

LIST OF DEPARTMENTS WITH NOTIFIED SERVICES, NAME OF D.O. AND TIME LIMIT

| Sl. No. | Name of the Department | Notified Services | | Designated Officer | Stipulated Time limit |
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| | | Sl No. | Name of the services | | |
| 1. | Agricultural Marketing | 01. | Issue of construction permission for setting up new cold storages | Director of Mktg. & Ex-Officio Addl. Dir. Of Agri (Mktg.), W.B | 45 days |
| | | 02 | Issue of new License after completion and observation of Technical formalities | | 45 days |
| | | 03 | Renewal of Cold Storage License | | 45 days |
| | | 04 | Permission of Loading to the extension of capacity | | 30 days |
| | | 05 | Permission of Loading to the extension of chamber | | 30 days |
| | | 06 | Issue of New License for Warehouse | | 60 days |
| | | 07 | Renewal of Warehouse License | | 45 days |
| | | 08 | Issue of extended capacity of Warehouse | | 45 days |
| 2. | Agriculture | 01. | Authorization letter for carrying on fertilizer business, storage & movement | Asstt. D.A. (Admin.) of the sub-div. and D.D.A. (Admin.) of the District and D.D.A. (Manures & Fertilizers), W.B. in their respective jurisdiction. | 30 days after receipt of application as per the fertilizer (control) order, 1985 |
| | | 02. | License for carrying on insecticide business | D.D.A. (Admin.) of the District and Jt. D.A. (P.P. & Q.C.), W.B. in their respective jurisdiction | 60 days after receipt of application as per insecticides Act, 1968 with insecticide Rules, 1971 |
| | | 03. | Licence for carrying on seed business | Asstt. D.A. (Admin.) of the respective Sub-division, D.D.A. (Admin.) of the District and Jt. D.A. (Extension), W.B. in their respective jurisdiction. | 30 days after receipt of application as per the Seeds Act, 1966 & Seeds Rules, 1968 |
| | | 04. | Certification of seed | Asstt. D.A. (Admin.) seed certification. | 200 days depending on crop duration) |
| | | 05. | Technical Advisory service to the cultivators | Authorised officials at the Block level and Asstt. Directors of Agriculture at Block and Sub-Divisions / Districts. | Maximum 7 working days after receiving written application |
| 3. | Backward Classes Welfare | 01. | Issuance of Cast Certificates to the (Scheduled Casts) (Scheduled Tribes) and (Other Backward Classes) | Sub-Divisional Officer in case of Sub-Divisions and District Welfare Officer, Kolkata and ex-officio Joint Director / Deputy Director in case of Kolkata District. | 4 (four) weeks from the date of submission of application with all required papers / documents. |
| 4. | Consumer Affairs | 01. | Manufacturing Licence | Controller, Directorate of Legal Metrology | 75 days |
| | | 02. | Dealership Licence | | |
| | | 03. | Repairing Licence | | |
| | | 04. | Packer's Registration | | |

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| 5. | Co-operation | 01. | Registration of Cooperative Society (Primary other than Coop. Credit Structure Entity) | Range ARCS / DRCS, Jt. RCS (KMAH/RTAH) | 60 days from the date of application with all required papers / documents as prescribed in West Bengal Cooperative Societies Act & Rules |
| | | 02. | Registration of Cooperative Credit Structure Entity | Range ARCS / DRCS, Jt. RCS (KMAH/RTAH) / Addl RCS | 30 days from the date of application with all required papers / documents as prescribed in West Bengal Cooperative Societies Act & Rules |
| | | 03. | Registration of Cooperative Society (Central) | JRCS (Zone) / Addl. RCS | 60 days from the date of application with all required papers / documents as prescribed in West Bengal Cooperative Societies Act & Rules |
| | | 04. | Registration of Cooperative Society (Apex) | Addl RCS Coop. Dte (HQ) | 60 days from the date of application with all required papers / documents as prescribed in West Bengal Cooperative Societies Act & Rules |
| | | 05. | Amendment of bye Laws (Primary other than Cooperative Credit Structure Entity) | Range ARCS / DRCS, Jt. RCS (KMAH/RTAH) | 60 days from the date of application with all required papers / documents as prescribed in West Bengal Cooperative Societies Act & Rules |
| | | 06. | Amendment of bye Laws Cooperative Credit Structure Entity | Range ARCS / DRCS, Jt. RCS (KMAH/RTAH)/ Addl RCS | 30 days from the date of application with all required papers / documents as prescribed in West Bengal Cooperative Societies Act & Rules |

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| | | 07. | Amendment of Bye Laws (Central) | JRCS (Zone) | 60 days from the date of application with all required papers / documents as prescribed in West Bengal Cooperative Societies Act & Rules |
| | | 08. | Amendment of Bye Laws (Apex) | Addl RCS, Coop Dte (HQ) | 60 days from the date of application with all required papers / documents as prescribed in West Bengal Cooperative Societies Act & Rules |
| | | 09. | Providing certified copies relating to Primary & Central Coop. Society | ARCS / DRCS (Ranges) Jt. RCS (Law), Co-op Dte (HQ) Jt RCS (KMAH/RTAH) | Two weeks from the date of application with all required papers / documents as prescribed in West Bengal Cooperative Societies Act & Rules |
| | | 10. | Providing certified copies relating to Apex coop. Society | Addl. RCS Coop Dte (HQ) | do |
| 6. | Environment | 01. | Consent to establish & consent to operate (both fresh and renewal) for green category of small-scale industry except industry located within Calcutta leather complex | General managers of District industries centres of department of Micro, small and medium enterprises and textiles Govt. of WB and office in charge of the sub-districts industries centres of Siliguri, Durgapur and Haldia. | 15 days |
| | | 02. | Consent to establish for orange category of small-scale industries except industries located within Calcutta leather complex | General managers of District industries centres of department of Micro, small and medium enterprises and textiles Govt. of WB and office in charge of the sub-districts industries centres of Siliguri, Durgapur and Haldia. | 30 days |
| | | 03. | Consent to establish of green and orange (medium scale) and red (small and medium scale) [other than environment clearance (EC) attracting industries] DG (Diesel generation) set healthcare units (up to 50 beds) Both fresh and renewal consent to operate for green (medium scale) orange and red (all small and medium scale industries other than EC attracting industries) DG set healthcare units (up to 50 beds) Renewal of consent to operate of all large-scale industries EC attracting industries. | In charge Regulation office WB pollution control board (WBPCB) | Red 60 days Orange 30 days Green 15 days |

