

JD (Law)
Sent

Government of West Bengal
Labour Department
G.E. Branch
East India House, 2nd Floor
20B, Abdul Hamid Street, Kol - 69.

No. 1575 -GE
G/3A-20/14

Dated, Kolkata, the 29th May, 2015.

From :: Shri Pranab Narayan Bose,
Deputy Secretary to the
Government of West Bengal
To :: The Deputy Secretary to the
Government of West Bengal,
Consumer Affairs Department,
Kreta Suraksha Bhavan,
11A, Mirza Ghalib Street,
Kolkata - 700 087

29.05.2015
387

Sub :: Fresh Notification on Right to Public Service Act, 2013
in cancellation of this Department earlier notification
No. 40-GE dt. 05.01.2015.

Sir,

I am directed to enclose herewith the Notification No. 1556-GE dt. 28.05.2015 on the above subject specifying various services, related Designated Officers responsible for providing such services, their Appellate Officers & Reviewing Officers and respective time limit for providing such services in respect of various Officers & Board under administrative control of this Department for your information & necessary action.

A soft copy of the Notification is also being provided for your official use.

Yours faithfully,

sd/-
Deputy Secretary to the
Government of West Bengal.
dt. 29.05.2015

No. 1575/1(6)-GE

Copy with the copy of the Notification forwarded to :

1. The Commissioner, Office of the Labour Commissioner,
2. The Director, Dte. of Employment,
3. The Director, Dte. of Boilers,
4. The Director, Dte. of Factories,
5. The Commissioner, West Bengal, Labour Welfare Board,
6. The Director, Dte of Employees' Compensation, West Bengal.

With the request to ensure wide publicity of this Notification and initiate follow up actions in the matter as per guidelines of the WBRTPS Act 2013

sd/-

Deputy Secretary to the
Government of West Bengal.

JNT(Misc).

No. RTPS/1/2014/6118-228A

Date : 05.06.2015

Copy with the copy of the Notification forwarded to :-

- 1) All the Joint Directors of the Office of the Deputy Director of Employment of all Districts of W.B.
- 2) Officers-in-Charge of all the Employment Exchanges of West Bengal.
- 3) All Officers posted at this Directorate.

With the request to ensure wide publicity of this Notification.

sd/-

(N. K. Das)

Additional Director of Employment, W.B.

Some points on

WBRTPS, 2013

1. **"Stipulated time limit"** [Ref: **Sec 2(m)**] to decide the appeal by the Appellate Officer not mentioned in the Notifications issued by most of the Departments.
2. Special Problem :
Power Department : Sl. No. 11-15 : No Reviewing Officer (Explained in para 2)
3. Further Notification Required : **Competent Officer [Sec. 2(c)] + {Sec. 9(3)}**
4. Rules and Notifications to be laid before State Legislature [**Sec.16 (2)**] by each Department.

Display of Service and Given Time Limit

Sec. 11

- The Services and given time limit shall be displayed locally and on website by the Secretary of the Department concerned or Public Authority for information of the public.

Where shall a citizen get to know the services covered under this Act?

Rule 6 ✓

- The Designated Officer shall display all relevant information related to services, stipulated time limit, Designated Officer, Appellate Officer and the Reviewing Officer on the Notice Board of the office for convenience of the public.
- All documents that are required to be enclosed with the application for receiving the service and the Forms appended to these Rules shall also be displayed similarly.
- In addition, the Secretary of the Department concerned shall also cause this information to be available on the website of the Department.

Who will receive the application in the office of the Designated Officer?

- The Designated Officer can authorise any of his / her subordinate officer to receive the application and issue acknowledgement.
- The name of the authorised officer will be displayed in the Notice Board.

Issue of acknowledgement to the applicant

Rule 4

- (1) On receipt of an application for service by an eligible person, the designated officer or the authorised officer, as the case may be, shall scrutinize and give acknowledgement to the applicant in **Form No. I**.

In case any document required for providing the service has not been enclosed with the application, the same shall be clearly mentioned in the acknowledgement and the stipulated time limit for such service shall start from the date of production of the document.

Provided that if necessary documents are annexed with application then the last date of the stipulated time limit shall be mentioned in the acknowledgement.

- (2) Complete applications received on each working day, shall be produced before "Designated Officer" on the same working day for providing the notified services.

What are the documents necessary to be attached along with the application?

- For each service, the essential documents to be attached along with the application will be displayed on the Notice Board by the Designated Officer.
- Accordingly, the applicant has to submit the essential documents along with the application to make it complete in all respect.
- Due date of service will be mentioned by the officer concerned only when the application is complete in all respect.

Monitoring the Status of the Application

Sec. 9.(1) :

Every citizen having applied for any citizen related services shall be provided an application number by the department concerned, or local body or public authority as the case may be, and shall be entitled to obtain and monitor status of his application through online means or otherwise in accordance with such procedure as may be prescribed.

Sec. 9(2) :

The department or the local body or the Public Authority, as the case may be, shall maintain status of all applications governing citizen related services online and shall be duty bound to update the status of the same as per the procedure as prescribed by rules in this regard.

Rule 7.

The Department concerned or the authority or body or institution of self-government or any other Public Authority, as the case may be, shall maintain the current status of the applications on its website and shall update it on a daily basis.

Government of West Bengal
Labour Department,
East India House, 2nd Floor,
20B, Abdul Hamid Street, Kolkata-700 069.

No.1556-GE
G/3A-20/2014

Date Kolkata the 28th May, 2015.

