



## NETAJI SUBHAS OPEN UNIVERSITY

DD-26, Sector-I, Salt Lake City, Kolkata-700064

Email: registrar@wbnsou.ac.in; Ph: (033)4066-3220

In exercise of the power conferred by section 3 of the West Bengal Right to Public Service Act, 2013 the Appellate Officer and the Reviewing Officer as follows:

Sl No.	Services.	Designated Officer	Stipulated Time in no .of days (Here day means working day)	Appellate Officer.	Stipulated Time in no .of days (Here day means working day)	Reviewing Officer	Stipulated Time in no .of days (Here day means working day)
1	Issuance of Admit card/Duplicate Admit Card	Controller of Examination	07 days to beginning of the examination	Registrar	15 Days	Vice Chancellor	15 Days
2	Issuance of Identity Card /Duplicate Identity Card	Deputy Registrar. (Aca)	60 Days	Registrar	15 Days	Vice Chancellor	15 Days
3	Issuance of Registration Certificate / Duplicate Registration Certificate	Deputy Registrar. (Aca)	within 90 days from the date of completion of admission process except disputed case.	Registrar	15 Days	Vice Chancellor	15 Days
4	Issuance of Migration Certificate / Duplicate Migration Certificate	Deputy Registrar. (Aca)	Within 45 days from the date of receipt of completed application form along with prescribed fees.	Registrar	15 Days	Vice Chancellor	15 Days
5	Issuance of Mark Sheet / Duplicate Mark Sheet /	Controller of Examination	Within 60 days from the date of announcement of result of the subject /course concerned to the study Centre except disputed cases.	Registrar	30 Days	Vice Chancellor	15 Days
6	Academic Record verification	Deputy Registrar. (Aca)	Within 45 days from the date of receipt of completed application form along with prescribed fees.	Registrar	30 Days	Vice Chancellor	15 Days
7*	Issuance of NOC for Passport/Visa(for university employees only)*	Deputy Registrar. (Admn)	45 Days from the time of receipt of application from concerned employee	Registrar	15 Days	Vice Chancellor	15 Days



8*	Review of Examination paper						
9*	Granting of Scholarship						
10*	Issuance of No objection Certificate on various issues.						

**\*SI 7) NOC for Passport/ Visa can only be given in case of University's regular employees in full time substantive posts.**

**SI 8 & 9) under active consideration**

**SI 10) No such NOC s given by university currently**

Sd/-  
Registrar