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GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

NOTIFICATION

The 12th October, 2017

No. 21960–GAD-AR-ORPJ-0003/2016/AR.— In exercise of the powers conferred by Section 3 read with Sections 5 and 6 the Odisha Right to Public Services Act, 2012 (Odisha Act, 8 of 2012) and in supersession of all the notifications issued in this connection, from time to time, the State Government do hereby declare the services as mentioned in column (2) of the Schedule given below to be provided to the eligible persons within the specified time limit as specified against each such service in column (3) thereof, by the Designated Officers as mentioned in column (4) for the purpose of the said Act and also notify the Appellate and Revisional Authority respectively as mentioned in columns (5) and (6) of the said Schedule, for passing of orders if any under the provisions of the said Act whenever an application is preferred to them.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
1. COMMERCE & TRANSPORT (TRANSPORT) DEPARTMENT:					
1.	Temporary Registration	3 days	MVI/ Addl. RTO/RTO	RTO/Sub- Collector	Collector-cum-Chairman, RTA
2.	Registration of Vehicles	5 days	MVI/ Addl. RTO/ RTO	RTO/Sub- Collector	Collector-cum-Chairman, RTA
3.	Tax Clearance Certificate (TCC) in Form-D	4 days	MVI/ Addl. RTO/RTO	RTO/ Sub- Collector	Collector-cum-Chairman, RTA
4.	NOC in Form-28	4 days (after receipt of Police clearance report)	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
5.	Addition/Deletion of Hire Purchase/Mortgage entry	4 days (after receipt of confirmation from Financier)	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
6.	Transfer of Ownership of vehicle	4 days (after appearance of both seller & purchase)	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
7.	Issue of Learner's License for Driving License	3 days from the date of appearance for test	MVI/ Addl. RTO/RTO	RTO/Sub- Collector	Collector-cum-Chairman, RTA
8.	Issue of Driving License	5 days (after passing in the test)	MVI/ Addl. RTO/RTO	RTO/Sub- Collector	Collector-cum-Chairman, RTA
9.	Renewal of Driving License	5 days	MVI/ Addl. RTO/RTO	RTO/Sub- Collector	Collector-cum-Chairman, RTA
10.	Issue of Duplicate Driving license	5 days	MVI/ Addl. RTO/RTO	RTO/Sub- Collector	Collector-cum-Chairman, RTA
11.	Issue of Trade Certificate	30 days	MVI/ Addl. RTO/RTO	RTO/Sub- Collector	Collector-cum-Chairman, RTA
12.	Issue of Transporting Agents' License	30 days after receipt of clearance from Mining Department wherever necessary	MVI/ Addl. RTO/RTO	RTO/Sub- Collector	Collector-cum-Chairman, RTA
13.	Issue of Fitness Certificate for Transport Vehicle	3 days (after production of vehicle for inspection & compliance to rules)	Junior MVI/MVI	RTO/Sub- Collector	Collector-cum-Chairman, RTA
14.	Issue of Conductor License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
15.	Renewal of Conductor License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
16.	Change of Address in Conductor License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
17.	Issue of duplicate Conductor License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
18.	Issue of duplicate Registration Certificate (RC)	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
19.	Issue of certified copy of Registration Certificate (RC)	2 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
20.	Cancellation of Registration Certificate (RC)	7 days after physical inspection of vehicle	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
21.	Change of address in Registration Certificate (RC)	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
22.	Change of address in Driving License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
23.	Issue of certified copy of Driving License (DL)	2 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
24.	Issue of License to Driving Training School	45 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA

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(1)	(2)	(3)	(4)	(5)	(6)
25.	Renewal of Licence to Driving Training School	15 days after physical verification of the Institute	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
26.	Transfer of ownership of vehicle on succession after death of owner	5 days from the date of filing required documents and appearing before R.T.O.	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
27.	Transfer of ownership of vehicle purchased on auction	5 days from the date of filing required documents and appearing before R.T.O.	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
28.	Cancellation of hypothecation agreement	5 days from the date of filing required documents and after verification from financier	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
29.	Issue of Certified copy of Route Permit	2 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
30.	Renewal of Registration Certificate (RC) of non-transport vehicle	5 days from production of vehicle for inspection	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
31.	Addition of New Vehicle Class to an existing Driving License.	5 days after passing the test	MVI/Addl. RTO / RTO.	RTO/Sub-collector	Collector-cum-Chairman, RTA.
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2.	REVENUE & DISASTER MANAGEMENT DEPARTMENT:				
1.	Disposal of application for issue of Scheduled Caste (SC) Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Collector	RDC
2.	Disposal of application for issue of Scheduled Tribe (ST) Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Collector	RDC
3.	Disposal of application for issue of OBC Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
4.	Disposal of application for issue of SEBC Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
5.	Disposal of application for issue of Legal Heir Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector

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(1)	(2)	(3)	(4)	(5)	(6)
6.	Disposal of application for issue of Residence Certificate	15 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
7.	Disposal of application for issue of Income Certificate	15 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
8.	Issue of certified copy of RoR	3 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
9.	Disposal of uncontested mutation case	90 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
10.	Disposal of case u/s 8(A) of OLR Act	60 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
11.	Partition of land on mutual agreement of all co-sharers u/s 19(1) (c) of OLR Act	180 days from the date of receipt of the application	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
12.	Registration of Documents	3 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
13.	Issue of Encumbrance Certificate	7 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
14.	Issue of certified copy of previously registered document	7 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
15.	Registration along with issue of marriage certificate under Special Marriage Act (where no objection received)	40 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
16.	Registration along with issue of marriage certificate under Special Marriage Act (where objection received)	70 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
17.	Registration of Society (where one district is involved)	30 days from the date of receipt of the application	Addl Registrar of Societies (ADM)	IGR	Land Reforms Commissioner
18.	Registration of Society, where more than one district is involved (State Level Society)	90 days from the date of receipt of the application	Registrar of Societies (IGR)	Land Reforms Commissioner	Member, Board of Revenue
19.	Disbursement of <i>ex-gratia</i> by Tahasildars	90 days (from the date of approval subject to availability of funds)	Tahasildar	Sub-Collector	Collector
20.	Disposal of application for issue of Solvency Certificate for an amount upto Rs. 5 Lakh.	30 days from the date of receipt of the application (Excluding the period taken for disposal of objections, if any)	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector

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(1)	(2)	(3)	(4)	(5)	(6)
21.	Disposal of application for issue of Solvency Certificate for an amount exceeding Rs. 5 Lakh	30 days from the date of receipt of the application (Excluding the period taken for disposal of objections, if any)	Tahasildar / Addl. Tahasildar (subject to approval of Sub-Collector)	Collector	RDC
22.	Disposal of application for issue of Guardianship Certificate	45 days from the date of receipt of the application (Excluding the period taken for disposal of objections, if any)	Collector	RDC	Member, Board of Revenue
23.	Certified copy of the document filed U/s. 89 of Registration Act, 1908	7 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
24.	Registration of Partnership Firm	90 days from the date of receipt of the application	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
25.	Amendment of Registered Partnership Firm	30 days from the date of receipt of the application	Registrar of Firm (IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
26.	Dissolution of Partnership firm	45 days from the date of receipt of the application	Registrar of Firm(IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
27.	Certified Copy of Certificate of Firm	7 days from the date of receipt of the application	Registrar of Firm(IGR) or Officer delegated with power	Land Reforms Commissioner	Member, Board of Revenue
28.	Amendment of the Bye-law of Registered Society (District level)	30 days from the date of receipt of the application	Additional Registrar of Societies(ADM)	IGR	Land Reforms Commissioner
29.	Amendment of the Bye law of Registered Society (State level)	60 days from the date of receipt of the application	IGR	Land Reforms Commissioner	Member, Board of Revenue
30.	Issue of Certified Copy of Certificate of Society Registered, Certified Copy of Byelaws of Society registered and Certified Copy of Memorandum of Society Registered within last ten years (District Level)	7 days	Additional Registrar of Societies(ADM)	IGR	Land Reforms Commissioner
31.	Issue of Certified Copy of Certificate of Society Registered, Certified Copy of Bye-laws of Society registered and Certified Copy of Memorandum of Society Registered within last ten years (State Level)	7 days	IGR	Land Reforms Commissioner	Member, Board of Revenue
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(1)	(2)	(3)	(4)	(5)	(6)
3. FINANCE DEPARTMENT:					
1.	Registration under the Odisha Value Added Tax, 2004 or the Central Sales Tax Act, 1956	30 days from the date of receipt of the application	Commercial Tax Officers/ Asst Commissioner of Commercial Taxes/Deputy Commissioner of Commercial Taxes in-charge of Circles & Assessment Units	Joint Commissioner of Commercial Taxes in-charge of Ranges	Additional Commissioner of Commercial Taxes (Zonal)
2.	Amendment of registration certificates	15 days from the date of receipt of the application	Commercial Tax Officers/ Asst Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial Taxes in-charge of Circles & Assessment Units	Joint Commissioner of Commercial charge of Ranges	Taxes in Additional Commissioner of Commercial Taxes (Zonal)
3.	Disposal of Application for 'C' forms	3 days from the date of receipt of the application	Commercial Tax Officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial Taxes in-charge of Circle & Assessment Units	Joint Commissioner of Commercial taxes in-charge of Ranges	Additional Commercial of Commercial Taxes (Zonal)
4.	Disposal of Application for 'F' forms	3 days from the date of receipt of the application	Commercial Tax Officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial Taxes in-charge of Circle & Assessment Units	Joint Commissioner of Commercial taxes in-charge of Ranges	Additional Commercial of Commercial Taxes (Zonal)
5.	Disposal of Application for 'H' forms	7 days from the date of receipt of the application	Commercial Tax Officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial Taxes in-charge of Circle & Assessment Units	Joint Commissioner of Commercial taxes in-charge of Ranges	Additional Commercial of Commercial Taxes (Zonal)
6.	Disposal of Application for Waybills	1 day (the next working day of the date of receipt of the application)	Commercial Tax Officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial Taxes in-charge of Circle & Assessment Units	Joint Commissioner of Commercial taxes in-charge of Ranges	Additional Commercial of Commercial Taxes (Zonal)

