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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**  
**DEPARTMENT OF URBAN DEVELOPMENT & MUNICIPAL AFFAIRS**  
**“NAGARAYAN”**  
**DF-8, SECTOR-1, BIDHANNAGAR,**  
**KOLKATA – 700 064.**

No. 2453-UD/O/M/ESTT./E-19/2014 (Pt-1)

Dated 19th July, 2017.

**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 Department of Urban Development & Municipal Affairs and various Development Authorities/ Local Bodies/ Statutory Bodies and Companies under the control of U.D. & M.A. Department along with the stipulated time limit for rendering the services, the Designated Officers responsible for providing the services, the Appellate Officer(s)/ Reviewing Officers as mentioned below.

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

**Urban Development Branch**

Sl. No.	Office	Services	Stipulated Time Limit for Rendering the Service	Designated Officer	Appellate Officer	Reviewing Officer
1.	Land Manager Bidhannagar	i) Death Mutation	60 (Sixty) days	Land Manager	Joint Secretary	Secretary/ Principal Secretary
		ii) NOC of Non-residential use of Residential Buildings	30 (Thirty) days	Land Manager	Joint Secretary	Secretary/ Principal Secretary

Sl. No.	Office	Services	Stipulated Time Limit for Rendering the Service	Designated Officer	Appellate Officer	Reviewing Officer
		iii) Permission for transfer of land at Bidhannagar & Kalyani	30 (Thirty) days	Land Manager	Joint Secretary	Secretary/ Principal Secretary
		iv) Mutation	30 (Thirty) days	Land Manager	Joint Secretary	Secretary/Principal Secretary
2.	Urban Land Ceiling	i) ULC Clearance	90 (Ninety) days	Deputy/ Joint Secretary	Special Secretary	Secretary/ Principal Secretary
		ii) Review U/S34 of UL (C& R) Act, 1976	90 (Ninety) days	Deputy/ Joint Secretary	Special Secretary	Secretary/Principal Secretary
3.	Estate Manager, Kalyani	i) Death Mutation Case for the plots in Kalyani Township	30 (Thirty) days	Estate Manager	Joint Secretary	Secretary/ Principal Secretary
		ii) NOC for taking House Building Loan by Mortgaging residential plots in Kalyani	30 (Thirty) days	Estate Manager	Joint Secretary	Secretary/ Principal Secretary
4.	West Bengal Housing Infrastructure Development Corporation	i) Approval for change of Promoter-Member of proposed Co-operative Societies	30 (Thirty) days	Special Officer (Marketing)	General Manager (Marketing)	Joint Managing Director
		ii) Transfer of allotment in favour of Legal Heir(s) of the deceased allottee	60 (Sixty) days	Special Officer (Marketing)	General Manager (Marketing)	Joint Managing Director

**DEVELOPMENT AUTHORITIES [UD BRANCH]**

1.	New Town Kolkata Development Authority	i) Mutation Certificate	30 (Thirty) days	CEO	Joint Secretary	Secretary/Principal Secretary
		ii) For erection of Sanction of Building	30 (Thirty) days	CEO	Joint Secretary	Secretary/Principal Secretary
		iii) Occupancy Certificate	15 (Fifteen) days	CEO	Joint Secretary	Secretary/Principal Secretary
		iv) Trade Licence	30 (Thirty) days	CEO	Joint Secretary	Secretary/Principal Secretary
		v) Birth & Death Certificate	30 (Thirty) days	CEO	Joint Secretary	Secretary/Principal Secretary
		vi) Water Connection	15 (Fifteen) days	CEO	Joint Secretary	Secretary/Principal Secretary

