

# The Odisha Gazette

**EXTRAORDINARY  
PUBLISHED BY AUTHORITY**

**No. 893, CUTTACK , THURSDAY, JUNE 18 , 2020/ JAISTHA 28, 1942**

## **GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT**

**NOTIFICATION**  
The 3rd June, 2020

No.12974-GAD-AR-ORPJ-0003/2016/AR.— In exercise of the powers conferred by Section 3 read with Sections 5 and 6 of 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 Authorities 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)                         |
| <b>1. COMMERCE &amp; TRANSPORT (TRANSPORT) DEPARTMENT:</b> |                                                       |                                                          |                       |                     |                             |
| 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<br>(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<br>(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<br>(after appearance of both seller & purchaser)  | MVI / Addl. RTO / RTO | RTO / Sub-Collector | Collector-cum-Chairman, RTA |
| 7.                                                         | Issue of Learner's License for Driving License        | 3 days<br>(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<br>(after passing in the test)                    | 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)                         |
| 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<br>(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<br>(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<br>(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 (DL)                           | 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 |
| 25.     | Renewal of License to Driving Training School                       | 15 days<br>(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<br>(from the date of filing required documents and appearing before RTO)   | MVI / Addl. RTO / RTO | RTO / Sub-Collector | Collector-cum-Chairman, RTA |
| 27.     | Transfer of ownership of vehicle purchased on auction               | 5 days<br>(from the date of filing required documents and appearing before RTO)   | 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)                          |
| 28.       | Cancellation of hypothecation agreement                                          | 5 days<br>(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<br>(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 (DL)                | 5 days<br>(after passing the test)                                                           | MVI / Addl. RTO / RTO         | RTO / Sub-Collector | Collector-cum-Chairman, RTA. |
| <b>31</b> |                                                                                  |                                                                                              |                               |                     |                              |
| <b>2.</b> | <b>REVENUE &amp; DISASTER MANAGEMENT DEPARTMENT:</b>                             |                                                                                              |                               |                     |                              |
| 1.        | Disposal of application for issue of Scheduled Caste (SC) Certificate            | 30 days                                                                                      | Tahasildar / Addl. Tahasildar | Collector           | RDC                          |
| 2.        | Disposal of application for issue of Scheduled Tribe (ST) Certificate            | 30 days                                                                                      | Tahasildar / Addl. Tahasildar | Collector           | RDC                          |
| 3.        | Disposal of application for issue of OBC Certificate                             | 30 days                                                                                      | Tahasildar / Addl. Tahasildar | Sub-Collector       | Collector                    |
| 4.        | Disposal of application for issue of SEBC Certificate                            | 30 days                                                                                      | Tahasildar / Addl. Tahasildar | Sub-Collector       | Collector                    |
| 5.        | Disposal of application for issue of Legal Heir Certificate                      | 30 days                                                                                      | Tahasildar / Addl. Tahasildar | Sub-Collector       | Collector                    |
| 6.        | Disposal of application for issue of Resident Certificate                        | 15 days                                                                                      | Tahasildar / Addl. Tahasildar | Sub-Collector       | Collector                    |
| 7.        | Disposal of application for issue of Income Certificate                          | 15 days                                                                                      | Tahasildar / Addl. Tahasildar | Sub-Collector       | Collector                    |
| 8.        | Issue of certified copy of RoR                                                   | 3 days                                                                                       | Tahasildar / Addl. Tahasildar | Sub-Collector       | Collector                    |
| 9.        | Disposal of uncontested mutation case                                            | 90 days                                                                                      | Tahasildar / Addl. Tahasildar | Sub-Collector       | Collector                    |
| 10.       | Disposal of case u/s 8(A) of OLR Act                                             | 60 days                                                                                      | 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                                                                                     | Tahasildar / Addl. Tahasildar | Sub-Collector       | Collector                    |
| 12.       | Disbursement of <i>ex-gratia</i> by Tahasildars                                  | 90 days<br>(from the date of approval subject to availability of funds)                      | Tahasildar                    | Sub-Collector       | Collector                    |
| 13.       | Disposal of application for issue of Guardianship Certificate                    | 45 days<br>(excluding the period taken for disposal of objections, if any)                   | Collector                     | RDC                 | Member, Board of Revenue     |
| 14.       | Registration of Documents                                                        | 3 days                                                                                       | DSR / SR                      | ADM-cum-DR          | IGR                          |

| Sl. No. | Name of Public Service                                                                                                                                                                                       | Given Time limit | Designated Officer                                      | Appellate Authority       | Revisional Authority      |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------|---------------------------|---------------------------|
| (1)     | (2)                                                                                                                                                                                                          | (3)              | (4)                                                     | (5)                       | (6)                       |
| 15.     | Issue of Encumbrance Certificate                                                                                                                                                                             | 7 days           | DSR / SR                                                | ADM-cum-DR                | IGR                       |
| 16.     | Issue of certified copy of previously registered document                                                                                                                                                    | 7 days           | DSR / SR                                                | ADM-cum-DR                | IGR                       |
| 17.     | Registration along with issue of marriage certificate under Special Marriage Act (where no objection received)                                                                                               | 40 days          | DSR / SR                                                | ADM-cum-DR                | IGR                       |
| 18.     | Registration along with issue of marriage certificate under Special Marriage Act (where objection received)                                                                                                  | 70 days          | DSR / SR                                                | ADM-cum-DR                | IGR                       |
| 19.     | Registration of Society (where one district is involved)                                                                                                                                                     | 30 days          | Addl. Registrar of Societies (ADM)                      | IGR                       | Land Reforms Commissioner |
| 20.     | Registration of Society (where more than one district is involved-State Level Society)                                                                                                                       | 90 days          | Registrar of Societies (IGR)                            | Land Reforms Commissioner | Member, Board of Revenue  |
| 21.     | Certified copy of the document filed U/s. 89 of Registration Act, 1908                                                                                                                                       | 7 days           | DSR / SR                                                | ADM-cum-DR                | IGR                       |
| 22.     | Registration of Partnership Firm                                                                                                                                                                             | 90 days          | Registrar of Firm (IGR) or Officer delegated with power | Land Reforms Commissioner | Member, Board of Revenue  |
| 23.     | Amendment of Registered Partnership Firm                                                                                                                                                                     | 30 days          | Registrar of Firm (IGR) or Officer delegated with power | Land Reforms Commissioner | Member, Board of Revenue  |
| 24.     | Dissolution of Partnership Firm                                                                                                                                                                              | 45 days          | Registrar of Firm (IGR) or Officer delegated with power | Land Reforms Commissioner | Member, Board of Revenue  |
| 25.     | Certified copy of Certificate of Firm                                                                                                                                                                        | 7 days           | Registrar of Firm (IGR) or Officer delegated with power | Land Reforms Commissioner | Member, Board of Revenue  |
| 26.     | Amendment of the Bye-law of Registered Society (District level)                                                                                                                                              | 30 days          | Additional Registrar of Societies (ADM)                 | IGR                       | Land Reforms Commissioner |
| 27.     | Amendment of the Bye-law of Registered Society (State level)                                                                                                                                                 | 60 days          | IGR                                                     | Land Reforms Commissioner | Member, Board of Revenue  |
| 28.     | 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 (District Level) | 7 days           | Additional Registrar of Societies (ADM)                 | IGR                       | Land Reforms Commissioner |
| 29.     | Issue of Certified copy of Certificate of Society Registered, Certified copy of Bye-laws of Society Registered and Certified copy of                                                                         | 7 days           | IGR                                                     | Land Reforms Commissioner | Member, Board of Revenue  |

| Sl. No.                       | Name of Public Service                                                                                                                                                                                 | Given Time limit | Designated Officer                                                                                                                                                   | Appellate Authority                                              | Revisional Authority                                      |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|
| (1)                           | (2)                                                                                                                                                                                                    | (3)              | (4)                                                                                                                                                                  | (5)                                                              | (6)                                                       |
|                               | Memorandum of Society Registered within last ten years (State Level)                                                                                                                                   |                  |                                                                                                                                                                      |                                                                  |                                                           |
| 30.                           | Issue of Income and Asset Certificate for Economically Weaker Sections (EWSs) [for admission to specified Educational Institutions under Government of Odisha]                                         | 15 days          | Tahasildar / Addl. Tahasildar                                                                                                                                        | Sub-Collector                                                    | Collector                                                 |
| 31.                           | Issue of Income and Asset Certificate for Economically Weaker Sections (EWSs) [for direct recruitment in Civil Posts and Services and admission in Educational Institutions under Government of India] | 15 days          | Tahasildar / Addl. Tahasildar                                                                                                                                        | Sub-Collector                                                    | Collector                                                 |
| <b>31</b>                     |                                                                                                                                                                                                        |                  |                                                                                                                                                                      |                                                                  |                                                           |
| <b>3. FINANCE DEPARTMENT:</b> |                                                                                                                                                                                                        |                  |                                                                                                                                                                      |                                                                  |                                                           |
| 1.                            | Registration under the Odisha Value Added Tax, 2004 or the Central Sales Tax Act, 1956                                                                                                                 | 7 days           | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Joint Commissioner of Commercial Taxes & GST in-charge of Ranges | Additional Commissioner of Commercial Taxes & GST (Zonal) |
| 2.                            | Amendment of Registration under the Odisha Value Added Tax, 2004 or the Central Sales Tax Act, 1956                                                                                                    | 15 days          | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Joint Commissioner of Commercial Taxes & GST in-charge of Ranges | Additional Commissioner of Commercial Taxes & GST (Zonal) |
| 3.                            | Disposal of application for issue of 'C' Forms                                                                                                                                                         | 3 days           | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Joint Commissioner of Commercial Taxes & GST in-charge of Ranges | Additional Commissioner of Commercial Taxes & GST (Zonal) |
| 4.                            | Disposal of application for issue of 'F' Forms                                                                                                                                                         | 7 days           | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes &                                             | Joint Commissioner of Commercial Taxes & GST in-charge of Ranges | Additional Commissioner of Commercial Taxes & GST (Zonal) |

| Sl. No.   | Name of Public Service                                                                                                         | Given Time limit | Designated Officer                                                                                                                                                   | Appellate Authority                                               | Revisional Authority                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------|
| (1)       | (2)                                                                                                                            | (3)              | (4)                                                                                                                                                                  | (5)                                                               | (6)                                                       |
|           |                                                                                                                                |                  | GST in-charge of Circles & Assessment Units                                                                                                                          |                                                                   |                                                           |
| 5.        | Disposal of application for issue of 'H' Forms                                                                                 | 3 days           | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Joint Commissioner of Commercial Taxes & GST in-charge of Ranges  | Additional Commissioner of Commercial Taxes & GST (Zonal) |
| 6.        | Issue of Clearance Certificate under Odisha Value Added Tax Act, 2004                                                          | 7 days           | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Joint Commissioner of Commercial Taxes & GST in-charge of Ranges  | Additional Commissioner of Commercial Taxes & GST (Zonal) |
| 7.        | Registration under the Odisha State Tax on Profession, Trade and Callings Act, 2000                                            | 7 days           | Assessing Authority under Profession Tax of the Circle or Assessment Unit                                                                                            | Joint / Deputy Commissioner of Profession Tax in-charge of Ranges | Additional Commissioner of Profession Tax                 |
| <b>7</b>  |                                                                                                                                |                  |                                                                                                                                                                      |                                                                   |                                                           |
| <b>4.</b> | <b>HOME DEPARTMENT:</b>                                                                                                        |                  |                                                                                                                                                                      |                                                                   |                                                           |
| 1.        | Character / Antecedent Verification                                                                                            | 30 days          | 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          | 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           | SI / ASI in-charge of the Desk in DIB                                                                                                                                | DSP / Inspector, DIB                                              | SP (for District) / DCP (for Commissionerate)             |
| 4.        | Disposal of application for extension of residential permit of foreigners                                                      | 15 days          | SI / ASI in-charge of the Desk in DIB                                                                                                                                | DSP / Inspector, DIB                                              | SP (for District) / DCP (for Commissionerate)             |
| 5.        | Supply of copy of FIR to the complainant                                                                                       | 1 day            | IIC / OIC of concerned Police Station                                                                                                                                | SDPO / ACP, Zone (for Commissionerate)                            | SP (for District) / DCP (for Commissionerate)             |
| 6.        | Disposal of application for use of loudspeakers (for Commissionerate Police area of Bhubaneswar and Cuttack)                   | 10 days          | 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          | 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                                                              | 5 days           | IIC / OIC of the concerned Police                                                                                                                                    | SDPO / ACP Zone (for Commissionerate)                             | SP / DCP (for Commissionerate)                            |

| Sl. No. | Name of Public Service                                                                                                                                                                                                                                                       | Given Time limit | Designated Officer                                                     | Appellate Authority               | Revisional Authority     |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------|-----------------------------------|--------------------------|
| (1)     | (2)                                                                                                                                                                                                                                                                          | (3)              | (4)                                                                    | (5)                               | (6)                      |
|         | vehicles/ theft cases                                                                                                                                                                                                                                                        |                  | Station                                                                |                                   |                          |
| 9.      | Supply of copy of Fire report                                                                                                                                                                                                                                                | 3 days           | 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           | 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          | Station Officer / Asst. Fire Officer of the concerned Fire Station     | Deputy Fire Officer of the Circle | Range Fire Officer       |
| 12.     | Supply of copy of Fire certificate for Fire incident with damage of property worth more than 10 lakhs (irrespective of insurance)                                                                                                                                            | 30 days          | Station Officer / Asst. Fire Officer of the District Fire Station      | Range Fire Officer                | Chief Fire Officer       |
| 13.     | Issue / Renewal of Fire Safety Certificate for Factories / Industries (Small Scale) and Warehouses & Storage Godown, Explosive or Hazardous substances (Storage, Transport, Display, Sale etc.) and Manufacturing, Possession & Sale of fireworks (permanent license holder) | 18 Days          | Deputy Fire Officer                                                    | Range Fire Officer                | Chief Fire Officer       |
| 14.     | Issue / Renewal of Fire Safety Certificate for Factories / Industries (Large Scale), Manufacturing of explosives of Hazardous substances, petroleum Depot & other flammable substances.                                                                                      | 18 Days          | Range Fire Officer                                                     | Chief Fire Officer                | IGP, FS, Odisha, Cuttack |
| 15.     | Disposal of application for Fire Safety Certificate for buildings/premises as detailed below:                                                                                                                                                                                |                  |                                                                        |                                   |                          |
| i.      | Buildings below 15 mtrs. height (Educational, Assembly, Business & Mercantile Buildings excluding Multiplex)                                                                                                                                                                 | 18 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. (Residential, Educational, Assembly, Business & Mercantile Buildings excluding Multiplex)                                                                                                                                      | 18 Days          | Range Fire Officer                                                     | Chief Fire Officer                | IGP, FS, Odisha          |
| iii.    | Buildings from 35 mtrs. and above (Residential, Educational, Assembly, Business & Mercantile Buildings and Multiplex)                                                                                                                                                        | 18 Days          | Chief Fire Officer, Fire Prevention                                    | IGP, FS, Odisha                   | Director, FS, Odisha     |

| Sl. No. | Name of Public Service                                                                                                                                      | Given Time limit | Designated Officer                 | Appellate Authority                                                      | Revisional Authority                          |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------|
| (1)     | (2)                                                                                                                                                         | (3)              | (4)                                | (5)                                                                      | (6)                                           |
| iv.     | Clinical Establishment below 12 mtrs. having more than 30 beds or having at least one Critical Care Unit or both                                            | 18 Days          | Assistant Fire Officer             | Deputy Fire Officer of Circle / Deputy Fire Officer of Range Fire Office | Range Fire Officer                            |
| v.      | Clinical Establishment having heights of 12 mtrs. and above                                                                                                 | 18 Days          | Deputy Fire Officer                | Range Fire Officer                                                       | Chief Fire Officer                            |
| vi.     | Cinema Hall                                                                                                                                                 | 18 Days          | Asst. Fire Officer of the District | Deputy Fire Officer of Circle / Deputy Fire Officer of Range Fire Office | Range Fire Officer                            |
| vii.    | Hotel (below 3 Star), Lodgings, Guest Houses etc.                                                                                                           | 18 Days          | Asst. Fire Officer of the District | Deputy Fire Officer of Circle / Deputy Fire Officer, Range Fire Office   | Range Fire Officer                            |
| viii.   | Hotel (3 Star & above)                                                                                                                                      | 18 Days          | Deputy Fire Officer                | Range Fire Officer                                                       | Chief Fire Officer                            |
| ix.     | Airport, Aerodrome, Stadium, Multi-level Car Parking, all underground or partial underground structures etc.                                                | 18 Days          | Range Fire Officer                 | Chief Fire Officer, Odisha,                                              | IGP, FS, Odisha                               |
| 16.     | Issue of Ex-Servicemen / Widow Identity Cards.                                                                                                              | 1 day            | Secretary, respective ZSBs         | Secretary, Rajya Sainik Board                                            | Special Secretary, Home Deptt.                |
| 17.     | Issue of <i>Bonafide</i> Certificate for admission of children in various Educational Institutions                                                          | 1 day            | Secretary, respective ZSBs / RSB   | Secretary, Rajya Sainik Board                                            | Special Secretary, Home Deptt.                |
| 18.     | Issue of <i>Bonafide</i> Certificate for exemption of Holding Tax                                                                                           | 1 day            | Secretary, respective ZSBs         | Secretary, Rajya Sainik Board                                            | Special Secretary, Home Deptt.                |
| 19.     | Processing of application for various financial assistance and scholarship from Kendriya Sainik Board, MoD                                                  | 15 days          | Secretary, respective ZSBs / RSB   | Secretary, Rajya Sainik Board                                            | Special Secretary, Home Deptt.                |
| 20.     | Processing of application with State Govt. for sanction of 2nd World War Veteran Pension, Cash Reward to Gallantry / Non-Gallantry Award Winners (Monetary) | 30 days          | Secretary, respective ZSBs / RSB   | Secretary, Rajya Sainik Board                                            | Special Secretary, Home Deptt.                |
| 21.     | Processing of application for various financial assistance and scholarship from Amalgamated Fund                                                            | 7 days           | Secretary, respective ZSBs / RSB   | Secretary, Rajya Sainik Board                                            | Special Secretary, Home Deptt.                |
| 22.     | Redressal of grievances of Ex-Servicemen (ESM)                                                                                                              | 7 days           | Secretary, respective ZSBs / RSB   | Secretary, Rajya Sainik Board                                            | Special Secretary, Home Deptt.                |
| 23.     | NOC for Crackers License                                                                                                                                    | 7 days           | OIC of Fire Station                | Asst. Fire Officer of the District Fire Station.                         | Range Fire Officer                            |
| 24.     | Complaint Registration                                                                                                                                      | 1 day            | IIC / OIC of concerned PS          | SDPO (For District) / ACP Zone (For Commissionerate)                     | SP (For District) / DCP (For Commissionerate) |
| 25.     | Employee Verification Request                                                                                                                               | 30 days          | IIC / OIC of concerned PS          | DSP, DIB (For District) / ACP, DIB (For Commissionerate)                 | SP (For District) / DCP (For Commissionerate) |
| 26.     | Procession License Request                                                                                                                                  | 10 days          | IIC / OIC of concerned PS          | SDPO (For District) / ACP Zone (For Commissionerate)                     | SP (For District) / DCP (For Commissionerate) |

| Sl. No.                                                                            | Name of Public Service                                                                     | Given Time limit         | Designated Officer                                       | Appellate Authority                                      | Revisional Authority                                  |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------|
| (1)                                                                                | (2)                                                                                        | (3)                      | (4)                                                      | (5)                                                      | (6)                                                   |
| 27.                                                                                | Protest / Strike Request                                                                   | 10 days                  | IIC / OIC of concerned PS                                | SDPO (For District) / ACP Zone (For Commissionerate)     | SP (For District) / DCP (For Commissionerate)         |
| 28.                                                                                | PG / Tenant Verification                                                                   | 30 days                  | IIC / OIC of concerned PS                                | DSP, DIB (For District) / ACP, DIB (For Commissionerate) | SP (For District) / DCP (For Commissionerate)         |
| 29.                                                                                | Missing Person Registration                                                                | 7 days                   | IIC / OIC of concerned PS                                | SDPO (For District) / ACP Zone (For Commissionerate)     | SP (For District) / DCP (For Commissionerate)         |
| 30.                                                                                | Lost Property Registration                                                                 | 7 days                   | IIC / OIC of concerned PS                                | SDPO (For District) / ACP Zone (For Commissionerate)     | SP (For District) / DCP (For Commissionerate)         |
| 31.                                                                                | Domestic Help Verification                                                                 | 30 days                  | IIC / OIC of concerned PS                                | DSP, DIB (For District) / ACP, DIB (For Commissionerate) | SP (For District) / DCP (For Commissionerate)         |
| 32.                                                                                | Senior Citizen Registration                                                                | 30 days                  | IIC / OIC of concerned PS                                | DSP, DIB (For District) / ACP, DIB (For Commissionerate) | SP (For District) / DCP (For Commissionerate)         |
| <b>32</b>                                                                          |                                                                                            |                          |                                                          |                                                          |                                                       |
| <b>5. HEALTH &amp; FAMILY WELFARE DEPARTMENT:</b>                                  |                                                                                            |                          |                                                          |                                                          |                                                       |
| 1.                                                                                 | Registration of Birth or Death in case of Urban Area                                       | 30 days                  | Health Officer / Executive Officer of Urban Local Bodies | ADMO (P.H.) of DHH                                       | CDMO of the District / CMO in case of Rourkela & BBSR |
| 2.                                                                                 | Registration of Birth or Death in case of Rural Area                                       | 30 days                  | Medical Officer, CHC                                     | SDMO / ADMO of DHH                                       | CDMO of the District                                  |
| 3.                                                                                 | For getting Birth or Death Certificate in case of Urban Area                               | 7 days                   | Health Officer / Executive Officer of Urban Local Bodies | ADMO (P.H.) of DHH                                       | CDMO of the District / CMO in case of Rourkela & BBSR |
| 4.                                                                                 | For getting Birth or Death Certificate in case of Rural Area                               | 7 days                   | Medical Officer, CHC                                     | SDMO / ADMO of DHH                                       | CDMO of the District                                  |
| 5.                                                                                 | Issue of licenses for Retail medical Store under the D & C Act 1940 & Rules thereunder.    | 40 days                  | Dy. Drugs Controller (Licensing Authority)               | Drugs Controller, Odisha                                 | Commissioner-cum-Secretary to Govt. of Odisha         |
| 6.                                                                                 | Issue of licenses for Wholesale medical Store under the D & C Act 1940 & Rules thereunder. | 40 days                  | Dy. Drugs Controller (Licensing Authority)               | Drugs Controller, Odisha                                 | Commissioner-cum-Secretary to Govt. of Odisha         |
| 7.                                                                                 | Issue of licenses for manufacturing Drug License                                           | 90 days                  | Drug Controller (Licensing Authority)                    | Commissioner-cum-Secretary to Government of Odisha       | -                                                     |
| <b>7</b>                                                                           |                                                                                            |                          |                                                          |                                                          |                                                       |
| <b>6. SOCIAL SECURITY AND EMPOWERMENT OF PERSONS WITH DISABILITIES DEPARTMENT:</b> |                                                                                            |                          |                                                          |                                                          |                                                       |
| 1.                                                                                 | Assistance under National Family Benefit Scheme (NFBS)                                     | 30 days (in rural areas) | BDO                                                      | Sub-Collector                                            | Collector                                             |
|                                                                                    |                                                                                            | 30 days (in urban areas) | Executive Officer                                        | Sub-Collector                                            | Collector                                             |
| <b>1</b>                                                                           |                                                                                            |                          |                                                          |                                                          |                                                       |

| Sl. No.   | Name of Public Service                                                                                                                                        | Given Time limit                              | Designated Officer                                       | Appellate Authority                 | Revisional Authority                              |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------|-------------------------------------|---------------------------------------------------|
| (1)       | (2)                                                                                                                                                           | (3)                                           | (4)                                                      | (5)                                 | (6)                                               |
| <b>7.</b> | <b>ST &amp; SC DEVELOPMENT DEPARTMENT, MINORITIES &amp; BACKWARD CLASSES WELFARE DEPARTMENT:</b>                                                              |                                               |                                                          |                                     |                                                   |
|           | 1. Payment of cash incentive to couples for Inter-Caste marriage as defined in Resolution No. 21332/HTW, dt. 26.06.1980 subject to revision from time to time | 60 days<br>(subject to availability of funds) | District Welfare Officer (DWO) of the concerned District | Collector of the concerned District | Commissioner-cum-Secretary, ST&SC Dev. Department |
| <b>1</b>  |                                                                                                                                                               |                                               |                                                          |                                     |                                                   |

|           |                                                                                                                                                              |         |                                                 |                                                                   |                                                |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------|
| <b>8.</b> | <b>HOUSING &amp; URBAN DEVELOPMENT DEPARTMENT:</b>                                                                                                           |         |                                                 |                                                                   |                                                |
|           | 1. Building Plan Approval (applicable to Bhubaneswar Development Authority from 01.02.2013 and other Development Authorities & ULBs from 01.05.2013)         | 15 days | Counter Assistant / Dealing Assistant concerned | Planning Member, DA concerned / Executive Officer concerned       | Vice-Chairman, DA concerned / ADM-cum-PD, DUDA |
|           | i) For Low Risk Building                                                                                                                                     |         |                                                 |                                                                   |                                                |
|           | ii) For other than Low Risk Building                                                                                                                         | 30 days | Counter Assistant / Dealing Assistant concerned | Planning Member, DA concerned / Executive Officer concerned       | Vice-Chairman, DA concerned / ADM-cum-PD, DUDA |
|           | iii) Building Plan Approval applicable for BDA & BMC from 18.12.2018                                                                                         | 15 days | Junior Town Planner / Assistant Town Planner    | Planning Member, DA concerned / Additional Municipal Commissioner | Vice-Chairman, DA / Municipal Commissioner     |
|           | (a) Low Risk Building (through online)                                                                                                                       |         |                                                 |                                                                   |                                                |
|           | (b) Low Risk Building with pre-approved plan through online                                                                                                  | 2 days  | Junior Town Planner / Assistant Town Planner    | Planning Member, DA concerned / Additional Municipal Commissioner | Vice-Chairman, DA / Municipal Commissioner     |
|           | iv) For other than Low Risk Building                                                                                                                         | 30 days | Counter Assistant / Dealing Assistant concerned | Planning Member, DA concerned / Executive Officer concerned       | Vice-Chairman, DA concerned / ADM-cum-PD, DUDA |
|           | 2. Issue of Occupancy Certificate (applicable to Bhubaneswar Development Authority from 01.02.2013 and other Development Authorities & ULBs from 01.03.2013) | 30 days | 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  | Dealing Assistant concerned                     | Deputy Commissioner / Executive Officer concerned                 | Municipal Commissioner / ADM-cum-PD, DUDA      |

| Sl. No. | Name of Public Service                                                                                                                           | Given Time limit                                               | Designated Officer                                     | Appellate Authority                                   | Revisional Authority                              |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|
| (1)     | (2)                                                                                                                                              | (3)                                                            | (4)                                                    | (5)                                                   | (6)                                               |
| 4.      | Birth & Death Certificate (applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01.02.2013 and other ULBs from 01.05.2013) | 15 days                                                        | 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                                                        | 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                                                        | 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                                                        | 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<br>(for minor repair);<br>14 days<br>(for major repair) | Junior Engineer, Tube Well                             | Assistant Engineer in-charge, Tube Well               | Executive Engineer concerned                      |
| 9.      | Certified copy of Building Plan Approval by the Development Authorities or ULBs                                                                  | 7 days                                                         | JTP / ATP / TP / concerned Clerk                       | Planning Member                                       | Vice-Chairman                                     |
| 10.     | Booking of Parks / Community Halls                                                                                                               | 2 days                                                         | Chief Horticulturist / concerned Clerk                 | Chief Engineer-cum-Engineer Member / Dy. Commissioner | Vice-Chairman / Chairman / Municipal Commissioner |
| 11.     | Land use information                                                                                                                             | 3 days                                                         | JTP / ATP / TP / concerned Clerk                       | Planning Member                                       | Vice-Chairman                                     |
| 12.     | Issue of Conveyance Deed                                                                                                                         | 30 days                                                        | Concerned Allotment Officer / concerned Clerk          | Secretary                                             | Vice-Chairman                                     |
| 13.     | Issue of 'No Dues' Certificate                                                                                                                   | 30 days                                                        | Concerned Allotment Officer / concerned Branch Officer | Secretary / Deputy Commissioner                       | Vice-Chairman / Municipal Commissioner            |
| 14.     | Transfer of Property in case of Sale                                                                                                             | 30 days                                                        | Concerned Allotment Officer / concerned Clerk          | Secretary                                             | Vice-Chairman                                     |
| 15.     | Issue of Permission for Mortgage                                                                                                                 | 30 days                                                        | Concerned Allotment Officer / concerned Clerk          | Secretary                                             | Vice-Chairman                                     |

| Sl. No.                                          | Name of Public Service                                                                               | Given Time limit | Designated Officer                                               | Appellate Authority                                  | Revisional Authority                   |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------|------------------------------------------------------|----------------------------------------|
| (1)                                              | (2)                                                                                                  | (3)              | (4)                                                              | (5)                                                  | (6)                                    |
| 16.                                              | Transfer of Ownership of Holding                                                                     | 60 days          | 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           | Concerned Junior Engineer                                        | Executive Engineer Concerned                         | City Engineer                          |
| 21.                                              | Road restoration from date of issue of Permission                                                    | 15 days          | Concerned Junior Engineer                                        | Executive Engineer Concerned                         | City Engineer                          |
| 22.                                              | Issue of duplicate Birth / Death Certificate                                                         | 7 days           | 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 R.I.T.         | Chairman, SPA Committee / Chairman, concerned R.I.T. | Director of Town Planning, Odisha.     |
| 25.                                              | Issue of Occupancy Certificate                                                                       | 30 Days          | Special Planning Authority / Secretary, concerned R.I.T.         | Chairman, SPA Committee / Chairman, concerned R.I.T. | Director of Town Planning, Odisha.     |
| 26.                                              | Certified copy of Building Plan Approval                                                             | 10 Days          | Special Planning Authority / Secretary, concerned R.I.T.         | Chairman, SPA Committee / Chairman, concerned R.I.T. | Director of Town Planning, Odisha.     |
| <b>26</b>                                        |                                                                                                      |                  |                                                                  |                                                      |                                        |
| <b>9. SCHOOL &amp; MASS EDUCATION DEPARTMENT</b> |                                                                                                      |                  |                                                                  |                                                      |                                        |
| 1.                                               | Issue of Original High School Certificate-cum-Mark Sheet by the Board of Secondary Education, Odisha | 7 days           | 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          | Deputy Secretary, BSE (O)                                        | Secretary, BSE (O)                                   | President, BSE (O)                     |
| 3.                                               | Issue of duplicate copy of High School Certificate                                                   | 15 days          | Deputy Secretary, BSE (O)                                        | Secretary, BSE (O)                                   | President, BSE (O)                     |
| 4.                                               | Issue of Transfer Certificate by Elementary Schools                                                  | 3 days           | Head Master / I/C H.M.                                           | Assistant Block Education Officer                    | Block Education Officer                |
| 5.                                               | Issue of Conduct Certificate by Elementary Schools                                                   | 3 days           | Head Master / I/C H.M.                                           | Assistant Block Education Officer                    | Block Education Officer                |
| 6.                                               | Issue of Transfer Certificate by Secondary Schools                                                   | 3 days           | Head Master / I/C.H.M.                                           | District Education Officer                           | Regional Joint Director (Schools)      |
| 7.                                               | Issue of Conduct Certificate by Secondary Schools                                                    | 3 days           | 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 Secondary Education   |
| 9.                                               | Selection of Member (Women) to the GB by the CHSE                                                    | 15 days          | Secretary                                                        | Chairman                                             | Director, Higher Secondary Education   |