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| | | 04. | Consent to establish for large scale (red / orange/ green) industries [other than environment clearance (EC) attracting industries] set healthcare units (above 50 beds and not more than 200 beds) Fresh consent to operate all EC attracting industries and all large-scale industries, fresh and renewal of consent to operate of Common Effluent Treatment Plant (CETP) and healthcare units (above 50 beds and not more than 200 beds) | In charge circle office WBPCB | Red 60 days Orange 30 days Green 15 days |
| | | 05. | Consent to establish and consent to operate healthcare units of (more than 200 beds) | Senior Environment Engineer waste management cell WBPCB | Red 60 Days |
| | | 06. | Consent to establish for Industries/ projects acting environment impact assessment (EIA) notification and its amendments | In charge Environment impact management cell WBPCB | Red 60 days Orange 30 days |
| | | 07. | Consent to establish and consent to operate brickfields | DL &LRO of respective districts | Orange 30 days |
| | | 08. | Consent to establish and consent to operate for stone quarries and stone crushing industries | BDO and SDO of the Districts | Red-60 days |
| | | 09. | Biomedical Waste authorisation (more than 200 beds) | Senior Environment Engineer Waste Management Cell WBPCB | Red-60 days |
| | | 10. | Biomedical Waste authorisation (above 50 beds and not more than 200 beds) | In charge circle office WBPCB | Red- 60 days |
| | | 11. | Biomedical Waste authorisation (upto 50 beds) | In charge regional office WBPCB | Red- 60 days |
| | | 12. | Hazardous waste authorisation and restriction certificate for recycle of hazardous waste | Senior Environment Engineer Waste Management cell WBPCB | Red 60 days Orange 30 days Green 15 days |
| | | 13. | Restriction of dealers of lead acid battery | Senior Environment Engineer Waste Management cell WBPCB | 30 days |
| | | 14. | Municipal solid waste authorisation | Senior Environment Engineer Waste Management cell WBPCB | 60 days |
| | | 15. | Restriction of plastic units as per plastic waste (management and handling) Rules 2011. | In charge regional office WBPCB | 30 days |
| | | 16. | Consent to establish and consent to operate for auto LPG dispensing units | In charge Environment impact management cell WBPCB | Orange 30 days Green 15 days |
| | Fire & Emergency Services | 01. | Furnishing report of Fire Occurrence to the assurance company or other person under section 8 of West Bengal Fire Services Act,1950 | Director General | 15 days from the date of receipt of application |
| | | 02. | Fire Safety Certificate (including renewal) under section 11C of West Bengal Fire Services Act,1950 | Director General | 60 days from the date of receipt of application |
| | | 02A. | Fire Safety Certificate (including renewal) under section 11C of West Bengal Fire Services Act,1950 | Divisional Fire Officer of Concerned District | 60 days from the date of receipt of application |
| | | 03. | Issuance of Fire License under section 14 of West Bengal Fire Services Act,1950 | Collector Fire License | 60 days from the date of receipt of application |
| | | 03A. | Issuance of Fire License under section 14 of West Bengal Fire Services Act,1950 | District Magistrate(s) in case of storage of Kerosene Oil upto 2,000 lts. | 60 days from the date of receipt of application |

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| | | 03B. | Issuance of Fire License under section 14 of West Bengal Fire Services Act,1950 | Deputy Director in case of North Bengal | 60 days from the date of receipt of application |
| | | 04. | License for selling of rockets under section 9 of West Bengal Fire Services Act,1950 | Collector Fire License | 60 days from the date of receipt of application |
| | | 05. | Temporary Structure under section 23A of West Bengal Fire Services Act,1950 | Director | 15 days |
| | | 05A. | Temporary Structure under section 23A of West Bengal Fire Services Act,1950 | Divisional Fire Officer | 15 days |
| | | 06. | Any application made under section 23A of the WBFS Act,1950 | Director in case of Kolkata | 15 days from the receipt of the application |
| | | 06A. | Any application made under section 23A of the WBFS Act,1950 | Divisional Fire Officer of the concerned division in case the districts | 15 days from the receipt of the application |
| 8. | Food & Supplies | 01. | Issue of new Ration Cards (R.O.-1) | Inspector / Sub-Inspector (Block)/Rationing Officer having Jurisdiction | 30 days for MR (Rural) areas.30 days for SR (Urban) areas |
| | | 02. | Change of Address, Age, Name, Sub-name, Head of family in R.C.(R.O.-2) | Inspector / Sub-Inspector (Block)/Rationing Officer having Jurisdiction | 30 days for MR (Rural) areas.30 days for SR (Urban) areas |
| | | 03. | Duplicate Ration Cards against damaged& or defective one | Inspector / Sub-Inspector (Block)/Rationing Officer having Jurisdiction | 30 days for MR (Rural) areas.30 days for SR (Urban) areas |
| | | 04. | Surrender and transfer of Ration Cards | Inspector / Sub-Inspector (Block)/Rationing Officer having Jurisdiction | 15 days for MR (Rural) areas.15 days for SR (Urban) areas |
| | | 05. | Revalidation of Ration Cards | Inspector / Sub-Inspector (Block)/Rationing Officer having Jurisdiction | 15 days for MR (Rural) areas.15 days for SR (Urban) areas |
| 9. | Fisheries, aquaculture, Aquatic Resources and Fishing Harbours | 01. | Distribution of Biometric-I- card for Marine Fishers | Concerned Assistant Director of Fisheries (Marine) | 25 days |
| | | 02. | Fishermen's ID Card | Concerned Assistant Director of Fisheries/ District Fishery officer for Darjeeling | 25 days |
| | | 03. | Registration of Fishing Vessel | Concerned Assistant Director of Fisheries(marine) | 20 days |
| | | 04. | Transfer of ownership of Fishing Vessel | Concerned Assistant Director of Fisheries(marine) | 20 days |
| | | 05. | Change of Principal Fishing Base | Concerned Assistant Director of Fisheries(marine) | 20 days |
| | | 06. | Replacement of Engine in Fishing Boats | Concerned Assistant Director of Fisheries(marine) | 20 days |
| | | 07. | Accreditation Certificate for fish seed/ hatchery | Joint Director of Fisheries (ME & MS) | 25 days |