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(1)	(2)	(3)	(4)	(5)	(6)
7.	Registration for Clearance Certificate under Odisha Value Added tax Act, 2004	7 days from the date of receipt of the application	Commercial Tax officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial taxes in-charge of Circle & Assessment Units	Joint Commissioner of Commercial taxes in-charge of Ranges	Additional Commissioner of Commercial Taxes (Zonal)
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4. HOME DEPARTMENT:					
1.	Character / Antecedent verification	30 days from the date of receipt of the application	SI/ASI in-charge of the Desk in DIB	DSP, DIB (for District)/ ACP, DIB (for Commissionerate)	SP (for District)/ DCP (for Commissionerate)
2.	NOC for Passport Verification	30 days from the date of receipt of the application	SI/ASI in-charge of the Desk in DIB	DSP, DIB (for District)/ ACP, DIB (for Commissionerate)	SP (for District)/ DCP (for Commissionerate)
3.	Disposal of application for registration of foreigners	7 days from the date of receipt of the application	SI/ASI in-charge of the Desk in DIB	DSP/ Inspector, DIB	S.P. (for District)/ DCP (for Commissionerate)
4.	Disposal of application for extension of residential permit of foreigners	15 days from the date of receipt of the application	SI/ASI in-charge of the Desk in DIB	DSP/ Inspector, DIB	S.P. (for District)/ DCP (for Commissionerate)
5.	Supply of copy of FIR to the complainant	1 day from the date of receipt of the application	11C/01C of concerned Police Station	'SDPOIACP, Zone (for Commissionerate)	S.P. (for District)/ DCP (for Commissionerate)
6.	Disposal of application for use of loudspeakers (for Commissionerate Police area of Bhubaneswar and Cuttack)	10 days from the date of receipt of the application	SI/ASI in-charge of the Desk in Licensing Cell, DCP Office (for Commissionerate)	ACP(HQ) Office of DCP (for Commissionerate)	DCP (for Commissionerate)
7.	Disposal of application for NOC for fairs/ mela/ exhibition, etc. (for Commissionerate Police area of Bhubaneswar and Cuttack)	10 days from the date of receipt of the application	SI/ASI in-charge of the Desk in Licensing Cell, DCP Office (for Commissionerate)	ACP(HQ) office of DCP (for Commissionerate)	DCP (for Commissionerate)
8.	Disposal of application for final form for road accident/ stolen vehicles/ theft cases	5 days from the date of receipt of the application	11C/01C of the concerned Police Station	SDPO/ACP Zone (for Commissionerate)	SP/DCP (for Commissionerate)
9.	Supply of copy of fire report	3 days from the date of receipt of the application	Station Officer/ Asst. Fire Officer of the concerned Fire Station	Deputy Fire Officer of the Circle	Range Fire Officer
10.	Supply of copy of Fire certificate for Fire incident without Insurance	7 days from the date of receipt of the application	Station Officer/ Asst. Fire Officer of the concerned Fire Station	Deputy Fire Officer of the Circle	Range Fire Officer
11.	Supply of copy of Fire certificate for Fire incident in insured premises (below 10 lakhs)	30 days from the date of receipt of the application	Station Officer/ Asst. Fire Officer of the concerned Fire Station	Deputy Fire Officer of the Circle	Range Fire Officer

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(1)	(2)	(3)	(4)	(5)	(6)
12.	Supply of copy of Fire certificate for Fire incident with damage of property worth more than 10 lakhs (irrespective of insurance)	30 days from the date of receipt of the application	Station Officer/ Asst. Fire Officer of the District Fire Station	Range Fire Officer	Chief Fire Officer, Odisha, Cuttack
13.	Issue / Renewal of Fire Safety Certificate for Factories / Industries (Small Scale) and storage godown.	45 Days from the date of receipt of the application	Deputy Fire Officer Circle/ Deputy Fire Officer, Range Fire Office	Range Fire Officer	CFO, Odisha, Cuttack
14.	Issue / Renewal of Fire Safety Certificate for factories / Industries (Large Scale) and explosive / Hazardous substances / Manufacturing storing, Transporting & sale as specified under explosive act.	45 Days from the date of receipt of the application	Range Fire Officer	Chief Fire Officer, Odisha, Cuttack	IGP, FS, Odisha, Cuttack
15.	Disposal of application for fire safety certificate for buildings/premises as detailed below:				
	i. Buildings up to 15 mtrs. height	45 Days	Deputy Fire Officer, Circle / Deputy Fire Officer of Range Fire Office	Range Fire Officer	Chief Fire Officer
	ii. Buildings from 15 mtrs. to less than 35 mtrs.	45 Days	Range Fire Officer	Chief Fire Officer	IGP, FS, Odisha
	iii. Buildings from 35 mtrs. and above	45 Days	Chief Fire Officer	IGP, FS, Odisha	Director, FS, Odisha
	iv. Clinical Establishment above 10 mtrs. / having 30 to 100 Beds / having Critical care unit (s).	45 Days	Deputy Fire Officer, Circle / Deputy Fire Officer of Range Fire Office	Range Fire Officer	Chief Fire Officer
	v. Clinical Establishment having more than 100 Beds.	45 Days	Chief Fire Officer	IGP FS, Odisha	Director, FS, Odisha
	vi. Cinema Hall	45 Days	Asst. Fire Officer of the Fire District	Deputy Fire Officer, Circle / Deputy Fire Officer of Range Fire Office	Range Fire Officer
	vii. Commercial/Mercantile Business Complex / Multiplex buildings	45 Days	Range Fire Officer	Chief Fire Officer	IGP, FS, Odisha
	viii. Hotel Below 3 Star	45 Days	Asst. Fire Officer of the Fire District	Deputy Fire Officer, Circle/Deputy Fire Officer, Range Fire Office	Range Fire Officer
	ix. Hotel (3 Star & above)	45 Days	Range Fire Officer	Chief Fire Officer	JGP, FS, Odisha
	x. Airport, Aerodrome, Stadium, etc.	45 Days	Chief Fire Officer	IGP, FS, Odisha,	Director, FS, Odisha
16.	Issue of Ex-Servicemen/ Widow Identity Cards.	1 day	Secretary, respective Zilla Sainik Boards (ZSB)	Secretary, Rajya Sainik Board, Odisha (RSB)	Special Secretary, Home Deptt.
17.	Registration of Ex-servicemen	1 day	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Deptt.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
18.	Issue of <i>Bona fide</i> Certificate for admission of children in various Educational Institutions	1 day	Secretary, respective ZSBs/RSB	Secretary, RSB	Special Secretary, Home Deptt
19.	Registration for Employment of ESM.	1 day	Secretary, ZSBs	Secretary, RSB	Special Secretary, Home Deptt
20.	Issue of <i>Bona fide</i> Certificate for exemption of holding Tax	1 day	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Deptt
21.	Processing of application for death benefits such as AGI, Funeral grant etc.	2 days from the date of receipt of the application	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Deptt
22.	Processing of application for children education allowance for MoD.	7 days from the date of receipt of the application	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Deptt
23.	Processing of application for Scholarship from Amalgamated Fund.	7 days from the date of receipt of the application	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Deptt
24.	Processing of application for PM's scholarship from. MoD.	7 days from the date of receipt of the application	Secretary, RSB	Add. Secretary, Home Department	Special Secretary, Home Deptt
25.	Processing of application for various financial assistance from Kendriya Sainik Board, MoD	15 days from the date of receipt of the application	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Deptt
26.	Processing of application for sanction of 2nd World War Veteran Pension.	30 days from the date of receipt of the application	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Deptt
27.	Processing of application for various financial assistance from Amalgamated Fund	7 days from the date of receipt of the application	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Deptt
28.	Physical verification for change of address of serving personnel	15 days from the date of receipt of the application	Secretary, respective ZSBs	Secretary, KB	Special Secretary, Home Deptt
29.	Redressal of grievances of serving/ESM	7 days from the date of receipt of the application	Secretary, respective ZSBs	Secretary, KB	Special Secretary, Home Deptt
30.	Processing of grievance/ Petition of ESM/ Widows to concerned civil authorities.	7 days from the date of receipt of the application	Secretary, respective ZSBs	Secretary, KB	Special Secretary, Home Deptt
31.	NOC for Crackers License	7 days from the date of receipt of the application	OIC of Fire Station	Asst. Fire Officer of the District Fire Station.	Range Fire Officer
31					
5. HEALTH & FAMILY WELFARE DEPARTMENT:					
1.	Registration of Birth or Death in case of Urban Area	30 days from the date of receipt of the application	Health Officer/Executive Officer of Urban Local Bodies	A.D.M.O.(P. H.) of DHH	C.D.M.O. of the District/ CMO in case of Rourkela & BBSR

