



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DEPARTMENT

JALASAMPAD BHAWAN (3RD FLOOR) BIDHANNAGAR, KOLKATA - 700091

No.1541-IW-11011(99)/125/2025

Dated:30/05/2025

From: The Joint Secretary to the Govt. of West Bengal

To:

1. The Chief Engineer (Design & Research), Irrigation & Waterways Dte.
2. The Superintending Engineer attached to Chief Engineer (South), Irrigation & Waterways Dte.
- ~~3. The Executive Engineer, DVC Study Cell, Irrigation & Waterways Dte.~~

Sub: Submission of monthly report under the WBRTPS Act, 2013

In pursuance of the notified services under the West Bengal Right to Public Services Commission the undersigned is hereby directed to state that in terms of **Notification No. 17-W/2017-18 dated 08-09-2017** issued by this Department (copy enclosed), the following officers have been declared as -

- 1) **Designated officer (D.O.) - Executive Engineer, DVC Study Cell**
- 2) **Appellate Officer (A.O.) -Superintending Engineer attached to Chief Engineer (South)**
- 3) **Reviewing Officer (R.O.) - Chief Engineer (Design & Research).**

It is pertinent to mention here that in case of irrigation & Waterways Department only one service [i.e. allocation of raw surface water (in principle permission)] has been declared as notified service under WBRTPS Act, 2013. (Copy enclosed)

The undersigned is further directed to state that the Department of Consumer Affairs has **asked to submit the reports in Form A, B and C** (as attached) - pertaining to the Designated Officer, Appellate Officer and Reviewing Officer of this Department who have notified services under the WBRTPS Act, 2013. It has also been requested to submit the desired report directly to the Consumer Affairs Department only via mail (somyersathi@gmail.com) with a copy to this Department within **June 5, 2025** in the **editable excel format as well as scanned PDF format.**

Enclo: as stated


Joint Secretary to the Government of West Bengal

Submission of Monthly Reports under WBRTPS Act, 2013

1 message

Wed, May 21, 2025 at 5:34 AM

Somyer sathi <somyersathi@gmail.com>
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 Cc: "Cc: prsecy cad" <prsecy.cad@gmail.com>, Priyadarshini S <js6.cad-wb@bangla.gov.in>, Tirthankar Halder <halder.tirtha@gmail.com>, nilanjan.bh13@gmail.com, wb-sca@nic.in

Sey, imd
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Subject : Submission of Monthly Reports under WBRTPS Act, 2013

Madam/Sir,

I am hereby directed to inform you that the monthly reporting in the prescribed formats — Form A, B, and C — pertaining to the Designated Officer, Appellate Officer and Reviewing Officer of the concerned departments who have notified services under the WBRTPS Act, 2013, are not being submitted to the RTPS commission regularly.

The above prescribed formats are hereby attached with this email. You are requested to kindly instruct your nodal officer to submit the filled-in reports as stated above in the editable excel format as well as scanned PDF format, within June 5, 2025. There is no need to submit hard copy of these reports.


JS (R) by
23/5 - 50/16/2
M. L. Suman
27/05/25

Sd/

Joint Secretary

2 attachments

 forms reporting_(PDF).pdf
139K

 FORM-A-B & C.xlsx
21K

1994 - ACS
2013/25

FORM-A

MONTHLY REPORT ON IMPLEMENTATION OF WBRTPS ACT, 2013

Department / Directorate / Parastatal

REPORT OF DESIGNATED OFFICER

Office of the

Name of the D.O

(Designation)

Sl.No.	Name of the Service	No. of Applications Received	No. of Form-I issued	No. of Applications Disposed off within the stipulated time period	No. of Applications Disposed off after the stipulated time period	No. of Applications Pending
Total:-						

Signature of Designated Officer

FORM-B

MONTHLY REPORT ON IMPLEMENTATION OF WBRTPS ACT, 2013

Department / Directorate / Parastatal

REPORT OF APPELLATE OFFICER (A.O.)

Office of the _____

Name of the D.O _____

(Designation)

Sl.No.	Name of the Service	No. of Appeals Received in Form-II	No. of Appeals in Form-II Disposed off within the time frame	No. of Applications in Form-II Disposed off after the time frame	Remarks, no. of cases penalty imposed
Total:-					

Signature of Appellate Officer

FORM-C

MONTHLY REPORT ON IMPLEMENTATION OF WBRTPS ACT, 2013

.....Department/Directorate/Parastatal

REPORT OF REVIEWING OFFICER (R.O.)

Office of the.....

Name of R.O(Designation).....

Sl. No.	Name of Service	No of Appeals in Form-III Received	No of Appeals in Form-III Disposed off within the time frame	No of Appeals in Form-III Disposed off after the time frame	Remarks, no of cases penalty imposed
TOTAL :-					

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(Signature of Reviewing Officer)

Kolkata

Published by the Government of West Bengal

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WEDNESDAY, SEPTEMBER 13, 2017

PART I - Orders and Notifications by the Government of West Bengal, the High Court, Government of India, etc.

GOVERNMENT OF WEST BENGAL

IRRIGATION AND CANALS DEPARTMENT

NOTIFICATION

No. 17-W/2017-18, dated September, 2017. In exercise of the power conferred by Section 3 of the West Bengal Public Services Act, 2011, the Government is pleased to notify that the service rendered by the Department, viz. the service of the service, and the Department officer responsible for providing this service, the Appellate Officer and the Department Officer.

No.	Service	Stipulated Date Limit	Appellate Officer	Department Officer
1	Allocation of raw surface water (in principle permission).	30 days from the date of receipt of any application online with the required documents to the date of accordance of the principal permission from the Irrigation & Canals Department.	Director, Government of West Bengal, 7th Floor, Jalasampad Bhavan, Sakh Lake, Kolkata-700091.	Director, Government of West Bengal, 1st Floor, Jalasampad Bhavan, Sakh Lake, Kolkata-700091.

order is being issued in supersession of earlier Notification No. 16-W/2017-18 dated 3.9.2017. The notification shall come into force on the date of its publication in The Official Gazette.

By order of the Government,
NAVJEN PRASAD,
Principal Secy. to the Govt. of West Bengal.

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
		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		

		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.	Regulation 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