

**Government of West Bengal**  
**Department of Industry, Commerce & Enterprises**  
**Press & Societies Branch**  
**4, Abanindranath Tagore Sarani (Camac Street)**  
**Kolkata-700016**

No. 254-ICE/O/P&S/RGF-MIS/020/2013

Dated Kolkata, the 3<sup>rd</sup> August, 2017

**NOTIFICATION**

In exercise of the power conferred by Sub-section 2 of Section 3 of the West Bengal Right to Public Service Act, 2013, the Governor is hereby pleased to notify the following 3 (three) public services pertaining to the Office of the Registrar of Firms, Societies and Non-Trading Corporations, West Bengal under administrative control of the Department of Industry, Commerce & Enterprises, Government of West Bengal for rendering the services within stipulated time frame as outlined below.

The Governor is further pleased to notify herewith the Designated Officer(s) responsible for providing the services, the Appellate Officer(s) and the Reviewing Officer(s) for the purpose of time bound disposal of these services in respect of a complete application and on payment of full fees, as applicable.

<b>Office of the Registrar of Firms, Societies and Non-Trading Corporations, West Bengal</b>					
Sl. No.	Services	Designated Officer(s)	Stipulated Time Limit	Appellate Officer(s)	Reviewing Officer(s)
1.	Registration of Societies Under the West Bengal Societies Registration Act, 1961	Registrar of Firms, Societies and Non-Trading Corporations, West Bengal	The entire process of issuance of registration certificate from date of application is to be pursued by the office of Registrar of Firms, Societies and Non-Trading Corporations, West Bengal and has to be completed in 30(thirty) days post submission of application with all relevant documents/ details (for an application for which there is no query to furnish required documents/ details)	Secretary to the Government of West Bengal, Department of Industry, Commerce & Enterprises	Additional Chief Secretary to the Government of West Bengal, Department of Industry, Commerce & Enterprises
2.	Alteration of Memorandum and Regulations of the Societies registered Under the West Bengal Societies Registration Act, 1961	Registrar of Firms, Societies and Non-Trading Corporations, West Bengal	The entire process of approval of alteration of memorandum and regulation of already registered societies from date of application is to be pursued by the office of Registrar of Firms, Societies and Non-Trading Corporation, West Bengal and has to be completed in 30(thirty) days post submission of application with all relevant documents / details ( for an application for which there is no query to furnish required documents / details)	Secretary to the Government of West Bengal, Department of Industry, Commerce & Enterprises	Additional Chief Secretary to the Government of West Bengal, Department of Industry, Commerce & Enterprises
3.	Submission of Annual Returns by the Societies registered Under the West Bengal Societies Registration Act, 1961	Registrar of Firms, Societies and Non-Trading Corporations, West Bengal	The entire process of approval of submission of annual returns from date of application is to be pursued by the office of Registrar of Firms, Societies and Non-Trading Corporations, West Bengal has to be completed in 7(seven) days post submission of application with all relevant documents/details ( for an application for which there is no query to furnish required documents/details) Registration, approval of alteration and submission of annual return being subject to payment of full fees.	Secretary to the Government of West Bengal, Department of Industry, Commerce & Enterprises	Additional Chief Secretary to the Government of West Bengal, Department of Industry, Commerce & Enterprises

This shall come into force on and from the date of publication in the official gazette.

By Order of the Governor,

Sd/-

Additional Chief Secretary to the Govt. of West Bengal

No. 255/1(89)-ICE/O/P&S/RGF-MIS/020/2013

Dated Kolkata, the 3<sup>rd</sup> August, 2017

Copy forwarded for information and taking necessary action to:-

- 1] The Chief Secretary to the Government of West Bengal.
- 2] The Additional Chief Secretary to the Governor, West Bengal, Raj Bhavan.
- 3] to 56] The Additional Chief Secretary/ principal Secretary/ Secretary, ..... Department..
- 57] The Secretary, Department of Industry, Commerce & Enterprises.
- 58] to 62] The Divisional Commissioner, ..... Division.
- 63] to 85] The District Magistrate,
- 86] The Joint Secretary, e-Governance of this Department.
- 87] The Registrar of Firms, Societies & Non-Trading Corporations, West Bengal.
- 88] The Additional Registrar of Firms, Societies & Non-Trading Corporations, West Bengal.
- 89] e-Governance Cell, WBIDC.



Deputy Secretary to the Govt. of West Bengal

No. 255/2-ICE/O/P&S/RGF-MIS/020/2013

Dated Kolkata, the 3<sup>rd</sup> August, 2017

Copy forwarded to the Superintendent, West Bengal Govt. Press, Alipore.

----- He is requested to arrange for publish the Notification on the Kolkata Gazette, Extraordinary at the earliest.

Sd/-

Deputy Secretary to the Govt. of West Bengal