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(1)	(2)	(3)	(4)	(5)	(6)
2.	Registration of Birth or Death in case of Rural Area	30 days from the date of receipt of the application	Medical Officer, CHC	S.D.M.O/ A.D.M.O of DHH	C.D.M.O. of the District
3.	For getting Birth or Death Certificate in case of Urban Area	7 days from the date of receipt of the application	Health Officer/ Executive Officer of Urban Local Bodies	A.D.M.O.(P. H.) of DHH	C.D.M.O. of the District/ CM0 in case of Rourkela & BBSR
4.	For getting Birth or Death Certificate in case of Rural Area	7 days from the date of receipt of the application	Medical Officer, CHC	S.D.M.O/ A.D.M.O of DHH	C.D.M.O. of the District
5.	Issue of licences for Retail medical Store under the D & C Act 1940 & Rules thereunder.	40 days	Dy. Drugs Controller (Licencing Authority)	Drugs Controller, Odisha	Commissioner-cum-Secretary To Govt. of Odisha
6.	Issue of licences for Wholesale medical Store under the D & C Act 1940 & Rules thereunder.	40 days	Dy. Drugs Controller (Licencing Authority)	Drugs Controller, Odisha	Commissioner-cum-Secretary to Govt. of Odisha
7.	Issue of licenses for manufacturing Drug License	3 months	Drug Controller (Licencing Authority)	Commissioner-cum-Secretary to Government of Odisha	-
7					
6.	SOCIAL SECURITY AND EMPOWERMENT OF PERSONS WITH DISABILITIES DEPARTMENT:				
1.	Assistance under National Family Benefit Scheme (NFBS)	30 days from the date of receipt of the application in rural areas	BDO	Sub- Collector	Collector
		30 days from the date of receipt of the application in urban areas	Executive Officer	Sub- Collector	Collector
1					
7.	ST & SC DEVELOPMENT DEPARTMENT, MINORITIES & BACKWARD CLASSES WELFARE DEPARTMENT:				
1.	Sanction and Disbursement of Post Matric scholarship to eligible ST & SC Students	30 days from the date of receipt of allotment	Dist. Welfare Officers concerned	A.D.M. of the concerned District	Director, ST & SC Dev. Deptt. In-charge of Post Matric Scholarship
2.	Disposal of Grievance Petitions received from ST & SC students in relating to Post Matric Scholarship	30 Days from the date of receipt of allotment	Dist. Welfare Officers concerned	A.D.M. of the concerned District	Director, ST & SC Dev. Deptt. In-charge of Post Matric Scholarship
3.	Payment of cash incentive to couples for inter-caste Marriage as defined in Resolution No. 21332 HTW dt. 26.6.1980 subject to revision from time to time	60 days from receipt of application with requisite document from the Couple subject to availability of allotment of funds with the disbursing authority	District Welfare Officer (DWO) of the concerned District	Collector of the concerned District	Commissioner-cum-Secretary, ST&SC Dev. Department
3					

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
8. HOUSING & URBAN DEVELOPMENT DEPARTMENT:					
1.	Building Plan Approval (Applicable to Bhubaneswar Development Authority from 01-02-2013 and other Development Authorities & ULBs from 01-05-2013)	60 days from the date of receipt of the application	Counter Assistant/Dealing Assistant concerned	Planning Member, DA concerned/ Executive Officer concerned	Vice Chairman, DA concerned/ ADM-cum-PD, DUDA
2.	Issuance of Occupancy Certificate (Applicable to Bhubaneswar Development Authority from 01-02-2013 and other Development Authorities & ULBs from 01-03-2013)	30 days from the date of receipt of the application	Counter Assistant/Dealing Assistant concerned	Planning Member, DA concerned/ Executive Officer concerned	Vice Chairman, DA concerned/ ADM-cum-PD, DUDA
3.	Marriage Certificate (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013)	7 days from the date of receipt of the application	Dealing Assistant concerned	Deputy Commissioner/ Executive Officer concerned	Municipal Commissioner / ADM-cum-PD, DUDA
4.	Birth & Death Certificate (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013)	15 days from the date of receipt of the application	VS Clerk	City Health Officer/ Executive Officer concerned	Municipal Commissioner / ADM-cum-PD, DUDA
5.	Trade License (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013)	15 days from the date of receipt of the application	Misc. Sarkar/Clerk concerned	Deputy Commissioner / Executive officer concerned	Municipal Commissioner / ADM-cum-PD, DUDA
6.	Pipe Water connection (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013)	45 days from the date of receipt of the application	Junior Engineer concerned	Assistant Engineer concerned	Executive Engineer concerned
7.	Correction of Water Bill (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013)	30 days from the date of receipt of the application	Junior Engineer concerned	Assistant Engineer concerned	Executive Engineer concerned
8.	Repair of Tube Wells (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013)	7 days for minor repair; 14 days for major repair from the date of receipt of the application	Junior Engineer, Tube wells	Assistant Engineer in-charge, Tube wells	Executive Engineer concerned

