



**Government of West Bengal**  
**Department of Panchayats & Rural Development**  
**Joint Administrative Building (6<sup>th</sup> to 10<sup>th</sup> Floors) HC-07, Sector III**  
**Bidhannagar, Kolkata – 700 106**

No.3978/PN/O/I/4P-3/2013

Dated: 25/11/2020

**NOTIFICATION**

In exercise of the power conferred by sub-section (2) of section 3 of the West Bengal Right to Public Services Act, 2013 and in partial modification of this Department's Notification No. 722/SS/PN/O/I/4P-3/2013 dated 30.09.2015, the Governor is pleased to notify the services rendered by Panchayat Bodies, for which the Panchayats & Rural Development Department is the administrative Department, along with stipulated time limit for rendering the services, the Designated Officers responsible for providing services, the Appellate Officers and the Reviewing Officers and the time period for disposal of appeal & review as follows :

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
1	Registration of vehicles and issue of registration certificate to the owner of a vehicle not registered under the Motor Vehicles Act or otherwise [ u/s 47(1)(i) of the West Bengal Panchayat Act, 1973]	Pradhan of the Gram Panchayat concerned	30 days	Joint Executive Officer of the Panchayat Samiti concerned	30 days	Executive Officer of the Panchayat Samiti concerned	30 days
2	Issue of certificate for registration of lawful running trade, whole sale or retail within the area of a Gram Panchayat and its renewal [ u/s 47(1)(vii) of the West Bengal Panchayat Act, 1973]	Pradhan of the Gram Panchayat concerned	15 days	Joint Executive Officer of the Panchayat Samiti concerned	15 days	Executive Officer of the Panchayat Samiti concerned	30 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
3	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area not more than 150 sq. meters and height up to 6.5 meters other than for setting up of an industry in any area within the jurisdiction of a Gram Panchayat (u/s 23 of the West Bengal Panchayat Act, 1973)	Pradhan of the Gram Panchayat concerned	60 days	Executive Officer of the Panchayat Samiti concerned	30 days	Sub-Divisional Officer having jurisdiction	30 days
4	Grant of permission for erection of a new structure (including mobile tower) or a new building or to make any addition to an existing structure (including mobile tower) or building having plinth area not more than 150 sq. meters and height upto 6.5 meters for the purpose setting up of an industry in any area other than in an industrial park or industrial estate within the jurisdiction of a Gram Panchayat (u/s 23 of the West Bengal Panchayat Act, 1973)	Pradhan of the Gram Panchayat concerned	15 days	Executive Officer of the Panchayat Samiti concerned	15 days	Sub-Divisional Officer having jurisdiction	30 days
5	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area more than 150 sq. meters but upto 300 sq. meters and height up to 6.5 meters	Executive Officer of the Panchayat Samiti concerned	60 days	Sub-Divisional Officer having jurisdiction	30 days	Executive Officer of the Zilla Parishad concerned	30 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
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	other than for setting up of an industry in any area other than an area of an industrial park or industrial estate or an area in respect of which the State Government, in the interest of public interest, by notification, declared a Development Plan or its intention to prepare and publish a Development Plan within the jurisdiction of a Gram Panchayat under the area of a Panchayat Samiti (u/s 114B of the West Bengal Panchayat Act, 1973)						
6	Grant of permission for erection of a new structure (including mobile tower) or a new building or to make any addition to an existing structure (including mobile tower) or building having plinth area more than 150 sq. meters but upto 300 sq. meters and height up to 6.5 meters for setting up of an industry in any area other than an area of an industrial park or industrial estate or an area in respect of which the State Government, in the interest of public interest, by notification, declared a Development Plan or its intention	Executive Officer of the Panchayat Samiti concerned	20 days	Sub-Divisional Officer having jurisdiction	15 days	Executive Officer of the Zilla Parishad concerned	30 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
	to prepare and publish a Development Plan within the jurisdiction of a Gram Panchayat under the area of a Panchayat Samiti (u/s 114B of the West Bengal Panchayat Act, 1973)						
7	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building having plinth area more than 300 sq. and height more than 6.5 meters other than for setting up of an industry in any area other than an area of an industrial park or industrial estate within the jurisdiction any Panchayat under the area of a Zilla Parishad (u/s 160A of the West Bengal Panchayat Act, 1973) <i>NB : In case of structure or building having height more than 15 meters, the building plan and site plan need to be vetted by the Panchayats &amp; Rural Development Department</i>	Executive Officer of the Zilla Parishad concerned	60 days	Special Secretary of the Department	30 days	Additional Chief Secretary/ Principal Secretary of the Department	30 days
8	Grant of permission for erection of a new structure (including mobile tower) or a new building or to make any addition to an existing structure	Executive Officer of the Zilla Parishad concerned	30 days	Special Secretary of the Department	30 days	Additional Chief Secretary/ Principal Secretary of the Department	30 days