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| 10. | Health and Family Welfare | 01. | Issuance of Birth Certificate | MSVP/Supdt/ BMOH of concerned hospital | 48 hrs of birth |
| | | 02. | Medical Certification of Cause of Death | On duty Medical Officer | within 5 hours of death (1 hour in case of cornea transplant) |
| | | 03. | Issuance of death Certificate | MSVP/Supdt/ BMOH of concerned hospital | 48 hrs of death |
| | | 04. | Issuance CE License | CMOH of District / DDHS Admin at KMC | 90 days from submission of application |
| | | 05. | Issuance of PCPNDT License | Appropriate District authority | 70 days from submission of application |
| | | 06. | Dispensing of free drugs and consumables under JSSK | MSVP/Supdt/ BMOH at Medical College and Hospital/ Hospital/ other hospital/ RH/BPHC | Zero delay |
| | | 07. | Disbursement of incentive for Institutional Delivery under JSY | MSVP/Supdt/ BMOH at Medical College and Hospital/ Hospital/ other hospital/ RH/BPHC | Before discharge of mother |
| | | 08. | Issuance of Disability Certificate | MSVP/Supdt/ BMOH at Medical College and Hospital/ Hospital/ other hospital/ RH/BPHC | 30 days |
| | | 09. | Medico Legal Certification of injury report | Medical Officer first attending the injured | 7 days of examination |
| | | 10 | Medical Fitness Certification | MSVP/Supdt/ BMOH at Medical College and Hospital/ Hospital/ other hospital/ RH/BPHC | 15 days |
| | | 11 | Issuance of Drug license | Dy. Director, Drug Control | 90 days from submission of application |
| 11. | Higher Education | 01. | Providing Certified Copies of Calcutta Gazette and Electoral Rolls | Assistant Director of State Archives. | 30 days |
| | | 02. | Providing Search Cases. | Research Room In-Charge | 30 days |
| | | 03. | Conducting of inspection and submission of enquiry report in relation to introduction of new subjects / courses / programme in under graduate and post graduate level. | Joint Secretary, WBSCHÉ | one month from the date of receipt of proposal complete in all respect. |
| | | 04. | Inspection for introduction of new degree colleges | Joint Secretary, WBSCHÉ | 3 months |
| | | 05. | Recruitment / Selection of Assistant Professors/ Librarians | Assistant Secretary, WBCSC | 2 Two years from the date of publication of the advertisement |
| | | 06. | Recruitment of Principals in Government aided Colleges | Assistant Secretary, WBCSC | 1 year from the date of publication of the advertisement |
| | | 07. | Conducting State Eligibility Test for intending Assistant Professors and Librarians | Assistant Secretary, WBCSC | Within one year from the last date of received of application in response to an advertisement subject to the visit of UGC team for result publication |

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| | | 08. | Miscellaneous application | Assistant Secretary, WBCSC | Within four months from the last date of receipt of application |
| | | 09. | Conducting examinations for admission to undergraduate / Post-graduate level professional courses. | Controller of examinations, WBJEEB | Six months from the date of notification. |
| | | 10. | Publication of results. | Controller of examinations, WBJEEB | Two months from the date of examinations |
| | | 11. | Publication of rank card. | Controller of examinations, WBJEEB | Twenty days from the date of publication of results. |
| | | 12. | Issuance of duplicate rank card / admit card. | Section Officer, WBJEEB | One month from the date of application |
| | | 13. | Conducting Counselling for allotment of seats for admission. | Registrar, WBJEEB | Three months from the date of publication of the results. |
| | | 14. | Refund of fees to eligible candidates. | Accounts Officer, WBJEEB | Three months from the closing date of Counselling |
| 12. | Home | 01. | Issuance of 'No Obligation to return to India' certificate to the Indians who now reside in the USA and Canada for study purpose or employment purpose. | Assistant Secretary | 7 days for forwarding of application to concerned Police authority/Govt. of India. 7 days form receipt of favourable report from concerned Police Authority., Kolkata Police will take 7 days and West Bengal Police will take 20 days to submit their report. |
| | | 02. | Police verification reports in respect Indians staying abroad (on the request of the consulate general of India located in various countries) | Assistant Secretary | 7 days for forwarding of application to concerned Police authority/Govt. of India. 7 days form receipt of favourable report from concerned Police Authority., Kolkata Police will take 7 days and West Bengal Police will take 20 days to submit their report. |
| | | 03. | Authentication of various documents. | Assistant Secretary | 7 days for forwarding of application to the Certificate Issuing authority. 1 day form receipt of favourable report therefrom. |
| | | 04. | Issuance of 'No Objection' for release of dead body of foreigners who die in West Bengal for repatriation of dead body to his/her country. | Assistant Secretary | 2 days from receipt of favourable Police report and clearance from the Embassy. |

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| | | 05. | Issue of licence under private security agencies Act,2005. | Controlling Authority | 90 days after receiving the application with proper documents, subject to receipt of "No Objection" from Police authority |
| | | 06. | Renewal of licence under Private Security Agencies Act,2005 | Controlling Authority | 60 days after receiving the application with proper documents, subject to receipt of "No Objection" from Police authority. |
| | | 07. | Sanction of grant – in – aid to veterans of widows of veterans of World War – II | Assistant Secretary | 20 days form receipt of proposal from Rajya / Zilla SainikBoard. |
| | | 08. | Grant of West Bengal state Scholarship to Cadets of the National Defence Academy, Pune. | Assistant Secretary | 20 days. |
| | | 09. | Grant of West Bengal state Scholarship to Cadets of the Rashtriya Indian Military college, Dehradun. | Assistant Secretary | Same as above |
| | | 10. | Grant of incentive to gallantry awardees of service personnel of the armed forces. | Assistant Secretary | Same as above |
| | | 11. | Grant to Paraplegic Patients. | Assistant Secretary | Same as above |
| | | 12. | Supply of Records, Documents, Manuals etc.to Readers and Research Scholars. | Senior Technical Assistant | 3 days |
| | | 13. | Supply of Records, Documents Manuals etc. to Research Scholars. | Registrar of Publications, West Bengal | 1 day |
| | | 14. | Copy of FIR to the Informant | Officer-in-Charge / Inspector-in-Charge of Police station | 24 hours from the time recording FIR at the police station. |
| | | 15. | Copy of G.D entry Nos, Regarding loss of documents, mobile phones etc. | Officers-in-Charge / Inspector-in-Charge of Police Station / in-Charge of / Ops / TOPs /Investigation Centre. | Immediately after the time of recording information. |
| | | 16. | Issuance of New Police License for shops, eating houses, Restaurants, Hotel, Boarding & Lodging Houses etc. (As per Calcutta Police Act, 1886). | Deputy Commissioner of Police HQ – II. | 30 days from receipt of application complete in all respects. |
| | | 17. | Renewal of New Police License for Shops, Eating Houses, Hotel Boarding & Lodging Houses etc. (As per Calcutta Police Act, 1886). | Deputy Commissioner of Police HQ – II. | 10 days from receipt of application complete in all respect. |
| | | 18. | Transfer of ownership of Shops, Eating Houses, Hotel, Boarding & Lodging Houses etc. (As per Calcutta Police Act, 1886). | Deputy Commissioner of Police HQ – II. | 30 working days from receipt of application with required documents. |
| | | 19. | Issuance of Police Certificate for F.L ON/OFF Shops, Hotel Restaurant cum Bar, Country Spirit Shops, Tari Shops etc. (As per Calcutta Police Act, 1886). | Deputy Commissioner of Police HQ – II. | 15 days from the receipt of the clearance from the Collector of Excise, Kolkata, Govt. of West Bengal. |