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
9.	Certified Copy of Building Plan Approval by the Development Authorities or ULB	7 days from the date of receipt of the application	JTP / ATP/ TP/ Concerned Clerk	Planning Member	Vice-Chairman
10.	Booking of Parks/Community Hall	2 days from the date of receipt of the application	Chief Horticulturist / Concerned Clerk	Chief Engineer-cum-Engineer Member / Dy. Commissioner	Vice-Chairman / Chairman Municipal Commissioner
11.	Land Use Information	3 days from the date of receipt of the application	JTP / ATP/ TP/ Concerned Clerk	Planning Member	Vice-Chairman
12.	Issue of Conveyance Deed	30 days from the date of receipt of the application	Concerned Allotment Officer / Concerned Clerk	Secretary	Vice-Chairman
13.	Issue of 'No Dues' Certificate	30 days from the date of receipt of the application	Concerned Allotment Officer / Concerned Branch Officer	Secretary / Deputy Commissioner	Vice-Chairman / Municipal Commissioner
14.	Transfer of Property in case of Sale	30 days from the date of receipt of the application	Concerned Allotment Officer / Concerned Clerk /	Secretary	Vice-Chairman
15.	Issue of Permission for Mortgage	30 days from the date of receipt of the application	Concerned Allotment Officer / Concerned Clerk	Secretary	Vice-Chairman
16.	Transfer of Ownership of Holding	60 days from the date of receipt of the application	Concerned Allotment Officer / Concerned Clerk / Recovery Officer	Secretary / Deputy Commissioner	Vice-Chairman / Municipal Commissioner
17.	Lifting of Municipal Solid Waste from roads / Street	3 Days	Sanitary Inspector	City Health Officer	Municipal Commissioner
18.	Replacement of Damaged Street Light	10 Days	Concerned Junior Engineer	Concerned Executive Engineer	City Engineer
19.	Assessment of Holding Tax	30 Days	Tax Collector / Tax Daroga	Deputy Commissioner	Municipal Commissioner
20.	Road cutting permission	7 days from the date of receipt of the application	Concerned Junior Engineer	Executive Engineer Concern	City Engineer
21.	Road restoration from date of issue of Permission	15 days from the date of receipt of the application	Concerned Junior Engineer	Concerned Executive Engineer	City Engineer
22.	Issue of duplicate Birth / Death Certificate	7 days from the date of receipt of the application	Concerned Clerk	City health Officer	Municipal Commissioner
23.	Repairing of W/S pipelines (Minor leakage / Sewerage Over flow / Blockage by PHEO)	48 Hrs.	Concerned JE / AE	Concerned AEE / Dy. Executive Engineer	Executive Engineer
24.	Building Plan Approval (SPAs & RITs)	60 days	Special Planning Authority/ Secretary, concerned RIT.	Chairman, S.P.A., Committee/ Chairman, concerned R.I.T.	Director of Town Planning, Odisha.
25.	Issue of Occupancy Certificate	30 Days	Special Planning Authority/ Secretary, concerned RIT.	Chairman, S.P.A., Committee/ Chairman, concerned R.I.T.	Director of Town Planning, Odisha.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
26.	Certified Copy of Building Plan Approval	10 Days	Special Planning Authority/ Secretary, concerned RIT.	Chairman, S.P.A., Committee/ Chairman, concerned R.I.T.	Director of Town Planning, Odisha.
26					
9. SCHOOL & MASS EDUCATION DEPARTMENT					
1.	Issue of Original High School Certificate-cum-Mark Sheet by the Board of Secondary Education, Odisha	7 days (from the date of publication of results by the BSE, Odisha)	Deputy Secretary, BSE (O)	Secretary, BSE (O)	President, BSE (O)
2.	Issue of duplicate copy of the High School Mark Sheet by the Board	15 days from the date of receipt of the application	Deputy Secretary, BSE (O)	Secretary, BSE (O)	President, BSE (O)
3.	Issue of duplicate copy of High School Certificate	15 days from the date of receipt of the application	Deputy Secretary, BSE (O)	Secretary, BSE (O)	President, BSE (O)
4.	Issue of Transfer Certificate by Elementary Schools	3 days from the date of receipt of the application	Head Master / I/c H.M.	Assistant Block Education Officer	Block Education Officer
5.	Issue of Conduct Certificate by Elementary Schools	3 days from the date of receipt of the application	Head Master / I/c H.M.	Assistant Block Education Officer	Block Education Officer
6.	Issue of Transfer Certificate by Secondary Schools	3 days from the date of receipt of the application	Head Master / I/c.H.M.	District Education Officer	Regional Joint Director (Schools)
7.	Issue of Conduct Certificate by Secondary Schools	3 days from the date of receipt of the application	Head Master / I/c.H.M.	District Education Officer	Regional Joint Director (Schools)
8.	Renewal of affiliation to the Colleges by the CHSE	60 days	Secretary	Chairman	Director, Higher Education
9.	Selection of Member (Women) to the GB by the CHSE	15 days	Secretary	Chairman	Director, Higher Education
10.	Forwarding of fresh scholarship to MHRD by the CHSE	30 days	Secretary	Chairman	Director, Higher Education
11.	Forwarding of Renewal of Scholarship to MHRD	30 days	Secretary	Chairman	Director, Higher Education
12.	Issue of verification of Certificates	07 days from the date of receipt of the application	Secretary	Chairman	Director, Higher Education
13.	Issue of verification of Mark Sheet	30 days from the date of receipt of the application	Secretary	Chairman	Director, Higher Education
14.	Re-addition of marks	7 days from the date of receipt of the application	Secretary	Chairman	Director, Higher Education
15.	Re-addition of marks Manual Valuation	60 days	Secretary	Chairman	Director, Higher Education

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
16.	Issue of Pass/ Equivalence Certificate	07 days	Secretary	Chairman	Director, Higher Education
17.	Issue of Migration Certificate	07 days	Secretary	Chairman	Director, Higher Education
18.	Issue of Provisional Pass Certificate/Mark sheet	07 days	Secretary	Chairman	Director, Higher Education
19.	Authentication of Original Certificate	07 days	Secretary	Chairman	Director, Higher Education
19					
10. HIGHER EDUCATION DEPARTMENT:					
1.	Issuance of Provisional Pass Certificate /Mark Sheet by Universities	Within 07 (seven) days from the date of receipt of application	Controller of Examination of the Universities concerned	Registrar of the Universities concerned	Vice-Chancellor of the Universities concerned
2.	Issuance of Migration Certificate by Universities	Within 30 (thirty) days from the date of receipt of application	Controller of Examination of the Universities concerned	Registrar of the Universities concerned	Vice-Chancellor of the Universities concerned
3.	Issuance of CLC by College	Within 03 (Three) days from the date of receipt of application	Principal of the College concerned	Regional Director of Education	Director, Higher Education
4.	Authentication of Original Certificate by H.E. Deptt.	Certificates to be sent to the Universities/ Other Institutions within 02 days of receipt of application with fees from the applicant by the section of Higher Education Department.	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
5.	Verification report for authentication of certificate	Within 07 days from the date of its receipt shall be sent to H.E. Department.	Controller of Examination of the Universities concerned	Registrar of the Universities concerned	Vice-Chancellor of the Universities concerned
6.	Verification report in other cases	Within 05 days from the date of receipt of Authenticated Certificate from the Universities/ Other Institutions	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
7.	Disposal of Memorandum with regard to Block Grant/ GIA and other Matters by the Office of DHE	15 (Fifteen) days of receipt from College concerned.	Deputy Director	Addl. Director	Director

