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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

Home Department
Establishment Branch
Writer's Buildings
Kolkata - 700 001

No. 1098/1E-02/14

Dated : 11.12.2015

NOTIFICATION

In exercise of power conferred by sub-section (2) of section 3 of the West Bengal Right to Public Services Act, 2013 the Governor is pleased to notify the services pertaining to the Home Department including W.B. Police Directorate & Kolkata Police Commissionerate under control of the Home Department along with the stipulated time limit for rendering the services, the Designated Officer(s) responsible for providing the services, the Appellate Officer(s) and the Reviewing Officer(s) as mentioned below:

Sl. No.	Services	Designated Officer	Stipulated time limit	Appellate Officer	Reviewing Officer
A	Foreigners Branch				
A1.	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	(i) 7 working days for forwarding of application to concerned Police Authority / Government of India. (ii) 7 working days from receipt of favourable report from concerned Police Authority. (iii) Kolkata Police will take 7 working days and West Bengal Police will take 20 working days to submit their report.	Deputy Secretary	Joint Secretary/ Addl. Secretary

Sl. No.	Services	Designated Officer	Stipulated time limit	Appellate Officer	Reviewing Officer
A2.	Police Verification Reports in respect of Indians staying abroad (on the request of the Consulate Generals of India located in various countries).	Assistant Secretary	Same as above	Deputy Secretary	Joint Secretary/ Addl. Secretary
A3.	Authentication of various documents.	Assistant Secretary	(i) 7 working days for forwarding of application to the Certificate Issuing Authority. (ii) 1 working day from receipt of favourable report therefrom.	Deputy Secretary	Joint Secretary/ Addl. Secretary
A4.	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 working days from receipt of favourable Police report and clearance from the Embassy.	Deputy Secretary	Joint Secretary/ Addl. Secretary
B	Police Establishment Branch				
B1.	Issue of license under Private Security Agencies Act, 2005.	Controlling Authority	90 working days after receiving the application with proper documents, subject to receipt of "No Objection" from Police authority.	Principal Secretary	Home Secretary
B2.	Renewal of license under Private Security Agencies Act, 2005.	Controlling Authority	60 working days after receiving the application with proper documents, subject to receipt of "No Objection" from Police authority.	Principal Secretary	Home Secretary
C	Defence Branch				
C1.	Sanction of grant-in-aid to veterans or widows of veterans of World War - II.	Assistant Secretary	20 working days from receipt of proposal from Rajya / Zilla Sainik Board.	Deputy Secretary	Joint Secretary / Special Secretary / Commissioner
C2.	Grant of West Bengal State Scholarship to Cadets of the National Defence Academy, Pune.	Assistant Secretary	20 working days.	Deputy Secretary	Joint Secretary / Special Secretary / Commissioner
C3.	Grant of West Bengal State Scholarship to Cadets of the Rashtriya Indian Military College, Dehradun.	Assistant Secretary	Same as above	Deputy Secretary	Joint Secretary / Special Secretary / Commissioner
C4.	Grant of incentive to Gallantry awardees of serving personnel of the armed forces.	Assistant Secretary	Same as above	Deputy Secretary	Joint Secretary / Special Secretary / Commissioner

Sl. No.	Services	Designated Officer	Stipulated time limit	Appellate Officer	Reviewing Officer
C5.	Grant to paraplegic patients.	Assistant Secretary	Same as above	Deputy Secretary	Joint Secretary / Special Secretary / Commissioner
D	West Bengal Secretariat Library				
D1.	Supply of records, documents, Manuals etc. to Readers and Research Scholars.	Senior Technical Assistant	3 working days.	Librarian	Joint Secretary, Home Deptt.
E	Press Branch (Office of the Registrar of Publications)				
E1.	Supply of records, documents, Manuals etc. to Research Scholars.	Registrar of Publications, West Bengal	1 working day.	Deputy Secretary	Joint Secretary
F	Kolkata Police Directorate				
F1.	Copy of FIR to the informant.	Officer-in-Charge / Inspector-in-Charge of Police Station	24 hours from the time of recording FIR at the Police Station.	Assistant Commissioner of Police having jurisdiction over the Police Station.	Divisional Deputy Commissioner of Police.
F2.	Copy of G.D. Entry Nos. Regarding loss of documents, mobile phones etc.	Officer-in-Charge / Inspector-in-Charge of Police Station / Incharge of OPs / TOPs / Investigation Centre	Immediately after the time of recording information.	Assistant Commissioner of Police having jurisdiction over the Police Station.	Divisional Deputy Commissioner of Police.
F3.	Issuance of New Police License for shops, eating houses, Restaurants, Hotels, Boarding & Lodging Houses etc. (As per Calcutta Police Act, 1886).	Deputy Commissioner of Police, HQ-II.	30 working days from receipt of application complete in all respects.	Joint Commissioner of Police	Additional Commissioner of Police
F4.	Renewal of Police License for shops, eating houses, Hotels Boarding & Lodging Houses etc. (As per Calcutta Police Act, 1886).	Deputy Commissioner of Police, HQ-II.	10 working days from receipt of application complete in all respects.	Joint Commissioner of Police	Additional Commissioner of Police
F5.	Transfer of ownership of shops, eating houses, Hotels, 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.	Joint Commissioner of Police	Additional Commissioner of Police