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| | | 20. | Renewal of Police certificate for F.L ON/OFF Shops, Hotel with Restaurant cum Bar, Country Spirit Shops, Tari Shops etc. (As per Calcutta Police Act, 1886). | Deputy Commissioner of Police HQ – II. | 15 days from the receipt of the clearance from the Collector of Excise, Kolkata, Govt. of West Bengal. |
| | | 21. | Transfer of ownership of F.L ON/OFF Shops, Hotel with Restaurant cum Bar, Country Spirit Shops, Tari Shops etc. (As per Calcutta Police Act, 1886). | Deputy Commissioner of Police HQ – II. | 15 days from the receipt of the clearance from the Collector of Excise, Kolkata, Govt. of West Bengal. |
| | | 22. | Issuance of the copy of the Post Mortem Report & copy of Inquest Report etc. (As per rule 72, chapter – IV of the PRC) | Deputy Commissioner of Police HQ – II. | 15 days from the receipt of the clearance from the Collector of Excise, Kolkata, Govt. of West Bengal. |
| | | 23. | Copy of Final Police report in case of street accident, theft, fire etc. (As per rule 72, chapter – IV of PRC) | Deputy Commissioner of Police HQ – II. | 10 days from completion of the investigation. |
| | | 24. | Police clearance for entering Security Zone i.e. airport, port etc. | Deputy Commissioner of Police HQ – II. | 30 days from receipt of application with required documents. |
| | | 25. | Renewal of Cinema Operators Licence (W.B. Cinemas Regulation Act, 1954 & Relevant Rules,1956). | Deputy Commissioner of Police HQ – II. | 10 days from receipt of the application with required documents. |
| | | 26. | Renewal of Cinema Licence (W.B. Cinema Regulation Act, 1954 & Relevant Rules, 1956). | Deputy Commissioner of Police HQ – II. | 30 days from the receipt of the application with clearance from fire service, Electricity, KMC, Agriculture Income Tax Amusement), Undertaking about approved films. |
| | | 27. | Copy of Fire to informant | Officer-in-Charge / Inspector-in-Charge of Police station | 24 hours from the time of the recording FIR at the Police station / Investigation centre /Beat house |
| | | 28. | Copy of G.D. Entry Nos. regarding loss of documents, Mobile phone etc. | Officer-in-charge / Inspector-in-Charge of Police station / In-Charge of Ops / TOPs / Investigation Centre | Immediately after the time of recording information. |
| | | 29. | Issue of licence regarding public assemblies and processions. | Sub-divisional Police Officer / Deputy Superintendent of Police / Assistant Commissioner of Police. | 15 days from date of receipt of application or 3 days prior to the intended date of such assembly / procession, whichever is later. |
| | | 30. | Permission for use of Loudspeakers [only in case of Commissionerate other than Kolkata] | Divisional Deputy Commissioner of Police /Additional Deputy Commissioner of Police | 10 days from the date of receipt of application or 3 days prior to intended date of use, whichever is later. |
| | | 31. | Permission for Jatra / Fairs / Mela / Exhibition [Only in case Commissionerate other than Kolkata] | Deputy Commissioner of Police | 10 days from the receipt of application subject to deposit of prescribed fees / costs. |
| | | 32. | Registration of foreigners | Officer in charge of Foreigners Registration Officer | 1 day |
| 13. | Labour | 01. | Supply of certified copy of Judgement and orders | P.A. to Commissioner, Employees' Compensation, West Bengal | 30 days |
| | | 02. | Information regarding proceedings | P.A. to Commissioner, Employees' Compensation, West Bengal | 7 days |

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| | | 03. | Registration and Amendment of Certificate of Registration of Establishment of Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970 and Rules thereunder. | Assistant Labour Commissioner | 30 days |
| | | 04. | Licensing of Contractors and Amendment, Renewal of Licence under the Contract Labour (Regulation and Abolition) Act, 1970 and Rules thereunder. | Assistant Labour Commissioner | 30 days |
| | | 05. | Registration and renewal Changes of Certificates of Registration of Shops and Establishments under the West Bengal Shops & Establishment Act, 1963 and Rules thereunder. | Assistant Labour Commissioner | 30 days |
| | | 06. | Registration and amendment of certificate of registration of establishment under the Buildings and others construction workers (Regulation of Employment and conditions of services) Act, 1996 and Rules thereunder. | Assistant Labour Commissioner | 30 days |
| | | 07. | Registration and amendment of certificate of Registration of Establishment of Principal Employer under the Inter-State Migrant Workmen (Regulation of Employment and Condition of Services) Act, 1979 and Rules thereunder | Assistant Labour Commissioner | 30 days |
| | | 08. | Licensing of Contractors and Amendment, Renewal of Licences under the Inter-State Migrant workmen (Regulation of Employment and condition of services) Act, 1979 and Rules thereunder. | Assistant Labour Commissioner | 30 days |
| | | 09. | Registration and Amendment, Renewal of Certificate of Registration of the Motor Transport undertakings under the Motor Transport Workers Act, 1961 and Rules thereunder. | Assistant Labour Commissioner | 30 days |
| | | 10. | Licensing of Industrial Premises and Renewal of Licenses under the Beedi and Cigar Workers (Conditions of Employment) Act, 1966 and Rules thereunder. | Assistant Labour Commissioner | 90 days |
| | | 11. | Issuance of Registration Certificate as per the Trade Unions Act, 1926 to the Applicant Trade Unions. | Deputy Registrar of Trade Union | 42 days |
| | | 12. | Issuance of provisional order of Boiler under Form V. | Assistant Director of Boilers / Deputy Director of Boilers as applicable | 15 days after satisfactory inspection |
| | | 13. | Issuance of Final Certificate of Boiler under Form VI. | Assistant Director of Boilers / Deputy Director of Boilers as applicable | 6 months after satisfactory inspection |
| | | 14. | Examination of Boiler under Registration | Assistant Director of Boilers / Deputy Director of Boilers as applicable | 30 days from the date of receipt of the application for Registration. |