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
8.	Disposal of Memorandum with regard to Block Grant/GIA and other Matter in case of Government	30 days from date of receipt from Director of Higher Education	Deputy Secy./Joint Secy. in-charge	Adl. Secy. in- charge	Pr. Secy.
9.	NOC for Passport/ Foreign / Vigilance / Higher Study in (DHE) Director of Higher Education	15 (fifteen) days from the date of receipt of proposal from College Concerned.	Deputy Director	Adl. Director	Director
10.	NOC for Passport/ Foreign / Vigilance / Higher Study in Government	7 days from the date of receipt of clearance from Home/ Vigilance	Deputy Secy./Joint Secy. In-charge	Adl. Secy. In-charge	Pr. Secy.
11.	Sanction of Junior, Senior, PG Merit, Girls Merit, Technical & Professional Scholarship	30 days from the date of receipt of the application	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
12.	Sanction of Loan Stipend	15 days from the date of receipt of the application	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
13.	Issue of Clearance Certificate towards recovery of Loan Stipend	15 days from the date of receipt of the application	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
14.	Investigation of Arrear claims	15 days from the date of receipt of the application	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
15.	Verification of Original Certificate	2 days from the date of receipt of the application	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
16.	Authentication of Original Certificate	3 days from the date of receipt of the application	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
17.	Renewal of affiliation to the Colleges by the DHE	60 days from the date of receipt of the application	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
18.	Issue of verification of certificates by the DHE	7 days from the date of receipt of the application	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
19.	Issue of verification of Mark Sheet by the DHE	30 days from the date of receipt of the application	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
20.	Re-addition of marks by the DHE, Odisha	60 days from the date of receipt of the application	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
21.	Selection of Nominee of University to Colleges	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
22.	Issue of Migration Certificate by the DHE, Odisha	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
23.	Issue of Provisional Mark sheet and Degree Certificate by the DHE, Odisha	07 days from the date of receipt of the application	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
24.	Issue of Official Transcript/ Authenticity by the DHE, Odisha	07 days from the date of receipt of the application	Asst. Registrar/ Dy. Registrar	Registrar	Vice-Chancellor
25.	Disbursal of Scholarship/ Research grant	07 days from the date of receipt of the application	Asst. Registrar/ Dy. Registrar	Registrar	Vice-Chancellor
26.	Issue of Registration/ Duplicate Mark sheet/Certificate	07 days from the date of receipt of the application	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
27.	Authentication of Original Certificate by the DHE, Odisha	07 days from the date of receipt of the application	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
27					
11. FISHERIES & ARD DEPARTMENT:					
1.	Issue of Registration Certificate along with fishing license after deposit of prescribed fees under OMFRA	Within 15 days from the date of receipt of the application	Additional Fisheries Officer (Marine) , Kujanga, Puri, Ganjam, Balasore & District Fisheries Officer (B&T), Balugaon	Deputy Director of Fisheries (Marine), Directorate of Fisheries, Odisha, Cuttack	Joint Director of Fisheries (Coastal), Directorate of Fisheries, Odisha, Cuttack
2.	Issue of renewal fishing license after deposit of prescribed fees under OMFRA of the Fisheries Sector	Within 15 day from the date of receipt of the application	Additional Fisheries Officer (Marine), Kujanga, Puri, Ganjam, Balasore & District Fisheries Officer (B&T), Balugaon	Deputy Director of Fisheries (Marine), Directorate of Fisheries, Odisha, Cuttack	Joint Director of Fisheries (Coastal), Directorate of Fisheries, Odisha, Cuttack
3.	Animal Health Certificate under the ARD Sector	Within 5 days in Headquarters area and 7 days in peripheral areas	BVO / VAS / AVAS	SDVO	CDVO
4.	Forwarding of proposal under Motorisation of Traditional Craft by the Asst. Fisheries Officer to the Addl. Fisheries Officer after Verification	15 days	Addl. Fisheries Officer, Marine, Kujanga, Balasore, Puri, Ganjam	Addl. Fisheries Officer, Marine (Directorate of Fisheries, Odisha, Cuttack)	Jt. Director of Fisheries (Coastal) Directorate of Fisheries, Odisha, Cuttack
5.	Sponsoring of proposal under Motorisation of Traditional Craft by the Addl. Fisheries Officer to Banks subject to availability of subsidy	15 days	Addl. Fisheries Officer, Marine, Kujanga, Balasore, Puri, Ganjam	Addl. Fisheries Officer, Marine (Directorate of Fisheries, Odisha, Cuttack)	Jt. Director of Fisheries (Coastal) Directorate of Fisheries, Odisha, Cuttack
6.	Sponsoring of proposal to District Office by the Assistant FO under the Scheme of Development of Inland Fisheries through FFDA & BFDA	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
7.	Sponsoring of proposal by District Office to bank under the Scheme of Development of Inland Fisheries through FFDA & BFDA	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
8.	Submission of Utilisation certificate by AFO after completion of the Project under the Scheme of Development of Inland Fisheries through FFDA & BFDA	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
9.	Release of subsidy after receipt of Utilisation Certificate by AFO subject to availability of funds under the Scheme of Development of Inland Fisheries through FFDA & BFDA	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
10.	In case of development of Inland Fisheries through capital investment subsidy under commercial Agriculture Enterprises, State Agriculture Policy (SAP), Submission of the case in the screening committee headed by the Collector after receipt of security money from the farmer	15 days from the date of receipt of security money	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
11.	Issue of go ahead letter after approval of screening committee under sap	5 days from the date of such approval	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
12.	Recommendation to the Committee for release of subsidy after receipt of UC	15 days from the date of receipt of U.C.	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
13.	Submission of the applications collected at DFO office by AFO for the purpose for subsidies for popularization of fisheries equipment/machineries under State Agriculture Policy (SAP)	10 days from the date of receipt as stipulated	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
14.	Filling of the application from online as per the beneficiary application and generation of permit by DFO	17 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
15.	Issue of permits for supply of equipment to vender	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
					Cuttack
16.	Verification of equipment as per DLTC/SLTC approval. The details with GPS photograph (equipment, beneficiaries and AFO) at the beneficiary field to all quarter to be provided through SMS by AFO	7 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
17.	Online confirmation, the verification and uploading the photograph taken at the beneficiaries field by DFO	5 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack
17					
12. INDUSTRIES DEPARTMENT:					
1.	In case of allotment land within IDCO estates (outside BMC area) allotment letter after receipt of approval of the Land Allotment Committee (LAC).	30 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
2.	Execution of agreement subject to compliance of terms and conditions of allotment after receipt of land cost.	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
3.	Issue of possession Certificate after receipt of land cost and execution of Agreement.	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
4.	In case of allotment of land within IDCO Estates (within BMC area) allotment Letter after receipt of approval from High Level Clearance Committee (HLCC)	30 days	CGM (MSME)	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
5.	Execution of agreement subject to compliance of terms and conditions of allotment after receipt of land cost	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
6.	Issue of possession certificate after receipt of land cost and execution of Agreement	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
7.	Obtaining Water Connection	30 days	Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary/ Commissioner-cum-Secretary, Industries Department
7					
13. MICRO, SMALL & MEDIUM ENTERPRISES DEPARTMENT:					
1.	Acknowledgement of Entrepreneurs Memorandum Part-I by the Directorate of Industries, Odisha, Cuttack	24 working hrs.	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
2.	Acknowledgement of Entrepreneurs Memorandum Part-II by the same Directorate	48 working hrs.	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
3.	Recommendation for exemption of premium for conversion of land for MSMEs	60 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
4.	Sanction of capital investment subsidy under National Mission on Food Processing (NMFP)/ Odisha Food Processing Policies (OFPP) MSME development policy for Micro Enterprises, different Industrial Policy Resolution or MSMED Policy	60 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
5.	Sanction of capital investment subsidy under National Mission on Food Processing (NMFP)/ Odisha Food Processing Policies (OFPP)/ MSME development policy for Small Enterprises)	90 days from the date of receipt of application	Joint Director of Industries/ Addl. Director of Industries	Director of Industries	Secretary, MSME Department
6.	Recommendation for Exemption of Stamp Duty	7 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
7.	Sanction of assistance for Patent & IPR (Industrial Policy Resolution)	30 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
8.	Sanction of assistance for Technical know-how	30 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
9.	Sanction of assistance for quality Certification	30 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
10.	Recommendation for Electricity Duty (ED) Exemption on Power Supply for micro, small, medium & large enterprises (up to 110 KVA)	30 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
11.	Recommendation for Electricity Duty (ED) Exemption on Power Supply for Thrust/Deemed Trust/Pioneer/Large up to 5 MW)	30 days from the date of receipt of application	Joint Director of Industries/ Addl. Director of Industries	Director of Industries	Secretary, MSME Department