| Sl. No.    | Name of Public Service                                                                  | Given Time limit | Designated Officer                                      | Appellate Authority                                        | Revisional Authority                                      |
|------------|-----------------------------------------------------------------------------------------|------------------|---------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------|
| (1)        | (2)                                                                                     | (3)              | (4)                                                     | (5)                                                        | (6)                                                       |
| 10.        | Forwarding of fresh Scholarship to MHRD by the CHSE                                     | 30 days          | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| 11.        | Forwarding of Renewal of Scholarship to MHRD                                            | 30 days          | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| 12.        | Issue of verification of Certificates                                                   | 7 days           | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| 13.        | Issue of verification of Mark Sheet                                                     | 30 days          | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| 14.        | Re-addition of marks on Screen Valuation                                                | 7 days           | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| 15.        | Re-addition of marks on Manual Valuation                                                | 60 days          | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| 16.        | Issue of Pass / Equivalence Certificate                                                 | 7 days           | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| 17.        | Issue of Migration Certificate                                                          | 7 days           | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| 18.        | Issue of Provisional Pass Certificate / Mark Sheet                                      | 7 days           | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| 19.        | Authentication of Original Certificate                                                  | 7 days           | Secretary                                               | Chairman                                                   | Director, Higher Secondary Education                      |
| <b>19</b>  |                                                                                         |                  |                                                         |                                                            |                                                           |
| <b>10.</b> | <b>HIGHER EDUCATION DEPARTMENT:</b>                                                     |                  |                                                         |                                                            |                                                           |
| 1.         | Issue of Provisional Pass Certificate / Mark Sheet by Universities                      | 7 days           | Controller of Examination of the Universities concerned | Registrar of the Universities concerned                    | Vice-Chancellor of the Universities concerned             |
| 2.         | Issue of Migration Certificate by Universities                                          | 30 days          | Controller of Examination of the Universities concerned | Registrar of the Universities concerned                    | Vice-Chancellor of the Universities concerned             |
| 3.         | Issue of CLC by Colleges                                                                | 3 days           | Principal of the College concerned                      | Regional Director of Education                             | Director, Higher Education                                |
| 4.         | Authentication of Educational Certificates                                              | 12 days          | Joint Secretary to Govt., Higher Education Department   | Additional Secretary to Govt., Higher Education Department | Principal Secretary to Govt., Higher Education Department |
| 5.         | Sanction of Junior, Senior, PG Merit, Girls Merit, Technical & Professional Scholarship | 30 days          | Joint Secretary to Govt., Higher Education Department   | Additional Secretary to Govt., Higher Education Department | Principal Secretary to Govt., Higher Education Department |
| 6.         | Issue of Clearance Certificate towards recovery of Loan Stipend                         | 15 days          | Joint Secretary to Govt., Higher Education Department   | Additional Secretary to Govt., Higher Education Department | Principal Secretary to Govt., Higher Education Department |
| 7.         | Verification and Authentication of Original Certificate                                 | 5 days           | Joint Secretary to Govt., Higher Education Department   | Additional Secretary to Govt., Higher Education Department | Principal Secretary to Govt., Higher Education Department |
| 8.         | Renewal of affiliation to the Colleges by the Universities                              | 60 days          | Asst. Registrar / Dy. Registrar                         | Registrar                                                  | Vice-Chancellor                                           |
| 9.         | Issue of verification of certificates by the Universities                               | 7 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)                                                                              |
|         | 10. Issue of verification of Mark Sheet by the Universities                                                           | 30 days                                                             | Asst. Registrar / Dy. Registrar                                                                                     | Registrar                                                                        | Vice-Chancellor                                                                  |
|         | 11. Re-addition of marks by the Universities                                                                          | 60 days                                                             | Asst. Registrar / Dy. Registrar                                                                                     | Registrar                                                                        | Vice-Chancellor                                                                  |
|         | 12. Selection of Nominee of University to Colleges                                                                    | 7 days                                                              | Asst. Registrar / Dy. Registrar                                                                                     | Registrar                                                                        | Vice-Chancellor                                                                  |
|         | 13. Issue of Migration Certificate by the Universities                                                                | 7 days                                                              | Asst. Registrar / Dy. Registrar                                                                                     | Registrar                                                                        | Vice-Chancellor                                                                  |
|         | 14. Issue of Provisional Mark Sheet and Degree Certificate by the Universities                                        | 7 days                                                              | Asst. Registrar / Dy. Registrar                                                                                     | Registrar                                                                        | Vice-Chancellor                                                                  |
|         | 15. Issue of Official Transcript / Authenticity by the Universities                                                   | 7 days                                                              | Asst. Registrar / Dy. Registrar                                                                                     | Registrar                                                                        | Vice-Chancellor                                                                  |
|         | 16. Disbursal of Scholarship / Research Grant                                                                         | 7 days                                                              | Asst. Registrar / Dy. Registrar                                                                                     | Registrar                                                                        | Vice-Chancellor                                                                  |
|         | 17. Issue of Registration / Duplicate Mark Sheet / Certificate                                                        | 7 days                                                              | Asst. Registrar / Dy. Registrar                                                                                     | Registrar                                                                        | Vice-Chancellor                                                                  |
|         | <b>17</b>                                                                                                             |                                                                     |                                                                                                                     |                                                                                  |                                                                                  |
|         | <b>11. FISHERIES &amp; ANIMAL RESOURCES DEVELOPMENT DEPARTMENT:</b>                                                   |                                                                     |                                                                                                                     |                                                                                  |                                                                                  |
|         | 1. Issue of Registration Certificate along with fishing license after deposit of prescribed fees under OMFRA          | 15 days                                                             | 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              | 15 days                                                             | 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. Issue of Animal Health Certificate under the ARD Sector                                                            | 5 days<br>(in Headquarters area)<br>7 days<br>(in peripheral areas) | BVO / VAS / AVAS                                                                                                    | SDVO                                                                             | CDVO                                                                             |
|         | 4. Issue of Postmortem Reports and Insurance Document for Insurance claim of animals                                  | 21 days                                                             | BVO / VAS / AVAS                                                                                                    | SDVO                                                                             | CDVO                                                                             |
|         | 5. Sponsoring of applications for livestock farming under Bank Loan                                                   | 15 days                                                             | BVO / VAS / AVAS                                                                                                    | SDVO                                                                             | CDVO                                                                             |
|         | 6. Disposal of application for getting assistance for livestock related activities under different Government Schemes | 15 days                                                             | BVO / VAS / AVAS                                                                                                    | SDVO                                                                             | CDVO                                                                             |
|         | <b>6</b>                                                                                                              |                                                                     |                                                                                                                     |                                                                                  |                                                                                  |

| Sl. No.                                                      | Name of Public Service                                                                                                                                                                                                                   | Given Time limit | Designated Officer                                                                   | Appellate Authority                  | Revisional Authority                       |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------|
| (1)                                                          | (2)                                                                                                                                                                                                                                      | (3)              | (4)                                                                                  | (5)                                  | (6)                                        |
| <b>12. INDUSTRIES DEPARTMENT:</b>                            |                                                                                                                                                                                                                                          |                  |                                                                                      |                                      |                                            |
| 1.                                                           | In case of allotment of land within IDCO Estates (outside BMC area) allotment letter after receipt of approval of the Land Allotment Committee (LAC).                                                                                    | 30 days          | Divisional Head concerned                                                            | 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          | Divisional Head concerned                                                            | 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          | Divisional Head concerned                                                            | 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          | Divisional Head concerned                                                            | 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          | Divisional Head concerned                                                            | Chairman-cum-Managing Director, IDCO | Principal Secretary, Industries Department |
| 7.                                                           | Obtaining Water connection                                                                                                                                                                                                               | 30 days          | Divisional Head                                                                      | Chairman-cum-Managing Director, IDCO | Principal Secretary, Industries Department |
| <b>7</b>                                                     |                                                                                                                                                                                                                                          |                  |                                                                                      |                                      |                                            |
| <b>13. MICRO, SMALL &amp; MEDIUM ENTERPRISES DEPARTMENT:</b> |                                                                                                                                                                                                                                          |                  |                                                                                      |                                      |                                            |
| 1.                                                           | 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                 |
| 2.                                                           | 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 Resolutions or MSME Policy | 60 days          | General Manager, Regional Industries Centre (RIC) / District Industries Centre (DIC) | Director of Industries               | Secretary, MSME Department                 |
| 3.                                                           | 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          | 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)                        |
| 4.      | Recommendation for exemption of Stamp Duty                                                                                      | 7 days           | General Manager, Regional Industries Centre (RIC) / District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 5.      | Sanction of assistance for Patent & IPR (Industrial Policy Resolution)                                                          | 30 days          | General Manager, Regional Industries Centre (RIC) / District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 6.      | Sanction of assistance for Technical know-how                                                                                   | 30 days          | General Manager, Regional Industries Centre (RIC) / District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 7.      | Sanction of assistance for Quality Certification                                                                                | 30 days          | General Manager, Regional Industries Centre (RIC) / District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 8.      | Recommendation for Electricity Duty (ED) exemption on Power Supply for Micro, Small, Medium & Large Enterprises (up to 110 KVA) | 30 days          | General Manager, Regional Industries Centre (RIC) / District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 9.      | Recommendation for Electricity Duty (ED) exemption on Power Supply for Thrust / Deemed Trust / Pioneer / Large (up to 5 MW)     | 30 days          | Joint Director of Industries / Addl. Director of Industries                          | Director of Industries | Secretary, MSME Department |
| 10.     | Recommendation for Electricity Duty (ED) exemption on Captive Power Plant (CPP) for Thrust/Deemed Trust / Pioneer / Large       | 30 days          | General Manager, Regional Industries Centre (RIC) / District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 11.     | Recommendation for ED exemption on CPP for Thrust/Deemed Trust / Pioneer / Large                                                | 30 days          | Joint Director of Industries / Additional Director of Industries                     | Director of Industries | Secretary, MSME Department |
| 12.     | Recommendation for Entry Tax exemption on Plant & M/c & Raw materials (Micro & Small Enterprises)                               | 15 days          | General Manager, Regional Industries Centre (RIC) / District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 13.     | Issue of VAT Exemption Certificate on Khadi, Village, Cottage & Handicraft                                                      | 30 days          | General Manager, Regional Industries Centre (RIC) / District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 14.     | Sanction towards reimbursement of VAT (MSME)                                                                                    | 30 days          | General Manager RIC / DIC                                                            | Director of Industries | Secretary, MSME Department |
| 15.     | Sanction of Interest Subsidy for Micro & Small Enterprise / PMEGP                                                               | 15 days          | 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)                        |
| 16.       | Sanction of Interest Subsidy for Thrust Sector                                                                                   | 15 days          | Joint Director of Industries / Additional Director of Industries | Director of Industries                                      | Secretary, MSME Department |
| 17.       | Issue of EPM Registration Certificate by the Directorate of Export Promotion & Marketing (EPM)                                   | 2 days           | Joint Director, EPM                                              | Director, EPM                                               | Secretary, MSME Department |
| 18.       | Issue of Rate Contract Certificate by the Directorate of Export Promotion & Marketing                                            | 60 days          | Joint Director, EPM                                              | Director, EPM                                               | Secretary, MSME Department |
| 19.       | Issue of Test Report by the Directorate of Export Promotion & Marketing                                                          | 15 days          | Joint Director (Inspection)                                      | Director, EPM                                               | Secretary, MSME Department |
| 20.       | Export related assistance by the Directorate of Export Promotion & Marketing                                                     | 30 days          | Deputy Director (Marketing)                                      | Director, EPM                                               | Secretary, MSME Department |
| 21.       | Renewal of Registration Certificate of MSEs by the Directorate of Export Promotion & Marketing                                   | 30 days          | Joint Director (Inspection)                                      | Director, EPM                                               | Secretary, MSME Department |
| 22.       | Pre & Post Delivery Inspection by the Directorate of Export Promotion & Marketing                                                | 30 days          | Joint Director (Inspection)                                      | Director, EPM                                               | Secretary, MSME Department |
| 23.       | Recommendation for Issue of Khadi Industries Certificate by the Odisha Khadi & Village Industries (OK&VI) Board                  | 30 days          | Deputy Secretary, OK&VI Board                                    | Secretary, OK&VI Board                                      | Secretary, MSME Department |
| 24.       | Release of rebate claims by the Odisha Khadi & Village Industries (OK&VI) Board                                                  | 90 days          | Senior Assistant Directorate of Industries Posted at OK&VI Board | Additional Director-cum-Ex. officio, Secretary, OK&VI Board | Director of Industries.    |
| 25.       | Supply of raw materials to the units by the Odisha Small Industries Corporation (OSIC), Cuttack                                  | 60 days          | 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          | DGM (Marketing), OSIC                                            | MD, OSIC                                                    | Secretary, MSME Department |
| 27.       | Sanction of loan by the Odisha State Financial Corporation (OSFC), Cuttack                                                       | 90 days          | Heads of Department (HoD), Credit Department (CD)                | MD, OSFC / DGM, OSFC                                        | Chairman, OSFC             |
| 28.       | Issue of No Dues Certificate by the Odisha State Financial Corporation (OSFC), Cuttack                                           | 15 days          | Branch Manager                                                   | MD, OSFC / HoD, Financial Account Department (FAD)          | Chairman, OSFC             |
| 29.       | Onetime settlement by the Odisha State Financial Corporation (OSFC), Cuttack                                                     | 90 days          | Branch Manager                                                   | MD, OSFC / HoD, Recovery Division (RD)                      | Chairman, OSFC             |
| <b>29</b> |                                                                                                                                  |                  |                                                                  |                                                             |                            |

| Sl. No.                                                     | Name of Public Service                                                                                                                         | Given Time limit | Designated Officer                                  | Appellate Authority             | Revisional Authority      |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------|---------------------------------|---------------------------|
| (1)                                                         | (2)                                                                                                                                            | (3)              | (4)                                                 | (5)                             | (6)                       |
| <b>14. LABOUR AND EMPLOYEES STATE INSURANCE DEPARTMENT:</b> |                                                                                                                                                |                  |                                                     |                                 |                           |
|                                                             | 1. Disposal of application for registration under Odisha Shop and Commercial Establishment Act, 1956                                           | 15 days          | District Labour Officer / Assistant Labour Officer. | Divisional Labour Commissioner  | Joint Labour Commissioner |
|                                                             | 2. Disposal of application under the Motor Transport Workers Act, 1961 for Registration or Renewal (Annual)                                    | 15 days          | District Labour Officer                             | Divisional Labour Commissioner  | Joint Labour Commissioner |
|                                                             | 3. Disposal of application under the Beedi & Cigar Workers Act, 1966 for License and for Renewal (Annual)                                      | 15 days          | District Labour Officer                             | Divisional Labour Commissioner  | Joint Labour Commissioner |
|                                                             | 4. Disposal of application under the Contract Labour (R&A) Act, 1970 for Registration (one time), for License and for Renewal (Annual)         | 15 days          | District Labour Officer                             | Divisional Labour Commissioner  | Joint Labour Commissioner |
|                                                             | 5. Disposal of application under the Inter State Migrant Workmen Act, 1979 for Registration (one time), for License and for Renewal of License | 15 days          | District Labour Officer                             | Divisional Labour Commissioner  | Joint Labour Commissioner |
|                                                             | 6. Disposal of application under the Building & Other Construction Workers (RE&CS) Act, 1996 for Registration of Establishment                 | 15 days          | District Labour Officer                             | Divisional Labour Commissioner  | Joint Labour Commissioner |
|                                                             | 7. Disposal of application under the Industrial Employment Standing Order Act, 1946                                                            | 60 days          | Divisional Labour Commissioner                      | Joint Labour Commissioner       | Labour Commissioner       |
|                                                             | 8. Disposal of application for approval of factory plans (Non-hazardous factories)                                                             | 30 days          | Assistant Director, F&B                             | Joint Director, F&B             | Director, F&B             |
|                                                             | 9. Disposal of application for approval of factory plans (hazardous factories)                                                                 | 60 days          | Assistant Director, F&B                             | Joint Director, F&B             | Director, F&B             |
|                                                             | 10. Disposal of application for approval of factory plans (major Accident hazard factory)                                                      | 90 days          | Assistant Director, F&B                             | Joint Director, F&B             | Director, F&B             |
|                                                             | 11. Disposal of application for registration and licensing of Factories                                                                        | 30 days          | Assistant Director, F&B                             | Joint Director, F&B             | Director, F&B             |
|                                                             | 12. Disposal of application for renewal / Amendment / Transfer of Factory License                                                              | 30 days          | Section Officer                                     | Joint Director, F&B             | Director, F&B             |
|                                                             | 13. Disposal of application for issue of Duplicate License                                                                                     | 30 days          | Section Officer                                     | Joint Director, F&B             | Director, F&B             |
|                                                             | 14. Inspection of Boilers and issue of provisional order to operate                                                                            | 15 days          | Zonal Assistant Director, F&B                       | Divisional Deputy Director, F&B | Director, F&B             |

| Sl. No. | Name of Public Service                                                                                           | Given Time limit | Designated Officer                                 | Appellate Authority                                                           | Revisional Authority              |
|---------|------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------|
| (1)     | (2)                                                                                                              | (3)              | (4)                                                | (5)                                                                           | (6)                               |
| 15.     | Approval of repair order of boilers                                                                              | 15 days          | Section Officer                                    | Joint Director, F&B                                                           | Director, F&B                     |
| 16.     | Approval of Drawings of Steam Pipeline                                                                           | 30 days          | Assistant Director, F&B                            | Joint Director, F&B                                                           | Director, F&B                     |
| 17.     | Registration of Boilers                                                                                          | 30 days          | Assistant Director, F&B                            | Divisional Deputy Director, F&B                                               | Director, F&B                     |
| 18.     | 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)          |
| 19.     | Revalidation of Welders' Certificates                                                                            | 15 days          | Section Officer                                    | Deputy Director, F&B                                                          | Director, F&B                     |
| 20.     | Disposal of application under the Trade Union Act, 1926 for Registration and Amendment                           | 45 days          | Deputy Labour Commissioner                         | Joint Labour Commissioner, Hqrs                                               | Labour Commissioner, Odisha       |
| 21.     | 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 |
| 22.     | 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 |
| 23.     | 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 |
| 24.     | 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 |
| 25.     | 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 |
| 26.     | 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.     | Approval of On-site Emergency Plan under the provisions of the Factories Act, 1948                               | 60 days          | Section Officer                                    | Dy. Director of Factories and Boilers, (Safety)                               | Director of Factories and Boilers |
| 28.     | Acceptance of Safety Officers under the provisions of the Factories Act, 1948                                    | 60 days          | Section Officer                                    | Dy. Director of Factories and Boilers, (Safety)                               | Director of Factories and Boilers |
| 29.     | Approval of manufacturing drawing for Boilers under the Boilers Act, 1923 & IBR, 1950                            | 15 days          | Section Officer                                    | Dy. Director of Factories and Boilers, (Safety)                               | Director of Factories and Boilers |
| 30.     | Approval of manufacturing drawing for retrofit under the Boilers Act, 1923 & IBR, 1950                           | 15 days          | Section Officer                                    | Dy. Director of Factories and Boilers, (Safety)                               | Director of Factories and Boilers |
| 31.     | Amendment of Registration Certificate under Rule-10 of the Orissa Shops & Commercial Establishments Rules, 1958  | 15 days          | District Labour Officer / Assistant Labour Officer | Divisional Labour Commissioner                                                | Joint Labour Commissioner         |

| Sl. No.                                                     | Name of Public Service                                                                                                                            | Given Time limit | Designated Officer                                   | Appellate Authority                      | Revisional Authority            |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------|------------------------------------------|---------------------------------|
| (1)                                                         | (2)                                                                                                                                               | (3)              | (4)                                                  | (5)                                      | (6)                             |
|                                                             | 32. Amendment of Certification of Registration under Rule-20 of the Orissa Contract Labour (R&A) Rules,1975                                       | 15 days          | District Labour Officer / Assistant Labour Officer   | Divisional Labour Commissioner           | Joint Labour Commissioner       |
|                                                             | 33. Amendment License under Rule-28 of the Orissa Contract Labour (R&A) Rules,1975                                                                | 15 days          | District Labour Officer                              | Divisional Labour Commissioner           | Joint Labour Commissioner       |
|                                                             | 34. Amendment of Certification of Registration under Rule-6 of the Orissa Inter State Migrant Workmen (RE&CS) Rules,1980                          | 15 days          | District Labour Officer                              | Divisional Labour Commissioner           | Joint Labour Commissioner       |
|                                                             | 35. Amendment License Rule-14 of the Orissa Inter State Migrant Workmen (RE&CS) Rules,1980                                                        | 15 days          | District Labour Officer                              | Divisional Labour Commissioner           | Joint Labour Commissioner       |
|                                                             | 36. Amendment of Certification of Registration Rule-22(3) of the Orissa Building and Other Construction Workers' (RE&CS) Rules, 2002 License      | 15 days          | District Labour Officer                              | Divisional Labour Commissioner           | Joint Labour Commissioner       |
|                                                             | 37. Amendment/ Transfer of Certificate of Registration Rule-9 of the Orissa Motor Transport Workers Rules, 1966                                   | 15 days          | District Labour Officer                              | Divisional Labour Commissioner           | Joint Labour Commissioner       |
|                                                             | 38. Approval of the list of National & Festival Holidays Rule-3 of the Orissa Industrial Establishments (National & Festival) Holidays Rules,1972 | 30 days          | District Labour Officer                              | Divisional Labour Commissioner           | Joint Labour Commissioner       |
|                                                             | <b>38</b>                                                                                                                                         |                  |                                                      |                                          |                                 |
| <b>15. PANCHAYATI RAJ &amp; DRINKING WATER DEPARTMENT :</b> |                                                                                                                                                   |                  |                                                      |                                          |                                 |
|                                                             | 1. Finalization of work Bill                                                                                                                      | 30 days          | 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           | Sarpanch                                             | BDO (8 days – 15 days)                   | DPO (16 days – 30 days)         |
|                                                             | 3. Repair of Hand pump / Tube Well                                                                                                                | 7 days           | Junior Engineer - II, RWSS                           | Assistant Engineer, RWSS                 | BDO                             |
|                                                             | <b>3</b>                                                                                                                                          |                  |                                                      |                                          |                                 |
| <b>16. EXCISE DEPARTMENT:</b>                               |                                                                                                                                                   |                  |                                                      |                                          |                                 |
|                                                             | 1. To process the proposal for opening of IMFL 'ON' shop                                                                                          | 60 days          | 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          | Excise Commissioner                                  | Principal Secretary / Secretary          | Hon'ble Minister                |
|                                                             | <b>2</b>                                                                                                                                          |                  |                                                      |                                          |                                 |

| Sl. No.                                                            | Name of Public Service                                   | Given Time limit | Designated Officer                                     | Appellate Authority                                                 | Revisional Authority                        |
|--------------------------------------------------------------------|----------------------------------------------------------|------------------|--------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------|
| (1)                                                                | (2)                                                      | (3)              | (4)                                                    | (5)                                                                 | (6)                                         |
| <b>17. GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE DEPARTMENT:</b> |                                                          |                  |                                                        |                                                                     |                                             |
|                                                                    | 1. Issue of Mortgage Permission of leasehold lands       | 30 days          | Asst. Section Officer / Section Officer / Desk Officer | Addl. Land Officer / Land Officer                                   | Director of Estates                         |
|                                                                    | 2. Issue of Conversion Order of leasehold lands          | 90 days          | Asst. Section Officer / Section Officer / Desk Officer | Addl. Land Officer / Land Officer                                   | Director of Estates                         |
|                                                                    | 3. Issue of Mutation Order of leasehold lands            | 60 days          | Asst. Section Officer / Section Officer / Desk Officer | Addl. Land Officer / Land Officer                                   | Director of Estates                         |
| <b>3</b>                                                           |                                                          |                  |                                                        |                                                                     |                                             |
| <b>18. AGRICULTURE &amp; FARMERS' EMPOWERMENT DEPARTMENT:</b>      |                                                          |                  |                                                        |                                                                     |                                             |
|                                                                    | 1. Seed License                                          | 45 days          | DAO / JDA (F&S)                                        | DDA / ADA (Extn)                                                    | DA&FP (O)                                   |
|                                                                    | 2. Fertilizer License                                    | 45 days          | DAO / JDA (F&C)                                        | DDA / ADA (Extn)                                                    | DA&FP (O)                                   |
|                                                                    | 3. Pesticide License                                     | 45 days          | DAO / DDA (PP)                                         | DDA / ADA (Extn)                                                    | DA&FP (O)                                   |
|                                                                    | 4. Soil Health Card                                      | 45 days          | AAO                                                    | DAO                                                                 | DDA                                         |
|                                                                    | 5. Seed License by the Director of Horticulture          | 45 days          | Dy. Director of Horticulture (Headquarters)            | Additional Director (Horticulture), O/o. the Director, Horticulture | Director of Horticulture, Odisha            |
|                                                                    | 6. Fruit Nursery License by the Director of Horticulture | 90 days          | Dy. Director of Horticulture (Headquarters)            | Additional Director (Horticulture), O/o. the Director, Horticulture | Director of Horticulture, Odisha            |
| <b>Odisha University of Agriculture and Technology (OUAT)</b>      |                                                          |                  |                                                        |                                                                     |                                             |
|                                                                    | 7. Issue of Provisional Certificates                     | 7 days           | Controller of Exam. of the University concerned        | Registrar of the University concerned                               | Vice-Chancellor of the University concerned |
|                                                                    | 8. Issue of Transcript / Mark Sheet                      | 15 days          | Controller of Exam. of the University concerned        | Registrar of the University concerned                               | Vice-Chancellor of the University concerned |
|                                                                    | 9. Issue of Degree Certificates after Convocation        | 60 days          | Controller of Exam. of the University concerned        | Registrar of the University concerned                               | Vice-Chancellor of the University concerned |
|                                                                    | 10. Issue of Migration Certificates                      | 7 days           | Controller of Exam. of the University concerned        | Registrar of the University concerned                               | Vice-Chancellor of the University concerned |
|                                                                    | 11. Issue of Duplicate Certificates                      | 30 days          | Controller of Exam. of the University concerned        | Registrar of the University concerned                               | Vice-Chancellor of the University concerned |
|                                                                    | 12. Issue of Duplicate Migration Certificates            | 5 days           | Controller of Exam. of the University concerned        | Registrar of the University concerned                               | Vice-Chancellor of the University concerned |
|                                                                    | 13. Issue of Old Degree Certificates                     | 2 days           | Controller of Exam. of the University concerned        | Registrar of the University concerned                               | Vice-Chancellor of the University concerned |

| Sl. No.                                                                        | Name of Public Service                                                                        | Given Time limit | Designated Officer                              | Appellate Authority                   | Revisional Authority                        |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------|-------------------------------------------------|---------------------------------------|---------------------------------------------|
| (1)                                                                            | (2)                                                                                           | (3)              | (4)                                             | (5)                                   | (6)                                         |
|                                                                                | 14. Verification of Provisional Certificate / Degree Certificates                             | 15 days          | Controller of Exam. of the University concerned | Registrar of the University concerned | Vice-Chancellor of the University concerned |
|                                                                                | 15. Correction of Degree Certificates                                                         | 15 days          | Controller of Exam. of the University concerned | Registrar of the University concerned | Vice-Chancellor of the University concerned |
| <b>15</b>                                                                      |                                                                                               |                  |                                                 |                                       |                                             |
| <b>19. SKILL DEVELOPMENT &amp; TECHNICAL EDUCATION DEPARTMENT:</b>             |                                                                                               |                  |                                                 |                                       |                                             |
|                                                                                | 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 Examination                | Secretary, SCTE & VT                  | DTET, ODISHA                                |
|                                                                                | 3. Issue of Divisional Mark Sheet                                                             | 45 days          | Deputy Controller of Examination                | Secretary, SCTE & VT                  | DTET, ODISHA                                |
|                                                                                | 4. Issue of Migration Certificate                                                             | 10 days          | Deputy Controller of Examination                | Secretary, SCTE & VT                  | DTET, ODISHA                                |
|                                                                                | 5. Issue of Verification Certificate                                                          | 15 days          | Deputy Controller of Examination                | Secretary, SCTE & VT                  | DTET, ODISHA                                |
|                                                                                | 6. Supply of photocopy of Answer Books                                                        | 90 days          | Deputy Controller of Examination                | Secretary, SCTE & VT                  | DTET, ODISHA                                |
|                                                                                | 7. Issue of Transcript                                                                        | 15 days          | Deputy Controller of Examination                | Secretary, SCTE & VT                  | DTET, ODISHA                                |
| <b>Industrial Training Institute (ITI): Certificates issued by SCTE&amp;VT</b> |                                                                                               |                  |                                                 |                                       |                                             |
|                                                                                | 8. Provisional National Trade Certificate                                                     | 15 days          | Deputy Controller of Examination                | Secretary, SCTE&VT                    | Vice Chairman, SCTE & VT                    |
|                                                                                | 9. Migration Certificate                                                                      | 10 days          | Deputy Controller of Examination                | Secretary, SCTE&VT                    | Vice-Chairman, SCTE&VT                      |
|                                                                                | 10. Verification Certificate                                                                  | 15 days          | Deputy Controller of Examination                | Secretary, SCTE&VT                    | Vice-Chairman, SCTE&VT                      |
| <b>Post- Diploma in Industrial Safety: Certificates issued by SCTE&amp;VT</b>  |                                                                                               |                  |                                                 |                                       |                                             |
|                                                                                | 11. Post Diploma Certificate                                                                  | 30 days          | Deputy Secretary                                | Secretary, SCTE&VT                    | Vice-Chairman, SCTE&VT                      |
|                                                                                | 12. Migration Certificate                                                                     | 10 days          | Deputy Controller of Examination                | Secretary, SCTE&VT                    | Vice-Chairman, SCTE&VT                      |
|                                                                                | 13. Mark Sheet                                                                                | 20 days          | Deputy Controller of Examination                | Secretary, SCTE&VT                    | Vice-Chairman, SCTE&VT                      |
| <b>Technical / Professional Courses: Certificates issued by BPUT / VSSUT</b>   |                                                                                               |                  |                                                 |                                       |                                             |
|                                                                                | 14. Provisional Certificate Online Provisional Pass Certificates (through student's login ID) | 15 days          | Director / Controller, Examinations             | Registrar                             | Vice-Chancellor                             |
|                                                                                | 15. Duplicate of Printed Provisional Pass Certificates                                        | 15 days          | Director / Controller, Examinations             | Registrar                             | Vice-Chancellor                             |
|                                                                                | 16. Duplicate Degree Certificates                                                             | 30 days          | Director / Controller, Examinations             | Registrar                             | Vice-Chancellor                             |
|                                                                                | 17. Semester Grade Sheet Online Semester Grade Sheets (through student's login ID)            | 15 days          | Director / Controller, Examinations             | Registrar                             | Vice-Chancellor                             |
|                                                                                | 18. Final Exam Grade Sheets                                                                   | a.15 days        | Director / Controller                           | Registrar                             | Vice-Chancellor                             |

| Sl. No.                                                                                                 | Name of Public Service                                                                                                                              | Given Time limit       | Designated Officer                      | Appellate Authority                                            | Revisional Authority                    |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------|----------------------------------------------------------------|-----------------------------------------|
| (1)                                                                                                     | (2)                                                                                                                                                 | (3)                    | (4)                                     | (5)                                                            | (6)                                     |
|                                                                                                         | a. Online Final Exam. Grade Sheets (through student's login ID)<br>b. Printed Final Exam. Grade Sheets (through College)                            | b.30 days              | Examinations                            |                                                                |                                         |
| 19.                                                                                                     | Transcript                                                                                                                                          | 7 days                 | Director / Controller Examinations      | Registrar                                                      | Vice-Chancellor                         |
| 20.                                                                                                     | Migration Certificate                                                                                                                               | 7 days                 | Director / Controller, Examinations     | Registrar                                                      | Vice-Chancellor                         |
| 21.                                                                                                     | Photocopy of used Answer Booklets (by e-mail)                                                                                                       | 7 days                 | Director / Controller, Examinations     | Registrar                                                      | Vice-Chancellor                         |
| 22.                                                                                                     | Authentication of Certificates under World Educational Society Employers                                                                            | 7 days                 | Director / Controller, Examinations     | Registrar                                                      | Vice-Chancellor                         |
| <b>Technical / Professional Courses: Certificates issued by Autonomous Colleges</b>                     |                                                                                                                                                     |                        |                                         |                                                                |                                         |
| 23.                                                                                                     | Provisional Certificate / Online Provisional Pass Certificates (through student's login ID)                                                         | 15 days                | Director / Controller, Examinations     | Dean / Professor in charge (PIC) in case of Autonomous College | Principal in case of Autonomous College |
| 24.                                                                                                     | Duplicate of Printed Provisional Pass Certificates                                                                                                  | 15 days                | Director / Controller, Examinations     | Dean / Professor in charge (PIC) in case of Autonomous College | Principal in case of Autonomous College |
| 25.                                                                                                     | Semester Grade Sheets / Online Semester Grade Sheets (through student's login ID)                                                                   | 15 days                | Director / Controller, Examinations     | Dean / Professor in charge (PIC) in case of Autonomous College | Principal in case of Autonomous College |
| 26.                                                                                                     | Final Exam Grade Sheets<br>a. Online Final Exam. Grade sheets (through student's login ID)<br>b. Printed Final Exam. Grade Sheets (through College) | a.15 days<br>b.30 days | Director / Controller Examinations      | Dean / Professor in charge (PIC) in case of Autonomous College | Principal in case of Autonomous College |
| 27.                                                                                                     | Transcript                                                                                                                                          | 7 days                 | Director / Controller Examinations      | Dean / Professor in charge (PIC) in case of Autonomous College | Principal in case of Autonomous College |
| 28.                                                                                                     | Photocopy of used Answer Booklets (by e-mail)                                                                                                       | 7 days                 | Director / Controller, Examinations     | Dean / Professor in charge (PIC) in case of Autonomous College | Principal in case of Autonomous College |
| <b>Employment Exchange: Certificates issued by District Employment Exchanges / Employment Exchanges</b> |                                                                                                                                                     |                        |                                         |                                                                |                                         |
| 29.                                                                                                     | Issue of Registration Certificate                                                                                                                   | 3 days                 | Employment Officer                      | Regional Asst. Director                                        | Director Employment, Odisha             |
| 30.                                                                                                     | Renewal of Registration Certificate                                                                                                                 | 3 days                 | Employment Officer                      | Regional Asst. Director                                        | Director Employment, Odisha             |
| <b>30</b>                                                                                               |                                                                                                                                                     |                        |                                         |                                                                |                                         |
| <b>20. CO-OPERATION DEPARTMENT:</b>                                                                     |                                                                                                                                                     |                        |                                         |                                                                |                                         |
| 1.                                                                                                      | Reservation of Storage Space as per the request of Bulk Depositor                                                                                   | 15 days                | 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          | Warehouse Superintendent/ Zonal Manager                       | General Manager (C )                             | Managing Director                            |
| 3.                                            | Membership in the Primary Agriculture Cooperative Societies (PAC)                                                                                                   | 15 days          | 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          | 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                               |
| <b>11</b>                                     |                                                                                                                                                                     |                  |                                                               |                                                  |                                              |
| <b>21. FOREST AND ENVIRONMENT DEPARTMENT:</b> |                                                                                                                                                                     |                  |                                                               |                                                  |                                              |
| 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 killed 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. |
| 4.                                            | Online Timber Transit Permit                                                                                                                                        | 42 days          | DFO                                                           | Chief Conservator of Forests                     | PCCF & HoFF                                  |
|                                               |                                                                                                                                                                     |                  |                                                               |                                                  |                                              |

| Sl. No. | Name of Public Service                                                                                                                                                                                      | Given Time limit                                | Designated Officer                               | Appellate Authority                             | Revisional Authority |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------|-------------------------------------------------|----------------------|
| (1)     | (2)                                                                                                                                                                                                         | (3)                                             | (4)                                              | (5)                                             | (6)                  |
|         | <b>State Pollution Control Board</b>                                                                                                                                                                        |                                                 |                                                  |                                                 |                      |
| 5.      | Disposal of consent to establish application for new / expansion proposal of 17 Categories of highly polluting industries having investment of Rs.50 crores or more on recommendation of Consent Committee  | Cat-A-60 days                                   | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-II) | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-I) | Member Secretary     |
| 6.      | 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<br>Cat-B-45 days<br>Cat-C-30 days | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-II) | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-I) | Member Secretary     |
| 7.      | 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 /<br>Sr. Env. Scientist (L-II) | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-I) | Member Secretary     |
| 8.      | Disposal of consent to operate application for 17 Categories of highly polluting industries having investment of less than Rs. 50 crores                                                                    | Cat-B-45 days                                   | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-II) | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-I) | Member Secretary     |
| 9.      | Disposal of consent to establish application for new / expansion proposal of all Sponge Iron Plants on recommendation of Consent Committee                                                                  | Cat-A-60 days<br>Cat-B-45 days<br>Cat-C-30 days | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-II) | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-I) | Member Secretary     |
| 10.     | 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 /<br>Sr. Env. Scientist (L-II) | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-I) | Member Secretary     |
| 11.     | Disposal of consent to establish application for new / expansion proposal of 17 Categories of highly polluting industries having investment of Rs.50 crores on recommendation of Internal Consent Committee | Cat-B-45 days<br>Cat-C-30 days                  | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-II) | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-I) | Member Secretary     |
| 12.     | Disposal of consent to operate application for other than 17 Categories of polluting industries, orange and green having investment of Rs.50 crores or more                                                 | Cat-A-60 days<br>Cat-B-45 days<br>Cat-C-30 days | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-II) | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-I) | Member Secretary     |
| 13.     | Disposal of consent to establish application for new / expansion proposal of other than 17 Categories of polluting industries                                                                               | Cat-A-60 days<br>Cat-B-45 days<br>Cat-C-30 days | Sr. Env. Engineer /<br>Sr. Env. Scientist (L-II) | Sr. Env. Engineer /<br>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)                                             |
|         | having investment of Rs.50 crores or more on recommendation of Internal Consent Committee                                                                           |                                |                                                                                                                                   |                                                                                                                                     |                                                 |
| 14.     | 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                                |
| 15.     | Disposal of consent to establish application for new / expansion proposal of other than 17 Categories of polluting industries having investment up to Rs.50 crores. | Cat-B-45 days<br>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 operate other than 17 Categories of polluting Industries, Orange and Green having investment less than Rs.50 crores.                         | Cat-B-45 days<br>Cat-C-30 days | Regional Officer                                                                                                                  | Sr. Env. Engineer / Sr. Env. Scientist (L-II)                                                                                       | Sr. Env. Engineer / Sr. Env. Scientist (L-I)    |
| 17.     | 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)    |
| 18.     | 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)    |
| 19.     | 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                                |
| 20.     | Authorization under Bio-Medical Waste Management Rules, 2016 of all bedded 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                                |
| 21.     | Authorization under Bio-Medical Waste Management Rules, 2016 of all Clinics, Diagnostic Centres and Patho Labs                                                      | 60 days                        | Regional Officer                                                                                                                  | Sr. Env. Engineer-L-II / Sr. Env. Scientist-L-II / Env. Engineer / Env. Scientist                                                   | Sr. Env. Engineer- L-I / Sr. Env. Scientist-L-I |
| 22.     | Processing the site-specific wildlife conservation plan submitted by the user Agencies to establish Industry / Developmental Project / Mining Project               | 63 days                        | DFO / Wildlife Warden                                                                                                             | PCCF (WL) & CWLW, Odisha                                                                                                            | PCCF (WL) & CWLW, Odisha                        |

| Sl. No. | Name of Public Service | Given Time limit | Designated Officer | Appellate Authority | Revisional Authority |
|---------|------------------------|------------------|--------------------|---------------------|----------------------|
| (1)     | (2)                    | (3)              | (4)                | (5)                 | (6)                  |
| 22      |                        |                  |                    |                     |                      |

#### 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.           | 45 days | Controller, Legal Metrology       | Principal / Commissioner-cum-Secretary to Govt. | Principal / Commissioner-cum-Secretary to Govt. |
| 2.   | Renewal of Licenses (Manufacturer)                                    | 45 days | Controller, Legal Metrology       | Principal / Commissioner-cum-Secretary to Govt. | Principal / Commissioner-cum-Secretary to Govt. |
| 3.   | Renewal of License for Dealer/ Repairers                              | 45 days | Asst. Controller, Legal Metrology | Controller, Legal Metrology                     | Principal / Commissioner-cum-Secretary to Govt. |
| 4.a. | Registration of Packers / Importers                                   | 45 days | Controller, Legal Metrology       | Principal / Commissioner-cum-Secretary to Govt. | Principal / Commissioner-cum-Secretary to Govt. |
| 4.b. | Amendment in existing Registration Certificate of Packers / Importers | 45 days | Controller, Legal Metrology       | Principal / Commissioner-cum-Secretary to Govt. | Principal / Commissioner-cum-Secretary to Govt. |
| 4    |                                                                       |         |                                   |                                                 |                                                 |

#### 23. ODIA LANGUAGE, LITERATURE & CULTURE DEPARTMENT:

|    |                                      |         |                          |                                                            |                         |
|----|--------------------------------------|---------|--------------------------|------------------------------------------------------------|-------------------------|
| 1. | Booking of Mandapas                  | 90 days | Caretaker in-charge      | Deputy Director                                            | Director, OLL & Culture |
| 2. | Mukhyamantri Kalakar Sahayata Yojana | 90 days | District Culture Officer | Collector-cum-Chairman, District Level Selection Committee | Director, OLL & Culture |
| 2  |                                      |         |                          |                                                            |                         |

#### 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 |

| Sl. No. | Name of Public Service                                                                  | Given Time limit   | Designated Officer             | Appellate Authority  | Revisional Authority            |
|---------|-----------------------------------------------------------------------------------------|--------------------|--------------------------------|----------------------|---------------------------------|
| (1)     | (2)                                                                                     | (3)                | (4)                            | (5)                  | (6)                             |
|         | c. HT Installations<br>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<br>at 33 KV & above with loads<br>above 15 MVA                         | 35 days            | C.E-cum-C.E.I.                 | EIC-cum-PCEI, Odisha | Secretary, Energy<br>Department |
|         | <b>2. Normal Inspection of Electrical Works</b>                                         |                    |                                |                      |                                 |
|         | 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<br>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<br>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<br>at 33 KV & above with loads<br>above 15 MVA                         | 35 days            | C.E-cum-C.E.I                  | EIC-cum-PCEI, Odisha | Secretary, Energy<br>Department |
|         | <b>3. Emergency Inspection &amp; Issue of Report</b>                                    |                    |                                |                      |                                 |
|         | 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<br>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                   |
|         | c. HT Installations<br>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<br>at 33 KV & above with loads<br>above 15 MVA                         | 10 days            | C.E-cum-C.E.I                  | EIC-cum-PCEI, Odisha | Secretary, Energy<br>Department |
|         | <b>4. Testing &amp; Calibration</b>                                                     |                    |                                |                      |                                 |
|         | 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)             |
|         | <b>5. Workman permit (Wireman MV / Lineman MV / Workman HT / Workman EHT)</b>           |                    |                                |                      |                                 |
|         | <b>A. Exemption Basis</b><br>i. Issue of New License Book<br>ii. Renewal of the License | 60 days<br>20 days | S.E-cum-E.I,<br>Secretary ELBO | C.E-cum-C.E.I (TCL)  | E.I.C-cum-PCEI, Odisha          |
|         | <b>B. On Passing of Examination</b><br>i. Issue of New License Book                     | 30 days            | S.E-cum-E.I,                   | 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          | Secretary ELBO                                                                                                       |                                                   |                                            |
| <b>6.</b>                                                   | <b>Supervisor License (MV / HT)</b>                                                                             |                  |                                                                                                                      |                                                   |                                            |
|                                                             | <b>A. Exemption Basis</b>                                                                                       |                  |                                                                                                                      |                                                   |                                            |
|                                                             | i. Issue of New License Book                                                                                    | 60 days          | S.E-cum-E.I,<br>Secretary ELBO                                                                                       | C.E-cum-C.E.I (TCL)                               | E.I.C-cum-PCEI, Odisha                     |
|                                                             | ii. Renewal of the License                                                                                      | 20 days          |                                                                                                                      |                                                   |                                            |
|                                                             | <b>B. On passing of Examination</b>                                                                             |                  |                                                                                                                      |                                                   |                                            |
|                                                             | i. Issue of New License Book                                                                                    | 30 days          | S.E-cum-E.I,<br>Secretary ELBO                                                                                       | C.E-cum-C.E.I (TCL)                               | E.I.C-cum-PCEI, Odisha                     |
|                                                             | ii. Renewal of the License                                                                                      | 20 days          |                                                                                                                      |                                                   |                                            |
|                                                             | <b>C. EHT (Exemption)</b>                                                                                       |                  |                                                                                                                      |                                                   |                                            |
|                                                             | i. Issue of New License Book                                                                                    | 30 days          | S.E-cum-E.I,<br>Secretary ELBO                                                                                       | C.E-cum-C.E.I (TCL)                               | E.I.C-cum-PCEI, Odisha                     |
|                                                             | ii. Renewal of the License                                                                                      | 20 days          |                                                                                                                      |                                                   |                                            |
|                                                             | <b>7. Contractor License</b>                                                                                    |                  |                                                                                                                      |                                                   |                                            |
|                                                             | i. Issue of New License Book                                                                                    | 45 days          | S.E-cum-E.I,<br>Secretary ELBO                                                                                       | C.E-cum-C.E.I (TCL)                               | E.I.C-cum-PCEI, Odisha                     |
|                                                             | ii. Renewal of the License                                                                                      | 20 days          |                                                                                                                      |                                                   |                                            |
|                                                             | <b>8. Temporary Project License</b>                                                                             |                  |                                                                                                                      |                                                   |                                            |
|                                                             | i. Issue of New License Book                                                                                    | 15 days          | S.E-cum-E.I,<br>Secretary ELBO                                                                                       | C.E-cum-C.E.I (TCL)                               | E.I.C-cum-PCEI, Odisha                     |
|                                                             | ii. Renewal of the License                                                                                      | 15 days          |                                                                                                                      |                                                   |                                            |
|                                                             | <b>9. Chartered Electrical Safety Engineer (CESE) Certificate</b>                                               |                  |                                                                                                                      |                                                   |                                            |
|                                                             | i. Issue of Certificate                                                                                         | 30 days          | S.E-cum-E.I,<br>Secretary ELBO                                                                                       | C.E-cum-C.E.I (TCL)                               | E.I.C-cum-PCEI, Odisha                     |
|                                                             | ii. Renewal of Certificate                                                                                      | 30 days          |                                                                                                                      |                                                   |                                            |
|                                                             | <b>10. ED exemption as per the operational guideline under IPR-2015</b>                                         |                  |                                                                                                                      |                                                   |                                            |
|                                                             | i. ED exemption on Distribution Company's power supply                                                          | 7 days           | Concerned Deputy Electrical Inspector / Electrical Inspector or Chief Electrical Inspector as notified by Government | Next higher authority of Designated Officer       | Next higher authority of Appellate Officer |
|                                                             | ii. Exemption of recommended ED on CPP with non-conventional source & bio fuel                                  |                  |                                                                                                                      |                                                   |                                            |
|                                                             | <b>10</b>                                                                                                       |                  |                                                                                                                      |                                                   |                                            |
| <b>25. HANDLOOMS, TEXTILES &amp; HANDICRAFTS DEPARTMENT</b> |                                                                                                                 |                  |                                                                                                                      |                                                   |                                            |
|                                                             | 1. Issue of Training Certificate for State Level Handicraft Training Institutes (Basic, Higher & Master course) | 45 days          | Establishment Officer-cum-Training Head                                                                              | Executive Director, SIDAC                         | Member Secretary, SIDAC                    |
|                                                             | 2. Issue of Training Certificate for District Level                                                             | 45 days          | IPO/ Instructor (Hqr.)                                                                                               | Special Officer / Joint Director / Addl. Director | Director, H&CI, Odisha                     |
|                                                             | <b>2</b>                                                                                                        |                  |                                                                                                                      |                                                   |                                            |
| <b>26. WORKS DEPARTMENT</b>                                 |                                                                                                                 |                  |                                                                                                                      |                                                   |                                            |
|                                                             | <b>1. Contractor License</b>                                                                                    |                  |                                                                                                                      |                                                   |                                            |
|                                                             | i. Super Class                                                                                                  | 45 days          | E.I.C (Civil), Odisha                                                                                                | Commissioner-cum-Secretary,                       | Next Higher Authority                      |
|                                                             | ii. Special Class                                                                                               | 45 days          | E.I.C (Civil), Odisha                                                                                                | Commissioner-cum-Secretary,                       | Next Higher Authority                      |

| Sl. No.                                                 | Name of Public Service                                                                                                                  | Given Time limit                                                                                             | Designated Officer                                                                          | Appellate Authority                                       | Revisional Authority                                                |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------|
| (1)                                                     | (2)                                                                                                                                     | (3)                                                                                                          | (4)                                                                                         | (5)                                                       | (6)                                                                 |
|                                                         | iii. Special Class A                                                                                                                    | 45 days                                                                                                      | E.I.C (Civil), Odisha                                                                       | Commissioner-cum-Secretary,                               | Next Higher Authority                                               |
|                                                         | iv. Special Class B                                                                                                                     | 45 days                                                                                                      | E.I.C (Civil), Odisha                                                                       | Commissioner-cum-Secretary,                               | Next Higher Authority                                               |
|                                                         |                                                                                                                                         |                                                                                                              | Chief Engineer                                                                              | E.I.C (Civil), Odisha                                     | Commissioner-cum-Secretary,                                         |
|                                                         | v. Special Class C                                                                                                                      | 45 days                                                                                                      | S.Es. (Circles)                                                                             | Chief Engineer                                            | E.I.C (Civil), Odisha                                               |
|                                                         | vi. Special Class D                                                                                                                     | 45 days                                                                                                      | S.Es. (Circles)                                                                             | Chief Engineer                                            | E.I.C (Civil), Odisha                                               |
| <b>1</b>                                                |                                                                                                                                         |                                                                                                              |                                                                                             |                                                           |                                                                     |
| <b>27. COMMERCE AND TRANSPORT (COMMERCE) DEPARTMENT</b> |                                                                                                                                         |                                                                                                              |                                                                                             |                                                           |                                                                     |
|                                                         | 1. Registration of Boats                                                                                                                | 30 days                                                                                                      | Registering Authority - Assistant Executive Engineer (Mech.), Cuttack / Jeypore / Sambalpur | Director, Ports & IWT                                     | Secretary to Government, Commerce & Transport (Commerce) Department |
|                                                         | 2. Renewal of Boats / Motor Boats                                                                                                       | 15 days                                                                                                      | Surveyor of concerned District                                                              | The Collector & District Magistrate of concerned District | Secretary to Government, Commerce & Transport (Commerce) Department |
| <b>2</b>                                                |                                                                                                                                         |                                                                                                              |                                                                                             |                                                           |                                                                     |
| <b>28. SCIENCE &amp; TECHNOLOGY DEPARTMENT</b>          |                                                                                                                                         |                                                                                                              |                                                                                             |                                                           |                                                                     |
| <b>Odisha Space Applications Centre (ORSAC)</b>         |                                                                                                                                         |                                                                                                              |                                                                                             |                                                           |                                                                     |
|                                                         | 1. ORSAC Map Services (G2C) (Administrative maps and thematic maps as prepared from satellite images for development planning purposes) | 7 days (for archived data)<br>30 days to 90 days (New map, depending on content and image data availability) | Scientist "SC"                                                                              | Chief Executive                                           | Chairman, ORSAC                                                     |
|                                                         | 2. Differential Global Positioning System (DGPS) & Total Station (TS) based survey inputs                                               | 7 days (for archived data)<br>90 days (depending on location / survey area extent)                           | Scientist 'SB'                                                                              | Chief Executive                                           | Chairman, ORSAC                                                     |
| <b>2</b>                                                |                                                                                                                                         |                                                                                                              |                                                                                             |                                                           |                                                                     |
| <b>29. SPORTS &amp; YOUTH SERVICES DEPARTMENT</b>       |                                                                                                                                         |                                                                                                              |                                                                                             |                                                           |                                                                     |
|                                                         | 1. Pension to Indigent Sports persons                                                                                                   | 90 days                                                                                                      | Branch Officer, SPW                                                                         | Joint Secretary                                           | Director-cum-Addl. Secretary                                        |
|                                                         | 2. Facility Booking                                                                                                                     | 10 days                                                                                                      | Branch Officer, INFRA                                                                       | Joint Secretary                                           | Director-cum-Addl. Secretary                                        |
| <b>2</b>                                                |                                                                                                                                         |                                                                                                              |                                                                                             |                                                           |                                                                     |
| <b>30. STEEL AND MINES DEPARTMENT</b>                   |                                                                                                                                         |                                                                                                              |                                                                                             |                                                           |                                                                     |
|                                                         | 1. Mineral Trade License                                                                                                                | 30 days                                                                                                      | Mining Officer / Deputy Director of Mines                                                   | Director of Mines                                         | Government in Steel and Mines Department                            |
|                                                         | 2. Issue of e-Permit (for Lessee)                                                                                                       | 30 days                                                                                                      | Mining Officer / Deputy Director of Mines                                                   | Director of Mines                                         | Government in Steel and Mines Department                            |
|                                                         | 3. Issue of e-Permit (for Trading)                                                                                                      | 30 days                                                                                                      | Mining Officer / Deputy Director of Mines                                                   | Director of Mines                                         | Government in Steel and Mines Department                            |
|                                                         | 4. Transport Vehicle Registration                                                                                                       | 30 days                                                                                                      | Mining Officer / Deputy Director of Mines                                                   | Director of Mines                                         | Government in Steel and Mines Department                            |

| <b>Sl. No.</b> | <b>Name of Public Service</b>                                                  | <b>Given Time limit</b> | <b>Designated Officer</b>                 | <b>Appellate Authority</b> | <b>Revisional Authority</b>              |
|----------------|--------------------------------------------------------------------------------|-------------------------|-------------------------------------------|----------------------------|------------------------------------------|
| <b>(1)</b>     | <b>(2)</b>                                                                     | <b>(3)</b>              | <b>(4)</b>                                | <b>(5)</b>                 | <b>(6)</b>                               |
| 5.             | Transporter Registration                                                       | 30 days                 | Mining Officer / Deputy Director of Mines | Director of Mines          | Government in Steel and Mines Department |
| 6.             | Approval of Mining Plan for Minor Minerals other than Specified Minor Minerals | 90 days                 | Mining Officer / Deputy Director of Mines | Joint Director of Mines    | Director of Mines                        |
| 7.             | Approval of Mining Plan for Specified Minor Minerals                           | 90 days                 | Joint Director of Mines                   | Director of Mines          | Government in Steel and Mines Department |
| <b>7</b>       |                                                                                |                         |                                           |                            |                                          |

By Order of the Governor  
**SANJEEV CHOPRA**  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

---

No. 974, CUTTACK, TUESDAY, JULY 21, 2020/ ASADHA 30, 1942

---

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 21st July, 2020

No.17200-GAD-AR-ORPJ-0003/2016/AR.— In exercise of the powers conferred by Section 3 read with Sections 5 and 6 of the Odisha Right to Public Services Act, 2012 (Odisha Act, 8 of 2012), the State Government do hereby declare the service 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 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 Authorities 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.

After Serial No.31 of Commerce & Transport (Transport) Department, the following shall be added to the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020.

| Sl No. | Name of Public Service         | Given time limit | Designated Officer | Appellate Authority | Revisional Authority       |
|--------|--------------------------------|------------------|--------------------|---------------------|----------------------------|
| 32     | Grant of Goods Carriage permit | 7 days           | MVI Addl. RTO/RTO  | RTO/Sub-Collector   | Collector-cum-Chairman RTA |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1104, CUTTACK, THURSDAY, SEPTEMBER 3, 2020/ BHADRA 12, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 27th August, 2020

No.19556-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following services of MICRO, SMALL & MEDIUM ENTERPRISES DEPARTMENT, at serial No. 12, 13, 14, 25 and 27 shall be deleted from the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020 and in the name of service at serial No. 26, the words “various firms” shall be substituted by the word “various line Departments”. All other items in the said notification are remained unaltered.

| SI No<br>as per the<br>Notification | Name of Public Service                                                                           | Given<br>Time<br>limit | Designated<br>Officer                                                               | Appellate<br>Authority | Revisional<br>Authority    |
|-------------------------------------|--------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------|------------------------|----------------------------|
| (1)                                 | (2)                                                                                              | (3)                    | (4)                                                                                 | (5)                    | (6)                        |
| 12                                  | Recommendation for Entry Tax Exemption on Plant & M/C & Raw materials (Micro & Small Enterprises | 15 days                | General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 13                                  | Issue of VAT Exemption Certificate on Khadi, Village, Cottage & Handicraft                       | 30 days                | General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC) | Director of Industries | Secretary, MSME Department |
| 14                                  | Sanction towards reimbursement VAT (MSME)                                                        | 30 days                | General Manager RIC/DIC                                                             | Director of Industries | Secretary, MSME Department |

| (1) | (2)                                                                                             | (3)     | (4)                                              | (5)                | (6)                        |
|-----|-------------------------------------------------------------------------------------------------|---------|--------------------------------------------------|--------------------|----------------------------|
| 25  | Supply of raw materials to the units by the Odisha Small Industries Corporation (OSIC), Cuttack | 60 days | DGM(C), OSIC                                     | MD, OSIC           | Secretary, MSME Department |
| 27  | Sanction of loan by the Odisha State Financial Corporation (OSFC), Cuttack                      | 90 days | Heads of Department (HoD) Credit Department /CD) | MD, OSFC/DGM, OSFC | Chairman, OSFC             |

Amendment of service at Sl. No.26 is as follows:

| SI No<br>as per the<br>Notification | Name of Public<br>Service                                                                                                                  | Given<br>Time<br>limit | Designated<br>Officer | Appellate<br>Authority | Revisional<br>Authority    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|------------------------|----------------------------|
| (1)                                 | (2)                                                                                                                                        | (3)                    | (4)                   | (5)                    | (6)                        |
| 26                                  | Supply of materials to the various line Departments through consortium marketing by the Odisha Small Industries Corporation(OSIC), Cuttack | 60 days                | DGM(Marketing), OSIC  | MD, OSIC               | Secretary, MSME Department |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

---

No. 1105, CUTTACK, THURSDAY, SEPTEMBER 3, 2020/ BHADRA 12, 1942

---

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 27th August, 2020

No.20082-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following services of HOME DEPARTMENT, at serial No. 2, 3 and 4 shall be deleted from the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification are remained unaltered.

| Sl. No.<br>as per the<br>Notification | Name of<br>Public Service                                       | Given<br>Time<br>limit | Designated<br>Officer                       | Appellate Authority                                             | Revisional<br>Authority                             |
|---------------------------------------|-----------------------------------------------------------------|------------------------|---------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|
| (1)                                   | (2)                                                             | (3)                    | (4)                                         | (5)                                                             | (6)                                                 |
| 2                                     | NOC for<br>Passport<br>Verification                             | 30<br>days             | SI/ ASI in-<br>charge of the<br>Desk in DIB | DSP, DIB (for<br>District) /ACP,DIB<br>(for<br>Commissionerate) | SP (for District ) /<br>DCP (for<br>Commisionerate) |
| 3                                     | Disposal of<br>application for<br>registration of<br>foreigners | 7 days                 | SI/ ASI in-<br>charge of the<br>Desk in DIB | DSP/ Inspector, DIB                                             | SP (for District )/<br>DCP ( for<br>Commisionerate) |

| (1) | (2)                                                                       | (3)     | (4)                                  | (5)                | (6)                                             |
|-----|---------------------------------------------------------------------------|---------|--------------------------------------|--------------------|-------------------------------------------------|
| 4   | Disposal of application for extension of residential permit of foreigners | 15 days | SI/ ASI in-charge of the Desk in DIB | DSP/Inspector, DIB | SP (for District )/<br>DCP (for Commisionerate) |

By Order of the Governor  
 SANJEEV CHOPRA  
 Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1132, CUTTACK, MONDAY, SEPTEMBER 21, 2020/ BHADRA 30, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 15th September, 2020

No.20889-GAD-AR-ORPJ-0003-2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following services of HIGHER EDUCATION DEPARTMENT, at serial No 4, 12,13 and 14 shall be deleted and serial No. 1 &14 shall be merged as serial No.1 in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. as per the Notification | Name of Public Service                             | Given Time limit | Designated Officer                                    | Appellate Authority                                        | Revisional Authority                                      |
|---------------------------------|----------------------------------------------------|------------------|-------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------|
| (1)                             | (2)                                                | (3)              | (4)                                                   | (5)                                                        | (6)                                                       |
| 4                               | Authentication of Educational Certificates         | 12 days          | Joint Secretary to Govt., Higher Education Department | Additional Secretary to Govt., Higher Education Department | Principal Secretary to Govt., Higher Education Department |
| 12                              | Selection of Nominee of University to Colleges     | 7 days           | Asst. Registrar / Dy. Registrar                       | Registrar                                                  | Vice-Chancellor                                           |
| 13                              | Issue of Migration Certificate by the Universities | 7 days           | Asst. Registrar / Dy. Registrar                       | Registrar                                                  | Vice-Chancellor                                           |

| (1) | (2)                                                                   | (3)    | (4)                             | (5)       | (6)             |
|-----|-----------------------------------------------------------------------|--------|---------------------------------|-----------|-----------------|
| 14  | Issue of Provisional Sheet and Degree Certificate by the Universities | 7 days | Asst. Registrar / Dy. Registrar | Registrar | Vice-Chancellor |

Serial No.1 and 14 shall be merged at serial No.1 which will be amended as follows:

| <b>SI No as per the Notification</b> | <b>Name of Public Service</b>                                                      | <b>Given Time limit</b> | <b>Designated Officer</b>       | <b>Appellate Authority</b> | <b>Revisional Authority</b> |
|--------------------------------------|------------------------------------------------------------------------------------|-------------------------|---------------------------------|----------------------------|-----------------------------|
| (1)                                  | (2)                                                                                | (3)                     | (4)                             | (5)                        | (6)                         |
| 1                                    | Issue of Provisional Pass / Degree Certificate and Mark Sheets by the Universities | 7 days                  | Asst. Registrar / Dy. Registrar | Registrar                  | Vice-Chancellor             |

By Order of the Governor  
 SANJEEV CHOPRA  
 Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1145, CUTTACK, WEDNESDAY, SEPTEMBER 23, 2020/ASWINA 1, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 23rd September, 2020

No.21507-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following service of Home Department, at serial No 19, shall be deleted in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June 2020. All other items in the said notification shall remain unaltered.

| Sl. No. as per the Notification | Name of Public Service                                                                                     | Given Time limit | Designated Officer             | Appellate Authority           | Revisional Authority               |
|---------------------------------|------------------------------------------------------------------------------------------------------------|------------------|--------------------------------|-------------------------------|------------------------------------|
| (1)                             | (2)                                                                                                        | (3)              | (4)                            | (5)                           | (6)                                |
| 19                              | Processing of application for various financial assistance and scholarship from Kendriya Sainik Board, MoD | 15 days          | Secretary, respective ZSBs/RSB | Secretary, Rajya Sainik Board | Special Secretary, Home Department |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1146, CUTTACK, WEDNESDAY, SEPTEMBER 23, 2020/ASWINA 1, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 23rd September, 2020

No.21516-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following service of Commerce & Transport (Transport) Department, at serial No. 12, shall be amended as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. as per the Notification | Name of Public Service                                             | Given Time limit                                                               | Designated Officer    | Appellate Authority | Revisional Authority       |
|---------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------|---------------------|----------------------------|
| (1)                             | (2)                                                                | (3)                                                                            | (4)                   | (5)                 | (6)                        |
| 12                              | Issue of Registration Certificate under Carriage by Road Act.,2007 | 30 days (after receipt of clearance from Mining Department wherever necessary) | MVI / Addl. RTO / RTO | RTO /Sub-Collector  | Collector-cum-Chairman,RTA |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

---

No. 1246, CUTTACK, THURSDAY, OCTOBER 15, 2020/ ASWINA 23, 1942

---

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 14th October, 2020

No.22926-GAD-AR-ORPJ-0003/2016/AR.—In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following services of Revenue & Disaster Management Department shall be included after Serial No. 31 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Service                                                                                | Given Time limit | Designated Officer          | Appellate Authority | Revisional Authority |
|---------|------------------------------------------------------------------------------------------------|------------------|-----------------------------|---------------------|----------------------|
| 32      | Disposal of application for issue of Solvency Certificate for an amount up to Rs. 10 Lakhs     | 30 days          | Tahasildar/Addl. Tahasildar | Sub-Collector       | Collector            |
| 33      | Disposal of application for issue of Solvency Certificate for an amount exceeding Rs. 10 Lakhs | 30 days          | Sub-Collector               | Collector           | RDC                  |
| 34      | Measurement/Demarcation of Land (for industries/projects)                                      | 30 days          | Tahasildar/Addl. Tahasildar | Sub-Collector       | Collector            |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1247, CUTTACK, THURSDAY, OCTOBER 15, 2020/ ASWINA 23, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 14th October, 2020

No.22930-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020, the State Government do hereby declare the following service of Panchayati Raj & Drinking Water Department at Serial No. 3 shall be amended as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. as per the Notification | Name of Public Service          | Given Time limit | Designated Officer                            | Appellate Authority                 | Revisional Authority |
|---------------------------------|---------------------------------|------------------|-----------------------------------------------|-------------------------------------|----------------------|
| (1)                             | (2)                             | (3)              | (4)                                           | (5)                                 | (6)                  |
| 3                               | Repair of Hand pump / Tube Well | 7 days           | Junior Engineer-I / Assistant Engineer, RWSS. | Assistant Executive Engineer, RWSS. | BDO                  |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1248, CUTTACK, THURSDAY, OCTOBER 15, 2020/ ASWINA 23, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR)DEPARTMENT

### NOTIFICATION

The 14th October, 2020

No.22934-GAD-AR-ORPJ-0003-2016/AR.—In pursuance to this Department Notification No.12974/AR, dated the 3rd June,2020 the State Government do hereby declare the following services of Excise Department shall be included after Serial No. 2 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of the Public Services                                                  | Given Time Limit | Designated Officer  | Appellate Authority         | Revisional Authority        |
|---------|------------------------------------------------------------------------------|------------------|---------------------|-----------------------------|-----------------------------|
| (1)     | (2)                                                                          | (3)              | (4)                 | (5)                         | (6)                         |
| 3       | Issue of permits for import/transport of spirit.                             | 4 days           | Collector           | Excise Commissioner         | Principal Secretary, Excise |
| 4       | Renewal of licenses for retail sale.                                         | 10 days          | Collector           | Excise Commissioner         | Principal Secretary, Excise |
| 5       | Issue of L.O.I for setting up of Distilleries/ Breweries/ Bottling Plants.   | 60 days          | Excise Commissioner | Principal Secretary, Excise | Minister                    |
| 6       | Issue of License for setting up of Distilleries/ Breweries/ Bottling Plants. | 90 days          | Excise Commissioner | Principal Secretary, Excise | Minister                    |
| 7       | Grant of temporary bar license.                                              | 7 days           | Collector           | Excise Commissioner         | Principal Secretary, Excise |
| 8       | Permission for late closing/ serving.                                        | 5 days           | Collector           | Excise Commissioner         | Principal Secretary, Excise |

| (1) | (2)                                                                                                             | (3)        | (4)                    | (5)                               | (6)                               |
|-----|-----------------------------------------------------------------------------------------------------------------|------------|------------------------|-----------------------------------|-----------------------------------|
| 9   | Renewal of Distilleries/<br>Breweries/ Bottling Plants.                                                         | 10<br>days | Collector              | Excise<br>Commissioner            | Principal<br>Secretary,<br>Excise |
| 10  | Issue of wholesale vendor<br>license.                                                                           | 4<br>days  | Excise<br>Commissioner | Principal<br>Secretary,<br>Excise | Minister                          |
| 11  | Label/ Brand registration.                                                                                      | 7<br>days  | Excise<br>Commissioner | Principal<br>Secretary,<br>Excise | Minister                          |
| 12  | Issue of NOC for import of<br>spirit.                                                                           | 7<br>days  | Excise<br>Commissioner | Principal<br>Secretary,<br>Excise | Minister                          |
| 13  | Issue of NOC by OSBCL for<br>Export of IMFL / Beer.                                                             | 5<br>days  | M.D.,OSBCL             | Principal<br>Secretary,<br>Excise | Minister                          |
| 14  | Approval of Indents by<br>OSBCL & Issue of Permits<br>by Superintendent of Excise<br>for Import of IMFL / Beer. | 7<br>days  | M.D.,OSBCL             | Principal<br>Secretary,<br>Excise | Minister                          |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1249, CUTTACK, THURSDAY, OCTOBER 15, 2020/ ASWINA 23, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 14th October, 2020

No.22941-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June,2020 the State Government do hereby declare the following services of FOREST & ENVIRONMENT DEPARTMENT shall be included after Serial No. 22 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June,2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                                                                                          | Given Time Limit | Designated Officer                                                                                                            | Appellate Authority                          | Revisional Authority |
|---------|---------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------|
| 23      | Authorization/renewal to manufacturer, dismantler, recycler, refurbisher generating E-waste under E-Waste Management Rules,2016 | 90 days          | Sr. Env. Engineer-L-I/ Sr. Env. Scientist-L-I/ Sr. Env. Engineer-L-II / Sr. Env. Scientist-L-II/ Env. Engineer/Env. Scientist | Chief Env. Engineer/<br>Chief Env. Scientist | Member Secretary     |
| 24      | Registration/renewal to plastic waste recycling or processing units under Plastic Waste Management Rules,2016                   | 60 days          | Sr. Env. Engineer-L-I/ Sr. Env. Scientist-L-I/ Sr. Env. Engineer-L-II/ Sr. Env. Scientist-L-II/ Env. Engineer/Env. Scientist  | Chief Env. Engineer/<br>Chief Env. Scientist | Member Secretary     |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

---

No. 1334, CUTTACK, TUESDAY, NOVEMBER 03, 2020/ KARTIKA 12, 1942

---

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 28th October, 2020

No.23976/GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 and read with Notification No. 22941/AR, dated the 14th October, 2020 the State Government do hereby declare the following services of Forest & Environment Department shall be included after Serial No.24 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 22941 dated the 14th October, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service          | Given Time Limit | Designated Officer        | Appellate Authority                  | Revisional Authority                        |
|---------|---------------------------------|------------------|---------------------------|--------------------------------------|---------------------------------------------|
| 25      | Letter for distance from forest | 15 days          | Divisional Forest Officer | Regional Chief Conservator of Forest | Addl. PCCF (P&SM), O/o. PCCF & Hoff, Odisha |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

---

No. 1335, CUTTACK, TUESDAY, NOVEMBER 03, 2020/ KARTIKA 12, 1942

---

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 28th October, 2020

No.23986-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June,2020 the State Government do hereby declare the following services of Industries Department shall be included after Serial No. 7 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June,2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                                                                                                                                                                           | Given Time Limit | Designated Officer                                     | Appellate Authority             | Revisional Authority            |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------|---------------------------------|---------------------------------|
| (1)     | (2)                                                                                                                                                                                                              | (3)              | (4)                                                    | (5)                             | (6)                             |
| 8       | Response to Industrial grievances received through e-Abhijoga portal.                                                                                                                                            | 15 days          | Joint Secretary, Industries                            | Principal Secretary, Industries | Minister of State, Industries   |
| 9       | Evaluation of land allotment application of industrial use after receipt of the complete layout plan and the State Level Single Window Clearance Authority (SLSWCA) not recommending for third party assessment. | 30 days          | Chief General Manager, State Level Nodal Agency IPICOL | Managing Director, IPICOL       | Principal Secretary, Industries |

| (1) | (2)                                                                                                                                                                                                                           | (3)     | (4)                                                    | (5)                       | (6)                             |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------|---------------------------|---------------------------------|
| 10  | Evaluation of land allotment application of industrial use after the State Level Single Window Clearance Authority (SLSWCA) recommending for third party assessment and receipt of the final the appointed third party agency | 30 days | Chief General Manager, State Level Nodal Agency IPICOL | Managing Director, IPICOL | Principal Secretary, Industries |
| 11  | Resolution to queries raised by investors regarding application.                                                                                                                                                              | 15 days | Chief General Manager, State Level Nodal Agency IPICOL | Managing Director, IPICOL | Principal Secretary, Industries |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1336, CUTTACK, TUESDAY, NOVEMBER 03, 2020/ KARTIKA 12, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 29th October, 2020

No.24140-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June,2020 the State Government do hereby declare the following services of Home Department shall be amended at Sl. No.13,14 & 15 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                                                                                                                                                                                                                                       | Given Time limit                                                                    | Designated Authority | Appellate Authority                 | Revisional Authority     |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------|-------------------------------------|--------------------------|
| (1)     | (2)                                                                                                                                                                                                                                                                          | (3)                                                                                 | (4)                  | (5)                                 | (6)                      |
| 13.     | Issue / Renewal of Fire Safety Certificate for Factories / Industries (Small Scale) and Warehouses & storage Go down. Explosive or Hazards substances (storage, Transport, Display, Sale etc.) and Manufacturing, Possession & sale of fireworks (permanent license holder). | FRS(Fire Safety Recommendation)- 30 days<br>FSC(Fire Safety Certificate)-18 days.   | Deputy Fire Officer  | Range Fire Officer                  | CFO, Odisha, Cuttack     |
| 14.     | Issue / Renewal of Fire Safety Certificate for factories / Industries (Large Scale), Manufacturing of explosives of Hazards substances, petroleum Depot & other flammable substances.                                                                                        | FRS(Fire Safety Recommendation)- 30 days<br>FSC (Fire Safety Certificate) -18 days. | Range Fire Officer   | Chief Fire Officer, Odisha, Cuttack | IGP, FS, Odisha, Cuttack |

| (1) | (2)                                                                                                                                          | (3)                                                                              | (4)                                                                    | (5)                                                                    | (6)                  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------|
| 15. | Disposal of application for fire safety certificate for buildings/premises as detailed below:                                                |                                                                                  |                                                                        |                                                                        |                      |
|     | i. Buildings up to 15 mtrs. Height(Educational, Assembly, business & mercantile buildings excluding Multiplex).                              | FRS (Fire Safety Recommendation)- 30 days FSC (Fire Safety Certificate)-18 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. (Residential, Educational, Assembly, business & mercantile buildings excluding Multiplex). | FRS (Fire Safety Recommendation)- 30 days FSC (Fire Safety Certificate)-18 days  | Range Fire Officer                                                     | Chief Fire Officer                                                     | IGP, FS, Odisha      |
|     | iii. Buildings from 35 mtrs. and above (Residential, Educational, Assembly, business & mercantile buildings excluding Multiplex).            | FRS (Fire Safety Recommendation)- 30 days FSC (Fire Safety Certificate)-18 days. | Chief Fire Officer, Fire Prevention                                    | IGP, FS, Odisha                                                        | Director, FS, Odisha |
|     | iv. Clinical Establishment below 12 mtrs/having more than 30 beds or having at least one Critical care Unit or both                          | FRS (Fire Safety Recommendation)- 30 days FSC (Fire Safety Certificate)-18 days. | Assistant Fire Officer                                                 | Deputy Fire Officer, Circle / Deputy Fire Officer of Range Fire Office | Range Fire Officer   |
|     | v. Clinical Establishment having heights of 12 mtrs. and above.                                                                              | FRS(Fire Safety Recommendation)- 30 days FSC (Fire Safety Certificate)-18 days.  | Deputy Fire Officer                                                    | Range Fire Officer                                                     | Chief Fire Officer   |

| (1) | (2)                                                                                                              | (3)                                                                                 | (4)                                     | (5)                                                                    | (6)                |
|-----|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------|--------------------|
|     | vi. Cinema Hall                                                                                                  | FRS (Fire Safety Recommendation)- 30 days<br>FSC (Fire Safety Certificate)-18 days. | Asst. Fire Officer of the Fire District | Deputy Fire Officer, Circle / Deputy Fire Officer of Range Fire Office | Range Fire Officer |
|     | vii. Hotel below 3 Star. Lodgings, Guest Houses etc.                                                             | FRS (Fire Safety Recommendation)- 30 days<br>FSC (Fire Safety Certificate)-18 days. | Asst. Fire Officer of the Fire District | Deputy Fire Officer, Circle/Deputy Fire Officer, Range Fire Office     | Range Fire Officer |
|     | viii. Hotel (3 Star & above)                                                                                     | FRS (Fire Safety Recommendation)- 30 days<br>FSC (Fire Safety Certificate)-18 days. | Deputy Fire Officer                     | Range Fire Officer                                                     | Chief Fire Officer |
|     | ix. Airport, Aerodrome, Stadium, Multi-level Car Parking, all Underground or partial underground structures etc. | FRS (Fire Safety Recommendation)- 30 days<br>FSC (Fire Safety Certificate)-18 days. | Range Fire Officer                      | Chief Fire Officer, Odisha,                                            | IGP, FS, Odisha    |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1346, CUTTACK, TUESDAY, NOVEMBER 03, 2020/ KARTIKA 12, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 3rd November, 2020

No.24321-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June,2020 the State Government do hereby declare the following services of Works Department shall be included after Serial No. 1 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                             | Given Time Limit | Designated Officer      | Appellate Authority     | Revisional Authority                         |
|---------|----------------------------------------------------|------------------|-------------------------|-------------------------|----------------------------------------------|
| (1)     | (2)                                                | (3)              | (4)                     | (5)                     | (6)                                          |
| 2       | Road cutting across the road (within the Division) | 15 days          | Executive Engineer      | Superintending Engineer | Chief Engineer                               |
| 3       | Road cutting along the road (within the Division)  | 21 days          | Executive Engineer      | Superintending Engineer | Chief Engineer                               |
| 4       | Road cutting along the road (within the Circle)    | 30 days          | Superintending Engineer | Chief Engineer          | EIC(Civil)                                   |
| 5       | Road cutting along the road (more than one Circle) | 45 days          | Chief Engineer (R)      | EIC(Civil)              | Commissioner-cum-Secretary, Works Department |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1347, CUTTACK, TUESDAY, NOVEMBER 03, 2020/ KARTIKA 12, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 3rd November, 2020

No.24326-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following services of School & Mass Education Department shall be included after Serial No. 19 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020 and the service at Sl.No.9 shall be deleted. All other items in the said notification shall remain unaltered.

| Sl. No.                                               | Name of Public Service                             | Given Time Limit | Designated Officer         | Appellate Authority         | Revisional Authority                 |
|-------------------------------------------------------|----------------------------------------------------|------------------|----------------------------|-----------------------------|--------------------------------------|
| (1)                                                   | (2)                                                | (3)              | (4)                        | (5)                         | (6)                                  |
| 20                                                    | Registration of school under Right to Education    | 120 days         | District Education Officer | Joint Director, O/o. DEE(O) | Director, Elementary Education(O)    |
| 21                                                    | NoC for setting up English Medium School           | 120 days         | District Education Officer | Joint Director, O/o. DEE(O) | Director, Elementary Education(O)    |
| Deletion of Public Service at Sl.No.9 is as follows : |                                                    |                  |                            |                             |                                      |
| 9                                                     | Selection of Member (Women) to the GB by the CHSE. | 15 days          | Secretary                  | Chairman                    | Director, Higher Secondary Education |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.1395, CUTTACK, THURSDAY, NOVEMBER 12, 2020/ KARTIKA 21, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 6th November, 2020

No.24748-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No. 12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following services of Food Supplies & Consumer Welfare Department shall be included after serial No.4 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                                                                        | Given Time Limit | Designated Officer                  | Appellate Authority | Revisional Authority |
|---------|---------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|---------------------|----------------------|
| 5       | (a) Verification/ Reverification of all Weights & Measures presented in office or camp office.                | 10 days          | Inspectors/<br>Sr. Inspectors<br>LM | ACLM                | Controller           |
|         | (b) Verification/ Reverification of all Weights & Measures presented outside office or camp office.           | 18 days          | Inspectors/<br>Sr. Inspectors<br>LM | ACLM                | Controller           |
|         | (c) Verification/ Reverification of all Weights & Measures which cannot or shall not moved from its location. | 33 days          | Inspectors/<br>Sr. Inspectors<br>LM | ACLM                | Controller           |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1396, CUTTACK, THURSDAY, NOVEMBER 12, 2020/ KARTIKA 21, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 10th November, 2020

No.25007-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR., dated the 3rd June, 2020 and No.23986/AR. dated the 28th October, 2020 the State Government do hereby declare the following services of Industries Department shall be included after serial No. 11 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of the Public Service                           | Given Time Limit | Designated Officer                                                    | Appellate Authority             | Revisional Authority          |
|---------|------------------------------------------------------|------------------|-----------------------------------------------------------------------|---------------------------------|-------------------------------|
| (1)     | (2)                                                  | (3)              | (4)                                                                   | (5)                             | (6)                           |
| 12      | Cinematograph license/license for screening of films | 30 days          | District Magistrate or Commissioner of Police                         | Principal Secretary, Industries | Minister of State, Industries |
| 13      | Movie shooting                                       | 15 days          | District Magistrate/ Superintendent of Police/ Commissioner of Police | Principal Secretary, Industries | Minister of State, Industries |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1397, CUTTACK, THURSDAY, NOVEMBER 12, 2020/ KARTIKA 21, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT NOTIFICATION

The 11th November, 2020

No. 25194-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR., dated the 3rd June, 2020 the State Government do hereby declare the following services of Cooperation Department shall be included after Serial No.11 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                                                                                                   | Given Time Limit | Designated Officer                           | Appellate Authority                           | Revisional Authority               |
|---------|------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------|-----------------------------------------------|------------------------------------|
| (1)     | (2)                                                                                                                                      | (3)              | (4)                                          | (5)                                           | (6)                                |
| 12      | Registration of Cooperative Societies (where area of operation is within respective Assistant Registrar of Cooperative Societies circle) | 60 days          | Assistant Registrar of Cooperative Societies | Deputy Registrar of Cooperative Societies     | Registrar of Cooperative Societies |
| 13      | Registration of Cooperative Societies (where area of operation is within respective Deputy Registrar of Cooperative Societies Division)  | 60 days          | Deputy Registrar of Cooperative Societies    | Joint Registrar of Cooperative Societies      | Registrar of Cooperative Societies |
| 14      | Registration of Cooperative Societies (Whole State of Odisha in respect of Cooperative Societies under their respective sector/ Subject) | 60 days          | Joint Registrar of Cooperative Societies     | Additional Registrar of Cooperative Societies | Registrar of Cooperative Societies |

| (1) | (2)                                                           | (3)     | (4)                                           | (5)                                                                                  | (6)                                                                                  |
|-----|---------------------------------------------------------------|---------|-----------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 15  | Registration of Cooperative Societies (Whole State of Odisha) | 60 days | Additional Registrar of Cooperative Societies | Registrar of Cooperative Societies                                                   | Government in Cooperation Department has delegated its power to Cooperative Tribunal |
| 16  | Registration of Cooperative Societies (Whole State of Odisha) | 60 days | Registrar of Cooperative Societies            | Government in Cooperation Department has delegated its power to Cooperative Tribunal | Nil                                                                                  |

By Order of the Governor  
 SANJEEV CHOPRA  
 Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1398, CUTTACK, THURSDAY, NOVEMBER 12, 2020/ KARTIKA 21, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 11th November, 2020

No.25198 /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) 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 services in column (3) thereof by the Designated Officers as mentioned in column (4) for the purposes 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.

After Serial Number 30, the Electronics & Information Technology Department along with necessary entries thereof for such Department shall be added to the notification of the Government of Odisha in the General Administration & Public Grievance (Administrative Reforms) Department No. 12974-GAD., dated the 3rd June, 2020, namely:—

| Sl. No. | Name of Public Service                                                                                                                             | Given Time Limit | Designated Officer                     | Appellate Authority                                         | Revisional Authority                                           |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------|
| (1)     | (2)                                                                                                                                                | (3)              | (4)                                    | (5)                                                         | (6)                                                            |
| 1       | Sanction for installation of Mobile Tower under Odisha Mobile Towers, O.F.C. (Optical Fiber Cable) and Related Telecom Infrastructure Policy, 2017 | 60 days          | (i) Municipal Commissioner             | Collector (as Chairman of District Level Telecom Committee) | Secretary, E&IT (as Chairman of State Level Telecom Committee) |
|         |                                                                                                                                                    |                  | (ii) Executive Officer of Municipality | Collector (as Chairman of District Level Telecom Committee) | Secretary, E&IT (as Chairman of State Level Telecom Committee) |

| (1) | (2) | (3) | (4)                                                                             | (5)                                                            | (6)                                                               |
|-----|-----|-----|---------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------|
|     |     |     | (iii) Executive Officer of NAC                                                  | Collector<br>(as Chairman of District Level Telecom Committee) | Secretary, E&IT<br>(as Chairman of State Level Telecom Committee) |
|     |     |     | (iv) Block Development Officer                                                  | Collector<br>(as Chairman of District Level Telecom Committee) | Secretary, E&IT<br>(as Chairman of State Level Telecom Committee) |
|     |     |     | (v) Head of Office of the concerned Government Building                         | Collector<br>(as Chairman of District Level Telecom Committee) | Secretary, E&IT<br>(as Chairman of State Level Telecom Committee) |
|     |     |     | (vi) Divisional Forest Officer                                                  | Collector<br>(as Chairman of District Level Telecom Committee) | Secretary, E&IT<br>(as Chairman of State Level Telecom Committee) |
|     |     |     | (vii) Respective Executive Engineers of Area of Jurisdiction, Energy Department | Collector<br>(as Chairman of District Level Telecom Committee) | Secretary, E&IT<br>(as Chairman of State Level Telecom Committee) |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1400, CUTTACK, MONDAY, NOVEMBER 16, 2020/ KARTIKA 25, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 16th November, 2020

No. 25608/GAD-AR-ORPJ-0003-2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 03rd June, 2020 the State Government do hereby declare the following services of Steel & Mines department shall be included after Serial No. 7 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 03rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                                 | Time limit | Designated Officer      | Appellate Authority | Revisional Authority                                |
|---------|------------------------------------------------------------------------|------------|-------------------------|---------------------|-----------------------------------------------------|
| (1)     | (2)                                                                    | (3)        | (4)                     | (5)                 | (6)                                                 |
| 8       | NOC for soil excavation/filling (renamed as Surface Right Grant Order) | 30 days    | Collector               | R.D.C               | Secretary, Revenue & Disaster Management Department |
| 9       | Resolution of Grievances                                               | 30 days    | Joint Director of Mines | Director of Mines   | Secretary, Steel & Mines Department                 |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1408, CUTTACK, TUESDAY, NOVEMBER 17, 2020/ KARTIKA 26, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 13th November, 2020

No. 25489/GAD-AR-ORPJ-0003-2016/AR.— In pursuance to this Department Notification No.12974/AR., dated the 03rd June, 2020 and read with Notification No.24748/AR., dated the 6th November, 2020 the State Government do hereby declare the following services of FOOD SUPPLIES AND CONSUMER WELFARE DEPARTMENT shall be included after Serial No. 5 as follows in the Notification of the Government of Odisha in General Administration and Public Grievance (Administrative Reforms) Department No. 24748 dated the 06th November, 2020. All other items in the said notifications shall remain unaltered.

| Sl. No. | Name of Public Service                                                         | Given Time Limit | Designated Officer                                 | Appellate Authority                                  | Revisional Authority |
|---------|--------------------------------------------------------------------------------|------------------|----------------------------------------------------|------------------------------------------------------|----------------------|
| (1)     | (2)                                                                            | (3)              | (4)                                                | (5)                                                  | (6)                  |
| 6       | Grant / Renewal of license to Fair Price Shops with all relevant documents.    | 45 days          | Sub-Collector/<br>ADM of the<br>concerned District | Collector                                            | Nil                  |
| 7       | Grant / Renewal of license to Kerosene wholesaler with all relevant documents. | 45 days          | Collector                                          | Secretary to<br>Government,<br>FS & CW<br>Department | Nil                  |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1422, CUTTACK, FRIDAY, NOVEMBER 20, 2020/ KARTIKA 29, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 18th November, 2020

No.25855-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following services of Energy Department shall be included after SI. No.10 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| New Power Connection (Other than Industrial Consumers) |                                                                            |                  |                    |                              |                                   |
|--------------------------------------------------------|----------------------------------------------------------------------------|------------------|--------------------|------------------------------|-----------------------------------|
| Sl. No.                                                | Name of Public Service                                                     | Given time limit | Designated Officer | Appellate Authority          | Revisional Authority              |
| (1)                                                    | (2)                                                                        | (3)              | (4)                | (5)                          | (6)                               |
| 11.                                                    | (i) New Power Connection for 1 Ph upto 5 KW. where extension not required. | 2 days           | JE/SDO of DISCOM   | Executive Engineer of DISCOM | Superintending Engineer of DISCOM |
|                                                        | (ii) New Power Connection for 1 Ph upto 5 KW. where extension is required. | 10 days          | SDO of DISCOM      | Executive Engineer of DISCOM | Superintending Engineer of DISCOM |

| (1)                                                | (2)                                                                                                     | (3)     | (4)                          | (5)                               | (6)                                  |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------|------------------------------|-----------------------------------|--------------------------------------|
| <b>New Power Connection (Industrial Consumers)</b> |                                                                                                         |         |                              |                                   |                                      |
| 12.                                                | (i) New Power Connection upto 200 KVA where extension not required.                                     | 7 days  | Executive Engineer of DISCOM | Superintending Engineer of DISCOM | General Manager (Commerce) of DISCOM |
|                                                    | (ii) New Power Connection upto 200 KVA where extension is required.                                     |         |                              |                                   |                                      |
|                                                    | a. Installations with load from 6 KVA to 200 KVA at 415 Volt Supply where only LT extension required.   | 10 days | Executive Engineer of DISCOM | Superintending Engineer of DISCOM | General Manager (Commerce) of DISCOM |
|                                                    | b. Installations with load from 6 KVA to 200 KVA at 415 Volt supply where HT (1 KV) extension required. | 20 days | Executive Engineer of DISCOM | Superintending Engineer of DISCOM | General Manager (Commerce) of DISCOM |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1440, CUTTACK, WEDNESDAY, NOVEMBER 25, 2020/MARGASIRA 04, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 24th November, 2020

No. 26443—GAD-AR-ORPJ-0003-2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 03rd June, 2020 and read with this Department Notification No. 20082 dated the 03rd September, 2020, Notification No. 21507 dated the 23rd September, 2020 and Notification No. 24140 dated the 29th October, 2020 the State Government do hereby declare the following services of Home Department shall be included after Sl. No. 32 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No.12974/AR., dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of the Public Service                                                         | Given Time Limit | Designated Officer                          | Appellate Authority | Revisional Authority       |
|---------|------------------------------------------------------------------------------------|------------------|---------------------------------------------|---------------------|----------------------------|
| (1)     | (2)                                                                                | (3)              | (4)                                         | (5)                 | (6)                        |
| 33      | NOC required for setting up of explosives manufacturing, storage, sale, transport. | 60 days          | District Magistrate/ Commissioner of Police | RDC                 | Secretary, Home Department |
| 34      | NOC required for setting up of petroleum, diesel & naphtha storage, sale,          | 60 days          | District Magistrate/ Commissioner of Police | RDC                 | Secretary, Home Department |

|     |                                          |         |                                             |     |                            |
|-----|------------------------------------------|---------|---------------------------------------------|-----|----------------------------|
|     | transport.                               |         |                                             |     |                            |
| (1) | (2)                                      | (3)     | (4)                                         | (5) | (6)                        |
| 35  | License for Sale of Crackers (Permanent) | 30 days | District Magistrate/ Commissioner of Police | RDC | Secretary, Home Department |
| 36  | License for Sale of Crackers (Temporary) | 15 days | District Magistrate/ Commissioner of Police | RDC | Secretary, Home Department |
| 37  | Approvals for setting up hostels         | 60 days | District Magistrate/ Commissioner of Police | RDC | Secretary, Home Department |

By Order of the Governor  
 SANJEEV CHOPRA  
 Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.1441,CUTTACK,WEDNESDAY,NOVEMBER 25, 2020/MARGASIRA 04,1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 24th November, 2020

No. 26447-GAD-AR-ORPJ-0003-2016/AR.— In pursuance to this Department Notification No.12974/AR., dated the 03rd June, 2020 and read with Notification No. 24140/AR., dated the 29th October, 2020, the State Government do hereby declare the following services of Home Department shall be amended at Sl. Nos. 13,14 &15 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. No.24140/AR., dated the 29th October, 2020.

| Sl. No. | Name of the Public Service                                                                                                                                                                                                                                                                    | Given Time Limit                                                                          | Designated Authority | Appellate Authority | Revisional Authority    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------|---------------------|-------------------------|
| (1)     | (2)                                                                                                                                                                                                                                                                                           | (3)                                                                                       | (4)                  | (5)                 | (6)                     |
| 13      | Issue / Renewal of Fire Safety Certificate for Factories / Industries (Micro, