

**Government of West Bengal**  
**Health & Family Welfare Department**  
**GA Branch**  
**Swasthya Bhawan, Block- GN- 29,**  
**Sector- V, Salt Lake City, Kolkata- 700 091.**

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**NOTIFICATION**

No. HF/O/GA/2414/W-77/2013(Pt-1)

Dated, Kolkata, the 2<sup>nd</sup> August, 2017

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

Sl. No.	Services	Designated officer	Stipulated time limit for providing service	Appellate officer	Time limit for disposal by the Appellate Officer	Reviewing Officer	Time limit for disposal by the Reviewing Officer
1.	Issuance of birth certificate	MSVP/Supdt./BMOH of concerned hospital	Within 48 hours of birth	CMOH/ Principal	Within 14 working days after application	DHS/DME	30 workings days
2.	Medical Certificate of cause of death	On-duty Medical Officer	Within 5 hours of death (1 hour in case of cornea transplant)	CMOH/ Principal	Within 7 days	DHS/DME	14 working days
3.	Issuance of death certificate	MSVP/Supdt./BMOH of concerned hospital	Within 48 hours of death	CMOH/ Principal	Within 14 working days after application	DHS/DME	30 workings days
4.	Issuance of CE License	CMOH of District/ DDHS Admn at KMC	90 days from submission of application (as per CE Act and Rules)	Spl. Secretary (as per CE Act and Rules)	45 days	Secretary of the Department	45 working days
5.	Issuance of PCPNDT License	Director appropriate authority	70 days from submission of application (no limit as per PCPNDT Act)	State appropriate authority as per PCPNDT Act	45days	Secretary of the Department	45 working days
6.	Dispensing of free drugs and consumables under JSSK	MSVP /Supdt./ BMOH at Medical COLLEGE & Hospital / Other Hospitals / RH / BPHC	Zero delay	CMOH/ Principal	Within 14 days	DHS/DME	30 working days
7.	Disbursement of incentive for institutional delivery under JSY	MSVP /Supdt./ BMOH at Medical COLLEGE & Hospital / Other Hospitals / RH / BPHC	Before discharge of mother	CMOH/ Principal	Within 14 days	DHS/DME	30 working days
8.	Issuance of Disability certification	MSVP /Supdt./ BMOH at Medical COLLEGE & Hospital / Other Hospitals / RH / BPHC	30 days from submission of application (no limit as per disability Act)	CMOH/ Principal	30 working days	DHS/DME	60 working days
9.	Medico Legal certification for injury report	Medical Officer first attending the injured	7 days of application	Supdt. of Hospital	15 working days	CMOH/ Principal	30 working days
10.	Medical fitness certification	MSVP /Supdt./ BMOH at Medical COLLEGE & Hospital / Other Hospitals / RH / BPHC	14 days of application	DHS/DME	30 working days	Secretary of the Department	45 working days
11.	Issuance of drug license under Drugs & Cosmetic Act, 1940 and Rules thereunder - Retail Drugs, License Pharmacy & Renewal	Dy. Director, Drug Control	90 days from submission of application (no limit as per drug Act)	Director, Drug Control	30 working days	Secretary of the Department	45 working days
12.	Issuance of drug license under Drugs & Cosmetic Act, 1940 and Rules thereunder- Granting Wholesale Drugs, License & Renewal	Dy. Director, Drug Control	90 days from submission of application (no limit as per drug Act)	Director, Drug Control	30 working days	Secretary of the Department	45 working days
13.	Issuance of drug license under Drugs & Cosmetic Act, 1940 and Rules thereunder - Granting & Renewal of Drug Manufacturing License	Dy. Director, Drug Control	90 days from submission of application (no limit as per drug Act)	Director, Drug Control	30 working days	Secretary of the Department	45 working days

2. This notification shall come in to effect on the date of publication in the official Gazette.

3. This notification is issued in cancellation of this Department's previous Notification No.HF/O/GA/3209/W-77/2013 (Pt.- 1) dated, Kolkata 7<sup>th</sup> December, 2015.

By Order of the Governor,

Secretary to the Government of West Bengal