Sl. No.	Services	Designated Officer	Stipulated time limit	Appellate Officer	Reviewing Officer
F-6.	Issuance of Police Certificate for F.L. ON/OFF shops, Hotels Restaurant cum Bar, Country Spirit shops, Tari shops etc. (As per Calcutta Police Act, 1886).	Deputy Commissioner of Police, HQ-II.	15 working days from the receipt of the clearance from the Collector of Excise, Kolkata, Govt. of West Bengal.	Joint Commissioner of Police	Additional Commissioner of Police
F-7.	Renewal of Police Certificate for F.L. ON/OFF shops, Hotels with Restaurant cum Bar, Country Spirit shops, Tari Shops etc. (As per Calcutta Police Act, 1886).	Deputy Commissioner of Police, HQ-II.	15 working days from the receipt of the clearance from the Collector of Excise, Kolkata, Govt. of West Bengal.	Joint Commissioner of Police	Additional Commissioner of Police
F-8.	Transfer of ownership of F.L. ON/OFF shops, Hotels with Restaurant cum Bar, Country Spirit shops, Tari Shops etc. (As per Calcutta Police Act, 1886).	Deputy Commissioner of Police, HQ-II.	15 working days from the receipt of the clearance from the Collector of Excise, Kolkata, Govt. of West Bengal.	Joint Commissioner of Police	Additional Commissioner of Police
F-9.	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 working days from receipt of application with required documents subject to availability.	Joint Commissioner of Police	Additional Commissioner of Police
F-10.	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 working days from completion of the investigation.	Joint Commissioner of Police	Additional Commissioner of Police
F-11.	Police clearance for entering Security Zone i.e. Airport, Port etc.	Deputy Commissioner of Police, HQ-II.	30 working days from receipt of application with required documents.	Joint Commissioner of Police	Additional Commissioner of Police
F-12.	Renewal of Cinema Operators License (W.B. Cinemas Regulation Act, 1954 & Relevant Rules, 1956).	Deputy Commissioner of Police, HQ-II.	10 working days from receipt of application with required documents.	Joint Commissioner of Police	Additional Commissioner of Police
F-13.	Renewal of Cinema License (W.B. Cinemas Regulation Act, 1954 & Relevant Rules, 1956).	Deputy Commissioner of Police, HQ-II.	30 working days from the receipt of the application with clearance from Fire Services, Electricity, KMC, Agricultural Income Tax (Amusement), Undertaking about approved films.	Joint Commissioner of Police	Additional Commissioner of Police
G West Bengal Police Directorate					
G-1.	Copy of FIR to the informant.	Officer-in-Charge / Inspector-in-Charge of Police Station	24 hours from the time of recording FIR at the Police Station / Investigation Centre / Beat House.	Sub-Divisional Police Officer / Deputy Superintendent of Police, Assistant Commissioner of Police.	Superintendent of Police / Deputy Commissioner of Police.

Sl. No.	Services	Designated Officer	Stipulated time limit	Appellate Officer	Reviewing Officer
G-2.	Copy of G.D. Entry Nos. Regarding loss of documents, mobile phones etc.	Officer-in-Charge / Inspector-in-Charge of Police Station / Incharge of OPs / TOPs / Investigation Centre	Immediately after the time of recording information	Sub-Divisional Police Officer / Deputy Superintendent of Police, Assistant Commissioner of Police.	Superintendent of Police / Deputy Commissioner of Police.
G-3.	Issue of license regarding public assemblies and processions.	Sub-Divisional Police Officer / Deputy Superintendent of Police / Assistant Commissioner of Police.	15 working days from date of receipt of application or 3 days prior to the intended date of such assembly / procession, whichever is later.	Superintendent of Police / Divisional Deputy Commissioner of Police	Range Deputy Inspector General / Commissioner of Police.
G-4.	Permission for use of Loud-speakers [Only in case of Commissionerates other than Kolkata].	Divisional Deputy Commissioner of Police / Additional Deputy Commissioner of Police	10 working days from the date of receipt of application or 3 days prior to intended date of use, whichever is later.	Joint Commissioner of Police	Commissioner of Police
G-5.	Permission for Jatra / Fairs / Mela / Exhibition [Only in case of Commissionerates other than Kolkata].	Deputy Commissioner of Police	10 working days from the receipt of application subject to deposit of prescribed fees / costs.	Joint Commissioner of Police	Commissioner of Police
G-6.	Registration of foreigners	Officer in charge of Foreigners' Registration Office	1 working day	Deputy Superintendent of Police, DIB / Assistant Commissioner of Police, Special Branch	Superintendent of Police, DIB / Deputy Commissioner of Police, Special Branch

[Reference (i) Memo No. 11463/RPT dated 02.06.2015 of the Commissioner of Police, Kolkata and (ii) Memo No. 17724/96-2015/staff dated 08.10.2015 of the DIG, IB, WBP.]

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

By order of the Governor,

B. BANERJEE
Addl. Chief Secretary (Home) & Home Secretary
to the Government of West Bengal.