



UNIVERSITY OF CALCUTTA

In pursuance to the west Bengal Right to public Service Act.2013, the University of Calcutta is pleased to Notify the Service along with the stipulated time limit for rendering the Services , the Designated Officers responsible for providing the Services as follows :-

Registrar's Department

Sl. No	SERVICES	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
1	Issuance of Migration Certificate a) By Hand----- b) By Post-----	Assistant Registrar	7 Working Days	Deputy Registrar	4 Working Days	Registrar	3 Working Days
2	Issuance of Duplicate Migration Certificate	Assistant Registrar	7 Working Days	Deputy Registrar	4 Working Days	Registrar	3 Working Days
3	Issuance of Duplicate Registration Certificate	Assistant Registrar	7 Working Days	Deputy Registrar	4 Working Days	Deputy/Assistant Registrar	3 Working Days
4	Issuance of One & Same Person Certificate	Assistant Registrar	10 Working Days	Deputy Registrar	3 Working Days	Registrar	3 Working Days
5	Rectification Process over Registration Certificate	Assistant Registrar	7 Working Days	Deputy Registrar	3 Working Days	Registrar	3 Working Days
6	Medium of Instruction Certificate	Assistant Registrar	7 Working Days	Deputy Registrar	2 Working Days	Registrar	3 Working Days
7	Certificate of Course Structure :-	Assistant Registrar	7 Working Days	Deputy Registrar	5 Working Days	Deputy/Assistant Registrar	5 Working Days
8	Providing Syllabi for Various Courses (Subject to Availability)	Assistant Registrar	7 Working Days	Deputy Registrar	5 Working Days	Registrar	5 Working Days
9	Issuance of N O C for Passport / Visa	Assistant Registrar	7 Working Days	Deputy Registrar	5 Working Days	Registrar	5 Working Days

Department of Controller of Examinations

Sl. No	SERVICES	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
1.	Correction of records - Admit Cards - Mark-sheets - Diploma/Certificate	Assistant Controller of Examinations	15 Working Days	Joint / Deputy Controller of Examinations / Database Administrator.	1 Working Day	Controller of Examinations	2 Working Days
2.	Issuance of duplicate/ provisional mark-sheets/ certificates	Assistant Controller of Examinations	Urgent – 20 Working Days. Ordinary – 45 Working Days.	Joint / Deputy Controller of Examinations	2-3 Working Days	Controller of Examinations	1 Working Day
3.	Issuance of certificate for date of publication of examination result	Assistant Controller of Examinations	7 Working Days	Joint / Deputy Controller of Examinations / Database Administrator.	1 Working Day	Controller of Examinations	1 Working Day
4.	Issuance of certificate of date of commencement and completion of examination	Assistant Controller of Examinations	7 Working Days	Joint / Deputy Controller of Examinations / Database Administrator.	2 Working Days	Controller of Examinations	1 Working Day
5.	Issuance of Rank Certificate / Order of Merit.	Assistant Controller of Examinations	7 Working Days	Joint / Deputy Controller of Examinations / Database Administrator.	2 Working Days	Controller of Examinations	1 Working Day
6.	Academic Record Verification	Assistant Controller of Examinations	30 Working Days	Joint / Deputy Controller of Examinations/ Database Administrator.	5 Working Days	Controller of Examinations	2 Working Days