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
12.	Recommendation for Electricity Duty (ED) Exemption on Captive Power Plant (CPP) (for Thrust/Deemed Trust/Pioneer/Large)	30 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
13.	Recommendation for ED Exemption on CPP (for Thrust/Deemed Trust/Pioneer/Large)	30 days from the date of receipt of application	Joint Director of Industries/ Additional Director of Industries	Director of Industries	Secretary, MSME Department
14.	Recommendation for Entry Tax Exemption on Plant & M/c & Raw materials(Micro & Small Enterprises)	15 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
15.	Issue of VAT Exemption Certificate on Khadi, Village, Cottage & Handicraft	30 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
16.	Sanction towards reimbursement VAT(MSME)	30 days from the date of receipt of application	General Manager RIC/DIC	Director of Industries	Secretary, MSME Department
17.	Sanction of Interest Subsidy Micro & Small Enterprise/PMEGP	15 days from the date of receipt of application	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
18.	Sanction of Interest Subsidy Thrust Sector	15 days from the date of receipt of application	Joint Director of Industries/ Additional Director of Industries	Director of Industries	Secretary, MSME Department
19.	Issue of EPM Registration Certificate by the Directorate Of Export Promotion & Marketing (EPM), Bhubaneswar	48 working hrs. from the date of receipt of application	Joint Director, EPM	Director, EPM	Secretary, MSME Department
20.	Issue of Rate Contract Certificate by the said Directorate	60 days from the date of receipt of application	Joint Director, EPM	Director, EPM	Secretary, MSME Department
21.	Issue of Test Report by the said Directorate	15 days from the date of receipt of application	Joint Director (Inspection)	Director, EPM	Secretary, MSME Department
22.	Export related Assistance by the said Directorate	30 days from the date of receipt of application	Deputy Director (Marketing)	Director, EPM	Secretary, MSME Department
23.	Recommendation for Issue of Khadi Industries Certificate by the Odisha Khadi & Village Industries (OK & VI) Board, Bhubaneswar	30 days from the date of receipt of application	Deputy Secretary, OK&VIB	Secretary, OK&VIB	Secretary, MSME Department
24.	Release of Rebate claims by the same Board	90 days from the date of receipt of application	Senior Assistant Directorate of Industries Posted at OK & VI Board	Additional Director–cum-Ex. officio, Secretary, OK&VIB	Director of Industries.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
25.	Supply of raw materials to the units by the Odisha Small Industries Corporation (OSIC), Cuttack	60 days from the date of receipt of application	DGM(C), OSIC	MD, OSIC	Secretary, MSME Department
26.	Supply of materials to the various firms through consortium marketing by the Odisha Small Industries Corporation (OSIC), Cuttack	60 days from the date of receipt of application	DGM(Marketing), OSIC	MD, OSIC	Secretary, MSME Department
27.	Sanction of loan by the Odisha State Financial Corporation (OSFC), Cuttack	90 days from the date of receipt of application	Heads of Department (HoD) Credit Department CD)	MD, OSFC/DGM, OSFC	Chairman, OSFC
28.	Issue of No Dues Certificate by the said Corporation	15 days from the date of receipt of application	Branch Manager	MD, OSFC/ HoD, Financial Account Department(FAD)	Chairman, OSFC
29.	One time settlement by the said corporation	90 days from the date of receipt of application	Branch Manager	MD, OSFC/HoD, Recovery Division (RD)	Chairman, OSFC
29					
14. LABOUR AND ESI DEPARTMENT:					
1.	Application for registration under Odisha Shop and Commercial Establishment Act, 1956	15 days from the date of receipt of application	District Labour Officer/ Assistant Labour Officer.	Assistant Labour Commissioner	Deputy Labour Commissioner
2.	Application for Renewal of Registration under Odisha Shop and Commercial Establishment Act, 1956	15 days from the date of receipt of application	District Labour Officer/ Assistant Labour Officer.	Assistant Labour Commissioner	Deputy Labour Commissioner
3.	Application under the Motor Transport Workers Act, 1961 for Registration or Renewal (annual)	15 days from the date of receipt of application	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
4.	Application under the Beedi & Cigar Workers Act, 1966 for License and for Renewal (annual)	15 days from the date of receipt of application	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
5.	Application under the Contract Labour (R&A) Act, 1970 for Registration (one time), for License and for Renewal (annual)	15 days from the date of receipt of application	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
6.	Application under the Inter State Migrant Workmen Act, 1979 for Registration (one time), for License and for Renewal of License	15 days from the date of receipt of application	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
7.	Application under the Building & Other Construction Workers (RE&CS) Act, 1996 for Registration of Establishment	15 days from the date of receipt of application	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
8.	Application under the Industrial Employment Standing Order Act, 1946	45 days from the date of receipt of application	Deputy Labour Commissioner	Joint Labour Commissioner	Labour Commissioner
9.	Application for approval of factory plans (Non-hazardous factories)	30 days from the date of receipt of application	Assistant Director, F&B	Joint Director, F&B	Director, F&B
10.	Application for approval of factory plans (hazardous factories)	60 days from the date of receipt of application	Assistant Director, F&B	Joint Director, F&B	Director, F&B
11.	Application for approval of factory plans (Major Accident hazard factory)	90 days from the date of receipt of application	Assistant Director, F&B	Joint Director, F&B	Director, F&B
12.	Application for registration and licensing of Factories	30 days from the date of receipt of application	Assistant Director, F&B	Joint Director, F&B	Director, F&B
13.	Application for renewal/ Amendment/ Transfer of Factory License	30 days from the date of receipt of application	Section Officer	Joint Director, F&B	Director, F&B
14.	Application for issue of Duplicate License	30 days from the date of receipt of application	Section Officer	Joint Director, F&B	Director, F&B
15.	Inspection of Boilers and issue of provisional order to operate	15 days from the date of receipt of application	Zonal Assistant Director, F&B	Divisional Deputy Director, F&B	Director, F&B
16.	Approval of repair order of boilers	15 days from the date of receipt of application	Section Officer	Joint Director, F&B	Director, F&B
17.	Approval of Drawings of Steam Pipeline	30 days from the date of receipt of application	Assistant Director, F&B	Joint Director, F&B	Director, F&B
18.	Registration of Boilers	30 days	Assistant Director, F&B	Divisional Deputy Director, F&B	Director, F&B
19.	Endorsement of Certificates of Boiler Operation Engineers, Boiler Attendants and Welders issued by other states.	15 days	Section Officer	Secretary of Respective Board (Assistant Director, F&B/ Deputy Director, F&B)	Chairman (Director, F&B)
20.	Revalidation of Welders' Certificates	15 days	Section Officer	Deputy Director, F&B	Director, F&B
21.	Application under the Trade Union Act, 1926 for Registration and Amendment	45 working days	Deputy Labour Commissioner	Joint Labour Commissioner, Hqrs	Labour Commissioner, Odisha
22.	Grant of Certificate for Manufacture of Boilers and pressure part components under the Boilers Act, 1923	15 days	Deputy Director of Factories and Boilers	Joint Director of Factories and Boilers	Director of Factories and Boilers

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	23. Renewal Certificate for manufacture of Boilers and pressure part components under the Boilers Act, 1923	7 days	Deputy Director of Factories and Boilers	Joint Director of Factories and Boilers	Director of Factories and Boilers
	24. Grant of Erector Certificate for Boiler and Steam pipeline under the Boilers Act 1923	15 days	Deputy Director of Factories and Boilers	Joint Director of Factories and Boilers	Director of Factories and Boilers
	25. Renewal of Erector Certificate for Boiler and Steam pipeline under the Boilers Act, 1923	7 days	Deputy Director of Factories and Boilers	Joint Director of Factories and Boilers	Director of Factories and Boilers
	26. Grant of repairer Certificate for Boilers and Steam pipeline under the Boilers Act, 1923	15 days	Deputy Director of Factories and Boilers	Joint Director of Factories and Boilers	Director of Factories and Boilers
	27. Renewal of repairer Certificate for Boilers and Steam pipeline under the Boilers Act, 1923	7 days	Deputy Director of Factories and Boilers	Joint Director of Factories and Boilers	Director of Factories and Boilers
	27				
15. PANCHAYATI RAJ & DRINKING WATER DEPARTMENT :					
	1. Finalization of work Bill	30 days (From the date of completion of the work)	BDO	Project Director, DRDA (31 days-90 days)	Collector (61 days – 90 days)
	2. Issue of Trading License for trading of Minor Forest Produce	7 days (By the Grama Panchayat)	Sarpanch	BDO (8 days – 15 days)	DPO (16 days – 30 days)
	3. Repair of Hand pump / Tube well	7 days (minor repair) 14 days (major repair except replacement) 28 days for replacement	Junior Engineer, II, RWSS	Assistant Engineer, RWSS	BDO
	3				
16. EXCISE DEPARTMENT:					
	1. To process the proposal for opening of IMFL 'ON' shop	60 days from the date of receipt of application	Superintendent of Excise / Collector of the District	Excise Commissioner	Principal Secretary / Secretary
	2. To process the proposal for opening of IMFL 'ON' shop after receipt of recommendation letter from District Excise Office	30 days from the date of receipt of application	Excise Commissioner	Principal Secretary / Secretary	Hon'ble Minister
	3. Recommendation of the Excise Commissioner for Grant of Liquor License at Commissioner's Level	30 days from the date of receipt of application	Excise Commissioner	Principal Secretary/ Secretary	Hon'ble Minister
	3				
17. GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE DEPARTMENT:					
	1. Issue of Mortgage Permission of leasehold lands	30 days from the date of receipt of	Section / Desk Officer	Adtl. Land / Land Officer	Director of Estates

