

## Government of West Bengal

### School Education Department

List of Services to be provided under the West Bengal Right to Public Service Act, 2013 for which applications/ appeals are received offline.

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	Stipulated time limit
				Designation	Stipulated time limit	Designation	
1	Duplicate Marksheet/Admit Card/Certificate (Secondary/HS)	Dy. Secy (WBBSE/WBCHSE)	15 days	Secretary (WBBSE/WBCHSE)	15 days	Administrator/President (WBBSE/WBCHSE)	15 days
2	Correction of Marksheet/Admit Card/Certificate (Secondary/HS)	Dy. Secy (WBBSE/WBCHSE)	30 days	Secretary (WBBSE/WBCHSE)	15 days	Administrator/President (WBBSE/WBCHSE)	15 days
3	Migration Certificate (Secondary/HS)	Dy. Secy (WBBSE/WBCHSE)	15 days	Secretary (WBBSE/WBCHSE)	15 days	Administrator/President (WBBSE/WBCHSE)	15 days
4	Administrative (Primary/Secondary)(Guardian or student may apply for admission and concerned District Inspector of Schools will arrange for admission in any neighbourhood school within one k.m./two k.m. From the residence of the student as per RTE norm)	District Inspector of Schools (Primary Education /Secondary Education )	30 days	Deputy Director of School Education	15 days	Joint Director of School Education	15 days

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5	Inspection and DLIT report regarding recognition/NOC of School	District Inspector of Schools (Primary Education /Secondary Education )	45 days for preliminary hearing of the applicant, 60 days for District Level Inspection Team (DLIT) to submit report to Commissioner of School Education	Commissioner of School Education	15 days	Head of the Department	15 days
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(Abbreviation: WBBSE – West Bengal Board of Secondary Education, WBCHE – West Bengal Council of Higher Secondary Education)