West Bengal Council of Higher Education
6. The Chairman, College Service Commission, West Bengal,
7. The P. S. to the Hon'ble M. I. C., Higher Education Department.
8. The P. A. to the Secretary, Higher Education Department.
9. The P. A. to the Additional Secretary (Establishment), Higher Education Department.


Sd/- S. Ganai
Additional Secretary to the
Government of West Bengal

No.1858/2(4) - HE(Estt.)/1'O' - 30/13

Dated, Kolkata, the 14th November, 2013.

Copy forwarded for information and necessary action to:-

1. The Additional Secretary (U), Higher Education Department.
2. The Special Secretary (T), Higher Education Department.
3. The Joint Secretary (C.S.), Higher Education Department.
4. Shri Arijit Mazumdar, Assistant Programme Officer, R. C. C. I. I. T.
He is requested to kindly post the Notification in the Departmental Website.


Additional Secretary to the
Government of West Bengal