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
		application			
2.	Issue of Conversion Order of leasehold lands	90 days from the date of receipt of application	Section / Desk Officer	Adl. Land / Land Officer	Director of Estates
3.	Issue of Mutation Order of leasehold lands	60 days from the date of receipt of application	Section / Desk Officer	Adl. Land / Land Officer	Director of Estates
3					
18. AGRICULTURE & FARMERS' EMPOWERMENT DEPARTMENT:					
1.	Seed License	45 days from the date of receipt of application	DAO/JDA(F&S)	DDA/ADA(Extn)	DA&FP(O)
2.	Fertilizer License	45 days from the date of receipt of application	DAO/JDA(F&C)	DDA/ADA(Extn)	DA&FP(O)
3.	Pesticide License	45 days from the date of receipt of application	DAO/DDA(PP)	DDA/ADA(Extn)	DA&FP(O)
4.	Soil Health Card	45 days from the date of receipt of application	AAO	DAO	DDA
5.	Seed License by the Director of Horticulture	45 days from the date of receipt of application	Dy. Director of Horticulture/Asst. Director of Horticulture	Jt. Director of Horticulture	Director of Horticulture
6.	Fertilizer License by the Director of Horticulture	90 days from the date of receipt of application	Dy. Director of Horticulture/Asst. Director of Horticulture	Jt. Director of Horticulture	Director of Horticulture
6					
19. SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT:					
1.	Issue of Diploma Certificate	45 days	Deputy Secretary	Secretary SCTE & VT	DTET, ODISHA
2.	Issue of Semester Mark sheet	10 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
3.	Issue of Divisional Mark Sheet	45 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
4.	Issue of Migration Certificate	10 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
5.	Issue of Verification Certificate	15 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
6.	Supply of photocopy of Answer Books	90 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
7.	Issue of Transcript	15 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
7					
20. CO-OPERATION DEPARTMENT:					
1.	Reservation of Storage Space as per the request of Bulk Depositor	15 days from the date of receipt of application	Warehouse Superintendent/ Zonal Manager	General Manager(C)	Managing Director

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
2.	Issue of Duplicate Warehouse Receipt as per prescribed rules in case the warehouse Receipt is lost or damaged	15 days from the date of receipt of application	Warehouse Superintendent/ Zonal Manager	General Manager(C)	Managing Director
3.	Membership in the Primary Agriculture Cooperative Societies (PAC)	15 days from the date of receipt of application	Secretary, PACS/ Managing Director, LAMPCS	Branch Manager of the CCB concerned	Assistant Registrar, Cooperative Societies
4.	Issue Kisan Credit to the member of a PAC	15 days from the date of receipt of application	Secretary, PACS/ Managing Director, LAMPCS	Branch Manager of the CCB concerned	Assistant Registrar, Cooperative Societies
5.	Issue of Deposit Receipt/ Pass Book	1 day	Secretary, PACS/ Managing Director, LAMPCS	Branch Manager of the CCB concerned	Secretary, CCB concerned
6.	Receipt toward re-payment of Loan	1 day	Secretary, PACS/ Managing Director, LAMPCS	Branch Manager of the CCB concerned	Assistant Registrar, Cooperative Societies
7.	Online Registration for paddy procurement	3 days	Secretary, PACS/ Managing Director, LAMPCS	Branch Manager of the CCB concerned	Assistant Registrar, Cooperative Societies
8.	Issue of fresh cheque books by the CCB	1 day	Banking Assistant	Assistant Manager	Branch Manager
9.	Issue of personalized RuPay ATM card	30 days	Banking Assistant	Assistant Manager	Branch Manager
10.	Issue of fresh cheque books by the OSCB	1 day	Junior Manager	Assistant Manager/ Manager	Branch Manager
11.	Issue of personalized RuPay ATM card	30 days	Junior Manager	Assistant Manager/ Manager	Branch Manager
11					
21. FOREST AND ENVIRONMENT DEPARTMENT:					
1.	Sanction of compassionate amount to the concerned persons in case of crop damage by specified wild animals.	90 days	Divisional Forest Officer of Wildlife/Territorial Division.	Concerned Regional Chief Conservator of Forests.	Principal CCF(WL) & Wildlife Warden Odisha
2.	Sanction of compassionate amount to the concerned persons in case of cattle kill by specified wild animals.	30 days	Divisional Forest Officer of Wildlife/Territorial Division.	Concerned Regional Chief Conservator of Forests.	Principal CCF(WL) & Wildlife Warden Odisha
3.	Sanction of compassionate amount to the concerned persons/legal heirs of the victims in case of human injury and casualty respectively by specified wild animals.	15 days	Divisional Forest Officer of Wildlife/Territorial Division.	Concerned Regional Chief Conservator of Forests.	Principal CCF (WL) & Wildlife Warden Odisha.
State Pollution Control Board, Odisha					
4.	Disposal of consent to establish application for new / expansion	Cat-A-60 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	proposal of 17 Categories of highly polluting industries having investment of Rs.50 crores or more on recommendation of Consent Committee				
5.	Disposal of consent to operate application for 17 Categories of highly polluting industries having investment of Rs.50 crores or more and all Sponge Iron Plants	Cat-A-60 days Cat-B-45 days Cat-C-30 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary
6.	Disposal of consent to establish application for new / expansion proposal of Coal, Bauxite, Iron Ore, Manganese, Limestone, Dolomite and Chromite Mines on recommendation of Consent Committee	Cat-A-60 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary
7.	Disposal of consent to operate application for 17 categories of highly polluting industries having investment of less than Rs. 50 crore	Cat-B-45 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary
8.	Disposal of consent to establish application for new / expansion proposal of all Sponge Iron Plants on recommendation of Consent Committee	Cat-A-60 days Cat-B-45 days Cat-C-30 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary
9.	Disposal of consent to operate application for Coal, Bauxite, Iron ore, Manganese, Limestone, Dolomite & Chromite Mines with lease hold area of more than 25 ha.	Cat-A-60 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary
10.	Disposal of consent to establish application for new / expansion proposal of 17 Categories of highly polluting industries having investment of less than Rs.50 crores on recommendation of Internal Consent Committee	Cat-B-45 days Cat-C-30 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary
11.	Disposal of consent to operate application for other than 17 Category of polluting industries, orange and green having investment of Rs.50 crore or more	Cat-A-60 days Cat-B-45 days Cat-C-30 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary
12.	Disposal of consent to establish application for new / expansion	Cat-A-60 days Cat-B-45 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	proposal of other than 17 Category of polluting industries having investment of Rs.50 crores or more on recommendation of Internal Consent Committee	Cat-C-30 days			
13.	Disposal of consent to operate application for Coal, Bauxite, Iron ore, Manganese, Limestone, Dolomite & Chromite Mines with lease hold area up to 25 ha.	Cat-A-60 days	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)	Member Secretary
14.	Disposal of consent to establish application for new / expansion proposal of other than 17 Category of polluting industries having investment up to Rs.50 crore.	Cat-B-45 days Cat-C-30 days	Regional Officer	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)
15.	Disposal of consent to operate other than 17 Category of polluting Industries, Orange and Green having investment less than Rs.50 crore.	Cat-B-45 days Cat-C-30 days	Regional Officer	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)
16.	Disposal of consent to establish application for new / expansion proposal of Mines other than Coal, Bauxite, Iron Ore, Manganese, Limestone, Dolomite and Chromite.	Cat-B-45 days	Regional Officer	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)
17.	Disposal of consent to operate application for Mines other than Coal, Bauxite, Iron Ore, Manganese, Limestone, Dolomite and Chromite.	Cat-B-45-days	Regional Officer	Sr. Env. Engineer/ Sr. Env. Scientist (L-II)	Sr. Env. Engineer/ Sr. Env. Scientist (L-I)
18.	Authorization under Hazardous and Other Wastes(Management and Transboundary Movement) Rules,2016	60 days	Sr. Env. Engineer- L-II/Sr. Env. Scientist-L-II/Env. Engineer/Env. Scientist	Sr. Env. Engineer-L-I/ Sr. Env. Scientist-L-I	Member Secretary
29.	Authorization under Bio-Medical Waste Management Rules, 2016 All Beded Health care units	60 days	Sr. Env. Engineer- L-II/Sr. Env. Scientist-L-II/Env. Engineer/Env. Scientist/ Deputy Env. Engineer/Deputy Env. Scientist	Sr. Env. Engineer- L-I/Sr. Env. Scientist-L-I/Sr. Env. Engineer-L-II/Sr. Env. Scientist-L-II/ Env. Engineer/ Env. Scientist	Member Secretary
20.	Authorization under Bio-Medical Waste Management Rules, 2016 All Clinic, Diagnostic Centre and Patho Labs	60 days	Regional Officer	Sr. Env. Engineer-L-II/Sr. Env. Scientist-L-II/ Sr. Env. Engineer/ Env. Scientist	Sr. Env. Engineer- L-I/Sr. Env. Scientist-L-I
20					