NOTIFICATION

In cancellation of this Deptt. notification No. 40-GE/G/3A-20/14 dt. 05.01.15 and in exercise of the power conferred by Section 3 of the West Bengal Right to Public Service Act, 2013, the Governor is pleased 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 which are as follows :-

1. Directorate of Employees' Compensation, West Bengal

Sl. No	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated time limit	Designation	Stipulated time limit
1.	Supply of certified copy of Judgement and orders.	P.A. to Commissioner, Employees' Compensation, West Bengal.	30 days	Commissioner, Employees' Compensation, 2 nd Court, West Bengal.	45 days	Commissioner Employees' Compensation West Bengal (Head of Office).	60 days
2.	Information regarding proceedings.	P.A. to Commissioner, Employees' Compensation, West Bengal.	7 days	Commissioner, Employees' Compensation, 2 nd Court, West Bengal.	45 days	Commissioner Employees' Compensation West Bengal (Head of Office).	60 days

2. Office of the Labour Commissioner

Sl. No.	Services	Designated officer	Stipulated time limit	Appellate Officer	Stipulated time limit	Reviewing Officer	Stipulated time limit
01.	Registration and Amendment of Certificate of Registration of Establishment of Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970 and Rules there under.	Assistant Labour Commissioner	30 days..	Deputy Labour Commissioner	45 days.	Labour Commissioner	60 days
02.	Licensing of Contractors and Amendment, Renewal of Licence under the Contract Labour (Regulation and Abolition) Act, 1970 and Rules thereunder.	Assistant Labour Commissioner	30 daya	Deputy Labour Commissioner.	45 days.	Labour Commissioner	60 days
03.	Registration and renewal, Changes of Certificates of Registration of Shops and Establishments under the West Bengal Shops & Establishments Act, 1963 and Rules thereunder.	Assistant Labour Commissioner.	30 days.	Deputy Labour Commissioner.	45 days.	Labour Commissioner	60 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated time limit	Designation	Stipulated time limit
04.	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	Deputy Labour Commissioner	45 days.	Labour Commissioner	60 days.
05.	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.	Deputy Labour Commissioner	45 days	Labour Commissioner	60 days
06.	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	Deputy Labour Commissioner	45 days	Labour Commissioner	60 days
07.	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	Deputy Labour Commissioner	45 days	Labour Commissioner	60 days
08.	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	Deputy Labour Commissioner	45 days	Labour Commissioner	60 days.
09.	Issuance of Registration Certificate as per the Trade Unions Act, 1926 to the applicant Trade Unions.	Deputy Registrar of Trade Union	42 days	Deputy Labour Commissioner (Trade Union Section)	45 days	Registrar of Trade Union	60 days

3. Directorate of Boilers

Sl No.	Services	Designated Officer	Stipulated time limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated	Designation	Stipulated time limit
1.	Issuance of provisional order of Boiler under Form V.	Assistant Director of Boilers/Deputy Director of Boilers as applicable.	15 days after satisfactory inspection	Joint Director of Boilers	45 days	Director of Boilers	60 days
2.	Issuance of Final Certificate of Boiler under Form VI.	Assistant Director of Boilers/Deputy Director of Boilers as applicable.	6 months after satisfactory inspection	Joint Director of Boilers	45 days	Director of Boilers	60 days
3.	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	Joint Director of Boilers	45 days	Director of Boilers	60 days
4.	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.	Joint Director of Boilers	45 days	Director of Boilers	60 days

4. Director of Factories.

Sl No.	Services	Designated Officer	Stipulated time limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated	Designation	Stipulated time limit
01.	Approval of Factory Plan.	Inspector of Factories, W.B.	90 days	Jt. Chief Inspector of Factories, W.B.	45 days	Chief Inspector of Factories, W.B.	60 days

5. Director of Employment.

Sl No.	Services	Designated Officer	Stipulated time limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated time limit	Designation	Stipulated time limit
01.	Registration of names in the Employment Exchange.	Officer-in-Charge of the concerned Employment Exchange .	Within 1(one) day	Joint Director of Employment-in-Charge of the concerned District.	45 days	Director of Employment, West Bengal.	60 days
02.	Enrolment of name and related services like change of password, update profile etc. in Employment Bank.	Nodal Officer of Employment Bank.	Online (24X7) subject to validation by Employment Exchanges during Office hours.	Additional Director of Employment, West Bengal.	45 days	Director of Employment, West Bengal.	60 days

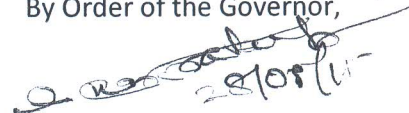
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6. West Bengal Labour Welfare Board

Sl No.	Services	Designated Officer	Stipulated time limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated time limit	Designation	Stipulated time limit
01.	Scholarship/Stipend for prosecution of higher studies (HS to Post Graduation) level to the wards of the employees who contributed to the Labour Welfare Fund.	Deputy Welfare Commissioner.	Within 120 days	Joint Welfare Commissioner.	45 days	Welfare Commissioner.	60 days
02.	Book Grant for Class IX & Class X to the wards of the employees who contributed to the labour Welfare Fund.	Deputy Welfare Commissioner.	Within 120 days	Joint Welfare Commissioner.	45 days	Welfare Commissioner.	60 days
03.	Financial Assistance to the Employees and their family members for critical disease who contributed to the Labour Welfare Fund.	Deputy Welfare Commissioner.	Within 60 days	Joint Welfare Commissioner.	45 days	Welfare Commissioner.	60 days

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

By Order of the Governor,


28/05/11

Special Secretary to the
Government of West Bengal