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| | | 15. | Inspection of Boilers for renewal of certificates | Assistant Director of Boilers / Deputy Director of Boilers as applicable | 15 days from the date of receipt of the application |
| | | 16. | Approval of Factory plan | Inspector of Factories, W.B. | 50 days |
| | | 17. | Registration and Grant of license under the Factories Act, 1948. | Inspector of Factories, W.B. | 65 days |
| | | 18. | Registration of candidates in the Employment Exchange | Officer-in-Charge of the concerned Employment Exchange | Within 1 (one) day from the date of report with requisite documents |
| | | 19. | Validation of enrolment of job-seekers in Employment Bank | Officer-in-Charge of the Employment Exchange who is validating the enrolment | 1 (one) day after receipt of requisite documents from the concerned job-seeker |
| | | 20. | Scholarships/Stipend for higher studies (HS to Post Graduation) to the wards of the employees who have contributed to the Labour Welfare Fund. | Deputy Welfare Commissioner | Within 120 days |
| | | 21. | Book Grant for Class IX & Class X to the wards of the employees who have contributed to the Labour Welfare Fund. | Deputy Welfare Commissioner | Within 120 days |
| | | 22. | Financial Assistance to the Employees and their family members for critical disease who have contributed to the Labour Welfare Fund. | Deputy Welfare Commissioner | Within 60 days |
| 14. | Land & Land Reforms | 01. | Plot Information | B.L. & L.R.O. | 2 days |
| | | 02. | Certified copy of Record-of-Right (ROR) | B.L. & L.R.O. | 2 days |
| | | 03. | Certified copy of orders passed under WBLR & WBEA Act | B.L. & L.R.O. | 2 days |
| | | 04. | Mutation of land (for industrial purpose) in favour of a petitioner where the name of vendor(seller/transferred) from whom the petitioner purchased/ got the land is recorded in ROR | B.L. & L.R.O. | 21 days |
| | | 05. | Conversion of Land for industrial purpose | BL & LRO/ SDL & LRO/ DL& LRO | 30 days |
| 15. | Minority Affairs & Madrasah Education | 01. | Term Loan of National Minorities' Development & Finance Corporation | Administrative Officer, West Bengal Minorities' Development & Finance Corporation | 3 months |
| | | 02. | Micro Finance (DLS) to SHGs | Manager (M.F.), West Bengal Minorities' Development & Finance Corporation | 3 months |
| | | 03. | Minority Women Empowerment Programme | Manager (M.F.), West Bengal Minorities' Development & Finance Corporation | 3 months |
| | | 04. | Education Loan | Manager (Education), West Bengal Minorities' Development & Finance Corporation | 3 months |
| | | 05. | Merit-cum-Means Scholarship | Manager (Education), West Bengal Minorities' Development & Finance Corporation | 3 months |
| | | 06. | Post-Matric Scholarship | Manager (Education), West Bengal Minorities' Development & Finance Corporation | 3 months |

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| | | 07. | Pre-Matric Scholarship | Manager (Education), West Bengal Minorities' Development & Finance Corporation | 3 months |
| | | 08. | Post-Matric Stipend (Under Talent Support Programme) | Manager (Education), West Bengal Minorities' Development & Finance Corporation | 3 months |
| | | 09. | Term Loan / Education Loan of NBCFDC | Administrative Officer, West Bengal Minorities' Development & Finance Corporation | 3 months |
| | | 10. | Issuance of no objection certificate and Minority Status Certificate to the Minority Institution | Assistant Secretary, MA&ME Department | 3 months |
| | | 11. | Disposal of Application of Unaided Madrasahs | Deputy Director, West Bengal Madrasah Education Directorate | 3 months |
| 16. | Urban Development & Municipal Affairs | 1. | <u>Water Supply</u> | | |
| (a) | | Sanction of new house connection | Executive Officer for municipality/Notified Area Authority, Municipal Secretary for Kolkata Municipal Corporation, Secretary of the other Municipal Corporations | 10 days | |
| (b) | | Effecting of new house connection/shifting of water connection. | | 45 days | |
| (c) | | Repairing of water supply line (Minor repairing) | | 7 days | |
| (d) | | Arresting leakage of water in mains and wash of ferrule. | | 2 days | |
| (e) | | Change of shifting of ferrule. | | 15 days | |
| (f) | | Supply of water through tanker lorry. | | 24 hours | |
| (g) | | Stoppage of misuse of water due to malfunction/removal of street taps etc. | | 10 days | |
| (h) | | Replacement of defective meter | | 30 days | |
| (i) | | Actions against illegal method of taking water from municipal mains. | | 10 days | |
| 2. | | <u>Sanction of building plan</u> | | | |
| (a) | | Approval of site plan and building plan for the residential buildings having height of `14.5 meters or above. | Executive Officer for Municipality/Notified Area Authority; Municipal Secretary for Kolkata Municipal Corporation, Secretary of the other Municipal Corporations | 60 days | |
| (b) | | Sanction of site plan and building plan of residential buildings having height of less than 14.5 meters. | | 60 days | |
| (c) | | Sanction of site plan and building plan for commercial or mixed use buildings. | | 60 days | |
| (d) | | Sanction of site plan and building plan for institutional buildings. | | 60 days | |
| (e) | | Sanction of plan for addition, alteration or repairing of old buildings. | | 60 days | |
| (f) | | Initiating actions against illegal buildings/building activities | | 15 days | |
| 3. | | <u>Birth and Death Registration</u> | | | |
| (a) | | Issuance of Birth and Death Certificate. | Executive Officer for Municipality/Notified Area Authority; Municipal Secretary for Kolkata Municipal Corporation, Secretary of the other Municipal Corporations | 3 days | |
| (b) | | Birth Certificate in case of domestic birth or death. | | 7 days | |
| (c) | Issuance of copy of Birth and Death Certificate | 7 days | | | |
| (d) | Issuance of Cremation Certificate | At the time of cremation | | | |
| (e) | Correction of records related to Birth or Death Certificate. | 15 days | | | |

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| | | 4. | <u>Enlistment of Profession, Trade and Calling and other licences</u> | | |
| | | (a) | New Enlistment Certificate | Executive Officer for Municipality/ Notified Area Authority; Municipal Secretary for Kolkata Municipal Corporation, Secretary of the other Municipal Corporations | 30 days |
| | | (b) | Renewal | | 10 days |
| | | (c) | Registration of cart, carriage etc. | | 15 days |
| | | 5. | <u>Assessment</u> | | |
| | | (a) | Assessment of new holding, partition, change of name/correction of records. | Executive Officer for Municipality/Notified Area Authority; Municipal Secretary for Kolkata Municipal Corporation, Secretary of the other Municipal Corporations | 60 days |
| | | (b) | Issuance of any type of certificate or certified copy | | 60 days |
| | | (c) | Licence for advertisement | | 45 days |
| | | (d) | Licence of private market | | 60 days |
| | | 6. | <u>Conservancy</u> | | |
| | | (a) | Garbage cleaning | Executive Officer for Municipality/Notified Area Authority; Municipal Secretary for Kolkata Municipal Corporation, Secretary of the other Municipal Corporations | 2 days |
| | | (b) | Removal of animal carcass | | 1 day |
| | | (c) | Cleaning of drains | | 7 days |
| | | (d) | Cleaning of choked drain | | 2 days |
| | | (e) | Cesspool tank wash | | 10 days |
| | | (f) | Cleaning of hydrants | | 7 days |
| | | (g) | Cleaning of garbage after receipt of Special Cleansing Charge | | 1 day |
| | | (h) | Removal of materials dumped on the public thoroughfare. | | 2 days |
| | | 7. | <u>Electric</u> | | |
| | | (a) | Replacement of defective street lamp and repairing (Minor) | Executive Officer for Municipality/ Notified Area Authority; Municipal Secretary for Kolkata Municipal Corporation, Secretary of the other Municipal Corporations | 7 days |
| | | (b) | Installation of new street light | | 7 days |
| | | 8. | <u>Public Works</u> | | |
| | | (a) | Repairing work of public thoroughfare, or providing temporary thoroughfare till repairing of the road, to avoid any imminent danger on life and property of public. | Executive Officer for Municipality/Notified Area Authority; Municipal Secretary for Kolkata Municipal Corporation, Secretary of the other Municipal Corporations | 7 days |
| | | (b) | Repairing of drains | | 2-7 days |
| | | (c) | Repairing/removal of street furniture | | 2-7 days |
| | | (d) | Repairing of bridges/culvert or providing temporary thorough fare over any water course till repairing of the bridge/culvert. | | 15 days |
| | | (e) | Restoration of road, drain, culvert etc. after installation/repairing of water supply/electric/ telephone or lines of other utilities lying under or beside such road/drain/culvert etc. | | 15 days |

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| | | 9. | <u>Haldia Development Authority</u> (i) Water Connection (ii) Permission for Development | CEO / EO | 30 days 60 days |
| | | 10. | <u>Asansol Durgapur Development Authority</u> (i) Water Connection (ii) Permission for Development | CEO / EO | 30 days 60 days |
| | | 11. | <u>Siliguri Jalpaiguri Development Authority</u> (i) Water Connection (ii) Permission for Development | CEO / EO | 30 days 60 days |
| | | 12. | <u>Burdwan Development Authority</u> Permission for Development | CEO / EO | 60 days |
| | | 13. | <u>TarapithRampurhatDevelopment Authority</u> Permission for Development | CEO / EO | 60 days |
| | | 14. | <u>JaigaonDevelopment Authority</u> Permission for Development | CEO / EO | 60 days |
| | | 15. | <u>Midnapore Kharagpur Development Authority</u> Permission for Development | CEO / EO | 60 days |
| | | 16. | <u>Patharchapuri Development Authority</u> Permission for Development | CEO / EO | 60 days |
| | | 17. | <u>Furfura Sharif Development Authority</u> Permission for Development | CEO / EO | 60 days |
| | | 18. | <u>SriniketanSantiniketan Development Authority</u> Permission for Development | CEO / EO | 60 days |
| | | 19. | <u>DighaSankarpur Development Authority</u> Permission for Development | CEO / EO | 60 days |
| | | 20. | <u>GangasagarBakkhali Development Authority</u> Permission for Development | CEO / EO | 60 days |
| | | 21. | <u>Urban Local Bodies</u> (i)Water Supply for Industrial Building (ii) Sanction of Building Plan (iii) Occupancy Certificate (iv) Enlistment of Profession Trade and Calling and other Licenses | Concerned authority of ULB (Municipal Corporation/Municipality/Notified Area Authority) | 15 days 40 days 30 days 25 days |
| 17. | Department of Panchayats & Rural Development | 01. | Registration of vehicles and issue of registration certificate to the owner of a vehicle not registered under the motor vehicles Act or otherwise [under section 47 (1) (I) of the West Bengal Panchayat Act, 1973] | Pradhan of the Gram Panchayat concerned | 30 years |
| | | 02. | Issue of certificate for registration of running trade, whole sale or retail within the area of a gram panchayat [under section 47 (1) (I) of the West Bengal Panchayat Act, 1973]. | Pradhan of the Gram Panchayat concerned | 15 days |

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| | | 03. | Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area upto 150 sq. meter and height upto 6.5 meters in any area within the jurisdiction of a gram panchayats in the light of the provision stated under chapter IV of the West Bengal Panchayat (Gram Panchayat Administration Rules,2004 other than for the purpose of setting up of industry. N.B. In case of structures of buildings having greater plinth area and height than mentioned above, for which applications are to be sent to the Panchayat Samiti / Zilla Parishad or Panchayats & Rural Development by the Gram Panchayat for vetting, the relevant provision of Act and Rule shall be applicable. | Pradhan of the Gram Panchayat concerned | 60 days |
| | | 04. | Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plant area upto 150 sq. meter and height upto 6.5 meter for the purpose of setting up of an industry in any area within the jurisdiction of a gram panchayat other than in an industrial park or industrial Estate. | Pradhan of the Gram Panchayat concerned | 15 days |
| | | 05. | Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building for setting up of an industry if the said building has plinth area more than 150 sq. m. but less than 300 sq. m. and height upto 6.5 m thus requiring the application to be sent to the Panchayat Samiti for vetting. | Pradhan of the Gram Panchayat concerned | 30 days |
| | | 06. | Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building for setting up of an industry if the building has plinth area above 300 sq. m. and height upto 15 m thus requiring the application to be sent to the Zilla Parishad for vetting. | Pradhan of the Gram Panchayat concerned | 30 days |
| | | 07. | Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building for setting up of an industry if the building has height above 15 m. thus requiring the vetting by Panchayats and Rural Development Department. | Pradhan of the Gram Panchayat concerned | 60 days |

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| | | 08. | Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area upto 300 sq. m. and height upto 6.5 m in any area with in the jurisdiction of a Development Authority under the area of a Panchayat Samiti other than for the purpose of setting up of industry in light of the provision stated under chapter XII of the West Bengal Panchayat (Panchayat samiti administration) Rules, 2008 N.B In care of structures or buildings having greater plinth area and height than mentioned above, for which application is to be sent to the Zilla Parishad or Panchayats and Rural Development Department by the Panchayat Samiti for vetting, the relevant Act and Rule shall be applicable. | Executive officer of the Panchayat Samiti concerned | 90 days |
| | | 09. | Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area upto 300 sq. meter and height upto 6.5 m for the purpose of setting up of an industry with in the jurisdiction of a Development Authority under the area of a Panchayat Samiti other than in an Industrial Park or Industrial Estate. | Executive officer of the Panchayat samiti concerned | 30 days |
| | | 10. | Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area above 300 sq. m. and height within 15 m. for the purpose of setting up of an industry within the jurisdiction of a Development Authority under the area of a Panchayat Samiti other than in an Industrial Park or Industrial Estate for which application are to sent to the Zilla Parishad concerned for vetting. | Executive officer of the Panchayat samiti concerned | 30 days |

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| | | 11. | Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having height above 15 m. for the purpose of setting up of an industry within the jurisdiction of a Development Authority under area of a Panchayat Samiti other than in an Industrial Park or industrial Estate for which application are to be sent to Development of Panchayats and Rural Development Department for vetting. | Executive officer of the Panchayat samiti concerned | 60 days |
| | | 12. | Issue of Certificate of Registration for carrying on trades declared as 'Trades of Special Nature', by notification by the State Government under Sub – Section (1) of section 116 of the West Bengal Panchayat Act, 1973 subject to fulfilment of the provision stated under rule 58 and 59 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008. | Executive officer of the Panchayat Samiti concerned | 15 days |
| 18. | School Education Department | 01. | Duplicate Mark sheet/Admit Card/Certificate (Secondary/HS) | Dy. Secy (WBBSE/WBCHSE) | 15 days |
| | | 02. | Correction of Mark sheet/Admit Card/Certificate (Secondary/HS) | Dy. Secy (WBBSE/WBCHSE) | 30 days |
| | | 03. | Migration Certificate (secondary/HS) | Dy. Secy (WBBSE/WBCHSE) | 15 days |
| | | 04. | Admission (Primary/Secondary) (Guardian of student may apply for admission and concerned District Inspector of School will arrange for Admission in any neighbourhood school within 1 km/2 km from the residence of the student as per RTE norm) | District Inspector of school (Primary/Education/Secondary Education) | 30 days |
| | | 05. | Inspection and DLIT report regarding recognition/NOC of School | District Inspector of school (Primary/Education/Secondary Education) | 45days for preliminary hearing of the applicant, 60 days District Level Inspection Team (DLIT) to submit report to Commissioner of School Education. |
| 19. | Technical Education & Training | 1. | <u>West Bengal State Council of Technical Education</u> (i) Verification of Diploma Certificate and authentication thereof. (ii) Issuance of Migration Certificate (for Diploma) | Assistant Secretary of West Bengal State Council of Technical Education | 30 days |

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| | | 2. | <u>Directorate of Industrial Training</u> (i) Verification of ITI Certificate and authentication thereof (ii) Verification of Apprenticeship Certificate under Apprenticeship Act, 1961 and authentication thereof | Assistant Director (Training), Directorate of Industrial Training Assistant Director (Apprenticeship)/Assistant Apprenticeship Adviser, Directorate of Industrial Training | 60 days 45 days |
| | | 3. | <u>West Bengal State Council of Vocational Education and Training</u> (i) Verification of H.S. and VIII plus level Certificate and authentication thereof (ii) Issuance of Migration Certificate (for Vocational) | Assistant Secretary of West Bengal State Council of Vocational Education and Training | 30 days |
| 20. | Department of Power & Non-Conventional Energy Sources | 01. | Issue of licence to electrical contractors | Electrical Inspector (EI) / Deputy Chief Electrical Inspector (Dy.CEI) & Secretary, W.B Licensing Board (Electrical) | 90 days from the date of receipt of complete application. |
| | | 02. | Renewal of the licence to electrical contractors | Electrical Inspector (EI) / Deputy Chief Electrical Inspector (Dy.CEI) & Secretary, W.B Licensing Board (Electrical) | 15 days from the date of receipt of complete application |
| | | 03. | Issue of electrical supervisor's certificate of competency (SCC) | EI/Dy.CEI& Secretary, W.B Licensing Board (Electrical) | 180 days from the date of receipt of complete application. |
| | | 04. | Endorsement of further competency in subsequent parts of the SCC issued as above. | EI/ Dy.CEI& Secretary, W.B Licensing Board (Electrical) | 15 days from the date of receipt of complete application. |
| | | 05. | Renewal of SCC | EI/ Dy.CEI& Secretary, W.B Licensing Board (Electrical) | 15 days from the date of receipt of complete application. |
| | | 06. | Issue of electrical workman's permit | EI/ Dy.CEI& Secretary, W.B Licensing Board (Electrical) | 365 days from the date of receipt of complete application. |
| | | 07. | Endorsement of further works in subsequent parts of the electrical workman's permit issued as above. | EI/ Dy.CEI& Secretary, W.B Licensing Board (Electrical) | 15 days from the date of receipt of complete application. |
| | | 08. | Renewal of electrical workman's permit. | EI/ Dy.CEI& Secretary, W.B Licensing Board (Electrical) | 15 days from the date of receipt of complete application. |
| | | 09. | Grant of certificate of authorization to work as lift attendant. | | |
| | | 10. | Fixing date of examination | Dy.CEI/EI & Member Secretary, W.B. Lift Committee | 60 days from the date of receipt of complete application. |

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| | | 11. | Issue of certificate of authorization to work as lift attendant | Dy.CEI/EI & Member Secretary, W.B.Lift Committee | 30 days from the date of receipt of complete application. |
| | | 12. | Renewal of the authorization certificate | Dy.CEI/EI & Member Secretary, W.B.Lift Committee | 15 days from the date of receipt of complete application. |
| | | 13. | Issue of certificate of registration of person or firm for maintenance of lift. | | |
| | | 14. | Fixing date of Interview | Dy.CEI/EI & Member Secretary, W.B.Lift Committee | 30 days from the date of receipt of complete application. |
| | | 15. | Issue of the certificate of registration | Dy.CEI/EI & Member Secretary, W.B.Lift Committee | 15 days from the date of receipt of complete application. |
| | | 16. | Renewal of certificate registration | Dy.CEI/EI & Member Secretary, W.B.Lift Committee | 15 days from the date of receipt of complete application. |
| 21. | Transport | 01. | Registration of vehicles | A.R.T.O. | 5 days |
| | | 02. | Grant of Driving License | A.R.T.O. | 5 days after qualifying test |
| | | 03. | Receipt of Tax | A.R.T.O. | 5 days |
| | | 04. | Issue of particulars of Vehicle Registration | A.R.T.O. | 5 days |
| | | 05. | Issue of Particulars of Driving License | A.R.T.O. | 5 days |
| | | 06. | Issue of Certificate of Fitness for vehicle | A.R.T.O. | 5 days |
| | | 07. | Permanent Goods Carriage Permit | A.R.T.O. | 15 days |
| | | 08. | Temporary Goods Carriage Permit | A.R.T.O. | 5 days |
| | | 09. | Transfer of Vehicle Registration | A.R.T.O. | 10 days |
| 22. | Women Development & Social Welfare & Child Welfare | 01. | Kanyashree (Rural) Annual Scholarship/One Time Grant | Headmaster of the school | 3 months |
| | | 02. | Kanyashree (Urban) Annual Scholarship/One Time Grant | Headmaster of the school | 3 months |
| | | 03. | Kanyashree (Kolkata) Annual Scholarship/One Time Grant | Headmaster of the school | 3 months |
| | | 04. | Various Pensions (District) | D.S.W.O | 3 months |
| | | 05. | Various Pensions (Kolkata) | Welfare Officer, O/o the Controller of Vagrancy | 3 months |
| | | 06. | Loans (NHFDC) | B.W.O | 3 months |
| | | 07. | E.R. Grant to Handicapped | B.W.O | 3 months |
| | | 08. | E.R. Grant to Handicapped (Kolkata) | Orthoist, O/o the Commissioner of Disability | 3 months |
| | | 09. | Scholarship to Handicapped | Headmaster of the school | 3 months |
| | | 10. | Scholarship to Handicapped (Kolkata) | Headmaster of the school | 3 months |
| | | 11. | Appliances to PH | B.W.O | 3 months |
| | | 12. | Appliances to PH (Kolkata) | Orthoist, O/o the Commissioner of Disability | 3 months |

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| 23. | Forests | 1. | Inquiry for felling permission Under The West Bengal Trees (Protection and Conservation in non-forest areas) Act, 2006 | (a) Forest Range Officer for Rural Areas (b) Divisional Forest Officer, Utilisation Division for Kolkata Municipal Corporation Areas (c) Divisional Forest Officer, URF for Bidhannagar Municipal Areas and New Town Kolkata Development Authority Areas (d) Divisional Forest Officer for all the 'Rural Areas' not covered by the jurisdiction of the Forest Range Officer, and Municipalities/Corporations/Notified Area Authorities within his jurisdiction, except Kolkata Municipal Corporation Area, Bidhannagar Municipal areas and New Town Kolkata Development Authority Areas | 30 days |
| | | 2. | Issuance of Certificate of Clearance in case of Developer Under The West Bengal Trees (Protection and Conservation in non-forest areas) Act, 2006 | (a) Forest Range Officer for Rural Areas (b) Divisional Forest Officer , Utilisation Division for Kolkata Municipal Corporation Areas (c) Divisional Forest Officer, URF for Bidhannagar Municipal Areas and New Town Kolkata Development Authority Areas (d) Divisional Forest Officer for all other 'Rural Areas' not covered by the jurisdiction of the Forest Range Officer, and Municipalities/Corporations/Notified Area Authorities within his jurisdiction, except Kolkata Municipal Corporation Area, Bidhannagar Municipal area and New Town Kolkata Development Areas | 30 days after receiving the inquiry report from the inquiry officer and concurrence of West Benal Pollution Control Board) excluding the date of receipt of the report |
| | | 03. | Permission to fell trees Under The West Bengal Trees (Protection and Conservation in non-forest areas) Act, 2016 | (a) Forest Range Officer for Rural Areas (b) Divisional Forest Officer , Utilisation Division for Kolkata Municipal Corporation Areas (c) Divisional Forest Officer, URF for Bidhannagar Municipal Areas and New Town Kolkata Development Authority Areas (d) Divisional Forest Officer for all other 'Rural Areas' not covered by the jurisdiction of the Forest Range Officer, and Municipalities/Corporations/Notified Area Authorities within his jurisdiction, except Kolkata Municipal Corporation Area, Bidhannagar Municipal area and New Town Kolkata Development Areas | 45 days after receipt of application in case of individual and 90 days after receipt of application in case of Developers. |
| | | 04. | Issue of Transit Pass for timber from non-forest Areas Under The West Bengal Forest Produce Transit Rules 1959 | Range of Officer or any Deputy Ranger Forester authorised by the Divisional Forest Officer for areas of jurisdiction of Range Officer or Deputy Ranger Forester | 10 days |
| | | 05. | Issue of Transit Pass for forest produce from Khasmahal Forests Under The West Bengal Forest Produce Transit Rules 1959 | Divisional Forest Officer for State of West Bengal | 10 days |

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| | | 06. | Saw Mill Licence Renewal Under The West Bengal Forest (Establishment and Regulation of Saw Mills and other Wood based Industries) Rules 1982 | Divisional Forest Officer for jurisdiction under the concerned Divisional Forest Officer | 30 days |
| 24. | Irrigation & Waterways Department | | Allocation of raw surface water (in principle permission). | Executive Engineer, DVC | 36 days |
| 25. | Tourism | 1. | Issuance of Eligibility Certificate under the West Bengal Incentive Scheme 2015 | Managing Director | 60 days |
| | | 2. | Granting of Sanction for a particular incentive | Deputy Secretary, Department of Tourism | 30 days |
| | | 3. | Disbursal of the said incentive | Managing Director | 30 days |
| | | 4. | Issuance of Registration under the West Bengal Incentive Scheme 2015 | Director | 40 days |
| | | 5. | Issuance of Date of Commencement Certificate | Director | 15 days |
| | | 6. | Recognition of Tour Operators | Director of Tourism | 30 days |
| | | 7. | Renewal of Recognition of Tour Operators | Director of Tourism | 30 days |
| 26. | Housing Department | 1. | Acceptance of Form A in connection with registration of Apartment Owners' Associated under the West Bengal Apartment Ownership Act, 1972 (West Bengal Act XVI of 1972). | Competent Authority | 60 days |
| | | 2. | Issuance of Certificate of Registration of the Apartment Owners' Associated under the West Bengal Apartment Ownership Act, 1972 (West Bengal Act XVI of 1972). | Competent Authority | 10 days |
| | | 3. | Acceptance of Form C in connection with transfer of property after formation of association under the West Bengal Apartment Ownership Act, 1972 (West Bengal Act XVI of 1972). | Competent Authority | 30 days |
| | | 4. | Issuance of offer letter of the State Govt. employees of the Govt. of West Bengal for different Rental Housing Estate (RHE) under the West Bengal Govt. Premises (Regulation of Occupancy) Act, 1984. | Competent Authority | 60 days |
| | | 5. | Issuance of licence, to the State Govt. employee of the Govt. of West Bengal for different Rental Housing Estate (RHE) under control of the Housing Department for occupation of Rental Housing Estate (RHE) under the West Bengal Govt. Premises (Regulation of Occupancy) Act, 1984. | Competent Authority | Within 21 days |

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| 27. | Industry, Commerce and Enterprises | 1. | Land Allotment | Head of Land Management Division of WBIDC | 60 days |
| | | 2. | Registration of Societies under the West Bengal Societies registration Act,1961 | Registrar of firms Societies and Non-Trading corporation, West Bengal. | 30 days |
| | | 3. | Alteration of Memorandum & regulation of the societies registered under the West Bengal Societies registration Act,1961 | Registrar of firms Societies and Non-Trading corporation, West Bengal. | 30 days |
| | | 4. | Submission of Annual Returns by Societies the in registered under the West Bengal Societies Registration Act,1961 | Registrar of firms Societies and Non-Trading corporation, West Bengal. | 7 days |
| | | 5. | Registration of Partnership firms under Indian Partnership Act,1932 | Registrar of firms Societies and Non-Trading Co corporation, West Bengal. | 30 days |
| | | 6. | Sanction under the West Bengal State Support for Industries Scheme, 2013 for industrial projects of large scale units. | Head of Incentive Division WBIDC | 15 days |
| | | 7. | Disbursement of sanction amount (partly or Fully) under the West Bengal State Support for Industries Scheme, 2013 for industrial projects of large scale units. | Head of Incentive Division WBIDC | 30 days |
| | | 8. | Sanction of Building Plan | Concerned Authority of WBSIDCL | 30 days |
| | | 9. | Land Availability & Allotment. | Estate Manager of WBSIDCL | 60 days |
| | | 10. | Building Plan Sanction | Concerned Official of WBIDC | 30 days |
| | | 11. | Plinth Inspection and Certificate of Inspection after plinth level completion | Concerned Official of WBIDC | 7 days |
| | | 12. | Occupancy Certificate | Concerned Official of WBIDC | 8 days |
| | | 13. | Land Allotment | Secretary WBHDC | 60 days |
| | | 14. | Sanction of Building Plan | Concerned Authority of WBHDC | 30 days |
| | | 15. | Plinth Inspection and Certificate of Inspection after plinth level completion. | Concerned Authority of WBHDC | 7 days |
| | | 16. | Occupancy Certificate | Concerned Authority of WBHDC | 8 days |
| | | 17. | Final Registration Certificate, RC in Part-II (intent Letter) under the West Bengal State Support for Industries Scheme 2013 for industrial projects of large scale units | Director of Industries | 60 days |