

Draft: SIDHO- KANHO- BIRSHA UNIVERSITY, PURULIA
Ranchi Road, P.O. Sainik School, Purulia 723104

NOTIFICATION *to be issued*

No.

Date:

In pursuance to the West Bengal Right to Public Services Act 2013 the Vice-Chancellor is pleased to notify the services along with respective time limit for extending services by the Designated Officers responsible for providing services, the Appellate Officers and the Reviewing Officer as follows:

SL NO.	SERVICE	DESIGNATED OFFICERS	STIPULATED TIME	APPELLATE OFFICER	STIPULATED TIME	REVIEWING OFFICER	STIPULATED TIME
1.	Issuance of Duplicate Admit Card	Asstt. Controller of Examination	15 days from the date of application	Controller of Examination	07 days	Vice-Chancellor	02 days
2.	Issuance of Provisional Passed Certificate	Asstt. Controller of Examination	07 days from the date of application	Controller of Examination	03 days	Vice-Chancellor	02 days
3.	Self- Inspection of Answered Scripts by RTI	Asstt. Controller of Examination	30 days from the date of submission of fees and application	Controller of Examination	10 days	Vice-Chancellor	03 days
4.	Issuance of Duplicate Mark sheet	Asstt. Controller of Examination	15 days after receipt of valid application	Controller of Examination	07 days	Vice-Chancellor	02 days
5.	Issuance of Academic Transcript	Asstt. Controller of Examination	15 days after receipt of valid application	Controller of Examination	07 days	Vice-Chancellor	02 days
6.	Issuance of <u>Identity Card/Duplicate Identity Card</u> of students	Assistant Registrar	7 days from the date of application	Registrar	<u>03 days</u>	Vice-Chancellor	02 days
7.	Issuance of <u>Duplicate Registration Certificate</u>	Assistant Registrar	15 days from the date of receipt of application	Registrar	<u>07 days</u>	Vice-Chancellor	02 days
8.	Issuance of Migration Certificate/ Duplicate Migration Certificate	Assistant Registrar	07 days after receipt of valid application	Registrar	03 days	Vice-Chancellor	01 days
9.	Issuance of NOC on college related issues	Inspector of Colleges	07 days after inspection and receipt of valid documents	Registrar	03 days	Vice-Chancellor	01 days

- Days mean working days excluding Public holidays, Sunday & Saturday.
- Application means complete application in all respect

Registrar
Sidho-Kanho-Birsha University
Purulia