**DEVELOPMENT AUTHORITIES [UD BRANCH]**

Sl. No.	Office	Services	Stipulated Time Limit for Rendering the Service	Designated Officer	Appellate Officer	Reviewing Officer
2.	Kolkata Metropolitan Development Authority	i) Permission for Development	60 (Sixty) days	Director of Planning	CEO	Secretary
		ii) Water Connection	15 (Fifteen) days	Chief Engineer	CEO	Secretary
		iii) Sanction of Building Plan	30(Thirty) days	Director of Planning	CEO	Secretary
3.	Siliguri-Jalpaiguri Development Authority	i) Allotment of Land	60 (Sixty) days	CEO	Joint Secretary	Special Secretary
		ii) Permission of Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
		iii) Water Connection	15 (Fifteen) Days	CEO/EO	Joint Secretary	Special Secretary
4.	Haldia Development Authority	i) Land Allotment	60 (Sixty) days	Land Manager	Assistant Executive Officer	CEO
		ii) Water Connection	15 (Fifteen) Days	CEO/EO	Joint Secretary	Special Secretary
		iii) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
5.	Asansol - Durgapur Development Authority	i) Land Allotment	60(Sixty) days	CEO	Joint Secretary	Special Secretary
		ii) Water Connection	15 (Fifteen) Days	CEO/EO	Joint Secretary	Special Secretary
		iii) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
6.	Burdwan Development Authority	i) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
7.	Tarapith Ram-purhat Development Authority	i) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
8.	Jaigaon Development Authority	i) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
9.	Midnapur-Kharagpore Development Authority	i) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
10.	Patharchapuri Development Authority	i) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
11.	Furfura Sharif Development Authority	i) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary

**DEVELOPMENT AUTHORITIES [UD BRANCH]**

Sl. No.	Office	Services	Stipulated Time Limit for Rendering the Service	Designated Officer	Appellate Officer	Reviewing Officer
12.	Digha Sankarpore Development Authority	i) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
13.	Shantiniketan-Shreeniketan Development Authority	i) Permission for Development	60 (Sixty) days	CEO/EO	Joint Secretary	Special Secretary
14.	Gangasagar-Bakkhali Development Authority	i) Permission for Development	60 (Sixty) days	EO	Joint Secretary	Special Secretary
15.	Mukutmonipur Development Authority	i) Permission for Development	60 (Sixty) days	EO	Joint Secretary	Special Secretary
16.	Bakreswar Development Authority	i) Permission for Development	60 (Sixty) days	EO	Joint Secretary	Special Secretary
17.	Tarakeswar Development Authority	i) Permission for Development	60 (Sixty) days	EO	Joint Secretary	Special Secretary

- 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.
- In case of allotment of Industrial land by SJDA & ADDA, the time limit means the time after publication of e-Auction notice.
- This issues in cancellation of Notification No.3406-UD/O/M/Estt. Dtd.17.10.2014 & Notification No. 1716- UD/O/M/Estt. Dtd. 26.05.2017 regarding the services pertaining to UD Branch, Department of Urban Development & Municipal Affairs.

**MUNICIPAL AFFAIRS BRANCH**

In the Notification No.1716-UD/O/M/ESTT./E-19/2014 (Pt. 1) dated 26th May, 2017 issued by this Department under sub-Section (2) of section 3 of the West Bengal Right to Public Services Act, 2013 specifying the following services mentioned in Table under **Municipal Affairs Branch**, the following words and figures shall be substituted for Serial No.(2) and (3) for of the said Table:

**TABLE**

Sl. No. (I)	Services provided by the Urban Local Bodies (II)	Designated Officer (D.O.) (III)		Appellate Officer (A.O.) (IV)	Reviewing Officer (R.O.) (V)
		Designation	Stipulated Time limit	Designation	Designation
2.	Sanction of Building Plan	Concerned Authority of ULB	30 Days	Commissioner / Executive Officer	Mayor / Chairman / Chairperson.

Sl. No. (I)	Services provided by the Urban Local Bodies (II)	Designated Officer (D.O.) (III)		Appellate Officer (A.O.) (IV)	Reviewing Officer (R.O.) (V)
		Designation	Stipulated Time limit	Designation	Designation
3.	Plinth inspection and Certificate of inspection after plinth label completion.	Concerned Authority of ULB	07 Days	Commissioner / Executive Officer	Mayor/Chairman/ Chairperson.
	Occupancy Certificate		08 days		

By order of the Governor,

ONKAR SINGH MEENA

*Secretary to the Government of West Bengal*