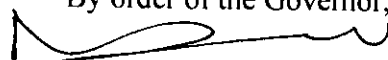
Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
	(including mobile tower) or building having plinth area more than 300 sq. meters and height more than 6.5 meters for setting up of an industry in any area (other than an area of an industrial park or industrial estate) within the jurisdiction of a Gram Panchayat under the area of a Zilla Parishad (u/s 160A of the West Bengal Panchayat Act, 1973) <b><i>NB : In case of structure or building having height more than 15 meters, the building plan and site plan need to be vetted by the Panchayats &amp; Rural Development Department</i></b>						
9	Grant of permission for erection of a new structure or a new building or to make any addition to an existing structure or building irrespective of plinth area and height other than for setting up of an industry in any area (other than an area of an industrial park or industrial estate) within the jurisdiction of a Panchayat Samiti under the area of a Zilla Parishad of which the State Government, in the	Executive Officer of the Panchayat Samiti concerned	90 days	i) Sub-Divisional Officer having jurisdiction (for building having plinth area not more than 300 sq. meters and height up to 6.5 meters)  ii) Executive Officer of Zilla Parishad concerned (for building having plinth area more	i) 30 days  ii) 30 days	i) Executive Officer of Zilla Parishad concerned  ii) Special Secretary of the Department	i) 30 days  ii) 30 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
	<p>interest of public, by notification, declared a Development Plan or declared its intention to prepare and publish a Development Plan (u/s 114A of the West Bengal Panchayat Act, 1973)</p> <p><i>N.B. In case of structure or building having plinth area more than 300 sq. meters and height more than 6.5 meters but up to 15 meters, the building plan and site plan need to be vetted by the Zilla Parishad concerned and for any building having height more than 15 meters, the building plan and site plan need to be vetted by the Panchayats &amp; Rural Development Department.</i></p>			<p>than 300 sq, meters and height upto 15 meters)</p> <p>iii) Joint Secretary of the P&amp;RD Deptt. looking after vetting Cell (for building having height more than 15 meters)</p>	iii) 30 days	iii) Special Secretary of the Department	iii)30 days
10	<p>Grant of permission for erection of a new structure(including mobile tower) or a new building or to make any addition to an existing structure (including mobile tower)or building irrespective of plinth area and height for setting up of an industry in any area (other than an area of an industrial park or industrial estate) within the jurisdiction of a Panchayat</p>	Executive Officer of the Panchayat Samiti concerned	i) 30 days (for building or structure having plinth area not more than 300 sq. meters and height upto 6.5 meters)	i) Sub-Divisional Officer having jurisdiction	i) 30 days	i)Executive Officer of the Zilla Parishad concerned	i)30 days

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
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	<p>Samiti under the area of a Zilla Parishad of which the State Government, in the interest of public interest, by notification, declared a Development Plan or declared its intention to prepare and publish a Development Plan (u/s 114A of the West Bengal Panchayat Act, 1973)</p> <p><b><i>N.B. In case of structures or buildings having plinth area more than 300 sq. meters and height more than 6.5 meters but up to 15 meters, the building plan and site plan need to be vetted by the Zilla Parishad concerned and for any building having height more than 15 meters, the building plan and site plan need to be vetted by the Panchayats &amp; Rural Development Department.</i></b></p>		<p>ii) 30 days (for building or structure having plinth area more than 300 sq. meters and height upto 15 meters)</p> <p>iii) 60 days (for building or structure having height more than 15 meters)</p>	<p>ii) Executive Officer of Zilla Parishad concerned</p> <p>iii) Joint Secretary of the Department looking after vetting Cell</p>	<p>ii) 30 days</p> <p>iii) 30 days</p>	<p>ii) Special Secretary of the Department</p> <p>iii) Special Secretary of the Department</p>	<p>ii) 30 days</p> <p>iii) 30 days</p>
11	Issue of certificate of registration for carrying on trades declared as 'Trades of Special Nature', by Notification by the State Government and its renewal (u/s 116(1) of the West Bengal Panchayat Act, 1973 ) subject to	Executive Officer of the Panchayat Samiti concerned	15 days	Sub-Divisional Officer having jurisdiction	30 days	Additional District Magistrate looking after Panchayat matters in the District	30 days

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	fulfillment of the provisions stated under rule 58 and 59 of the West Bengal Panchayat ( Panchayat Samiti Administration) Rules, 2008						

By order of the Governor,



*Additional Chief Secretary to the  
Government of West Bengal*