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
Classification of Industries / Mines relating to State Pollution Control Board					
(a) Classification of Industrial Projects:					
The State Government has classified the Industries as Red, Orange and Green and on the basis of pollution potential. Further classification under category A, B, and C has been done by the Board on the basis of pollution potential and investment as in the following table.					
Investment in Rupees		Green	Orange	Red	
Up to 5.0 Crores		C	C	C	
More than 5.0 Crores up to 50.0 Crores		C	C	B	
More than 50.0 Crores		C	B	A	
(b) Classification of mining projects:					
The mining projects are classified in the following manner:					
Mining Projects			Category		
Other than Coal, Bauxite, Iron, Manganese, Limestone, Dolomite and Chromite			B		
Coal, Bauxite, Iron, Manganese, Limestone, Dolomite and Chromite			A		
22. FOOD, SUPPLIES & CONSUMER WELFARE DEPARTMENT:					
1.	Issue of fresh License to Manufacturer/ Dealer/ Repairer.	30 days	Controller, Legal Metrology.	Principal Secretary to Govt. FS & CW Deptt.	Principal Secretary to Govt. FS & CW Deptt.
2.	Renewal of Licenses (Manufacturer)	30 days	Controller, Legal Metrology.	Principal Secretary to Govt. FS & CW Deptt.	Principal Secretary to Govt. FS & CW Deptt.
3.	Renewal of License, for Dealer/ Repairers	30 days	Asst. Controller, Legal Metrology.	Controller, Legal Metrology	Principal Secretary to Govt. FS & CW Deptt.
4.	Registration of Packers/Importers	30 days	Controller, Legal Metrology	Principal Secretary to Govt. FS & CW Deptt.	Principal Secretary to Govt. FS & CW Deptt.
5.	Verification/Reverification of Weights & Measures presented in Office.	04 days	Inspector of Legal Metrology	Asst. Controller, Legal Metrology	Controller, Legal Metrology
6.	Verification/Reverification of Weights & Measures presented outside Office.	10 days	Inspector of Legal Metrology	Asst. Controller, Legal Metrology	Controller, Legal Metrology
6					
23. TOURISM & CULTURE (CULTURE) DEPARTMENT:					
1.	Reservation of Ravindra Mandap, BBSR for organizing Cultural Programme by Different Cultural Organizations of the State	3 days	Deputy Director, Culture and Officer in charge, Ravindra Mandap, Bhanjakala Mandap and Utkal Mandap	Director & Additional Secretary to Government in Culture Department	Commissioner-cum-Secretary to Government in Culture Department
2.	Reservation of Bhanjakala Mandap, BBSR for organizing Cultural Programme by Different Cultural Organizations of the State	3 days	Deputy Director, Culture and Officer in charge, Ravindra Mandap, Bhanjakala Mandap and Utkal Mandap	Director & Additional Secretary to Government in Culture Department	Commissioner-cum-Secretary to Government in Culture Department

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
3.	Reservation of Utkal Mandap, BBSR for organizing Cultural Programme by Different Cultural Organizations of the State	3 days	Deputy Director, Culture and Officer in charge, Ravindra Mandap, Bhanjakala Mandap and Utkal Mandap	Director & Additional Secretary to Government in Culture Department	Commissioner-cum-Secretary to Government in Culture Department
3					
24. ENERGY DEPARTMENT:					
	1. Drawing Approval of Electrical Works				
	a. Installations at 11 KV supply to 16 KVA & 99 KW at 415 Volt Supply	20 days	A.E.-cum-A.E.I.	E.E.-cum-D.E.I.	S.E.-cum-E.I.
	b. HT Installations 11 KV, above 16 KVA to 150 KVA	30 days	E.E.-cum-D.E.I.	S.E.-cum-E.I.	C.E.-cum-C.E.I.
	c. HT Installations 11 KV & 33 KV (above 150 KVA to 15 MVA)	30 days	S.E.-cum-E.I.	C.E.-cum-C.E.I.	EIC-cum-PCEI, Odisha
	d. Installations at 33 KV & above with loads above 15 MVA	35 days	C.E.-cum-C.E.I.	EIC-cum-PCEI, Odisha	Secretary, Energy Department
	2. Normal Inspection of Electrical Works				
	a. Installations at 11 KV supply to 16 KVA & 99 KW at 415 Volt Supply	25 days	A.E.-cum-A.E.I.	E.E.-cum-D.E.I.	S.E.-cum-E.I.
	b. HT Installations 11 KV, above 16 KVA to 150 KVA	30 days	E.E.-cum-D.E.I.	S.E.-cum-E.I.	C.E.-cum-C.E.I.
	c. HT Installations 11 KV & 33 KV (above 150 KVA to 15 MVA)	30 days	S.E.-cum-E.I.	C.E.-cum-C.E.I.	EIC-cum-PCEI, Odisha
	d. Installations at 33 KV & above with loads above 15 MVA	35 days	C.E.-cum-C.E.I.	EIC-cum-PCEI, Odisha	Secretary, Energy Department
	3. Emergency Inspection & issue of Report				
	a. Installations at 11 KV supply to 16 KVA & 99 KW at 415 Volt Supply	10 days	A.E.-cum-A.E.I.	E.E.-cum-D.E.I.	S.E.-cum-E.I.
	b. HT Installations 11 KV, above 16 KVA to 150 KVA	10 days	E.E.-cum-D.E.I.	S.E.-cum-E.I.	C.E.-cum-C.E.I.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	c. HT Installations 11 KV & 33 KV (above 150 KVA to 15 MVA)	10 days	S.E.-cum-E.I.	C.E.-cum-C.E.I.	EIC-cum-PCEI, Odisha
	d. Installations at 33 KV & above with loads above 15 MVA	10 days	C.E.-cum-C.E.I.	EIC-cum-PCEI, Odisha	Secretary, Energy Department
	4. Testing & Calibration				
	a. Single phase meter testing	15 days	E.E.-cum-D.E.I, STL	S.E.-cum-E.I, STL	C.E.-cum-C.E.I. (TCL)
	b. 3 phase meter testing	25 days	E.E.-cum-D.E.I, STL	S.E.-cum-E.I, STL	C.E.-cum-C.E.I. (TCL)
	c. Insulation tester calibration	10 days	E.E.-cum-D.E.I, STL	S.E.-cum-E.I, STL	C.E.-cum-C.E.I. (TCL)
	d. Earth tester calibration	10 days	E.E.-cum-D.E.I, STL	S.E.-cum-E.I, STL	C.E.-cum-C.E.I. (TCL)
	e. CT testing(MV/HV)	15/25 days	E.E.-cum-D.E.I, STL	S.E.-cum-E.I, STL	C.E.-cum-C.E.I. (TCL)
	f. PT testing(MV/HV)	15/25 days	E.E.-cum-D.E.I, STL	S.E.-cum-E.I, STL	C.E.-cum-C.E.I. (TCL)
	g. Transformer Oil Testing	15 days	E.E.-cum-D.E.I, STL	S.E.-cum-E.I, STL	C.E.-cum-C.E.I. (TCL)
	5. Workman permit (Wireman MV/Lineman MV/Workman HT/Workman EHT				
	A. Exemption Basis i. Issue of New License Book ii. Renewal of the License	60 days 20 days	S.E.-cum-E.I., Secretary ELBO	C.E.-cum-C.E.I.(TCL)	E.I.C.-cum-PCEI, Odisha
	B. On Passing of Examination i. Issue of New License Book ii. Renewal of the License	30 days 20 days	S.E.-cum-E.I., Secretary ELBO	C.E.-cum-C.E.I.(TCL)	E.I.C.-cum-PCEI, Odisha
	6. Supervisor License(MV/HT)				
	A. Exemption Basis i. Issue of New License Book ii. Renewal of the License	60 days 20 days	S.E.-cum-E.I., Secretary ELBO	C.E.-cum-C.E.I.(TCL)	E.I.C.-cum-PCEI, Odisha
	B. On Passing of Examination i. Issue of New License Book ii. Renewal of the License	30 days 20 days	S.E.-cum-E.I., Secretary ELBO	C.E.-cum-C.E.I.(TCL)	E.I.C.-cum-PCEI, Odisha
	C. EHT (Exemption) i. Issue of New License Book ii. Renewal of the License	30 days 20 days	S.E.-cum-E.I., Secretary ELBO	C.E.-cum-C.E.I.(TCL)	E.I.C.-cum-PCEI, Odisha
	7. Contractor License i. Issue of New License Book	45 days	S.E.-cum-E.I., Secretary ELBO	C.E.-cum-C.E.I.(TCL)	E.I.C.-cum-PCEI, Odisha

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	ii. Renewal of the License	20 days			
	8. Temporary Project License i. Issue of New License Book ii. Renewal of the License	15 days 15 days	S.E.-cum-E.I., Secretary ELBO	C.E.-cum-C.E.I.(TCL)	E.I.C.-cum-PCEI, Odisha
8					

By Order of the Governor

A.K.K. MEENA
Special Secretary to Government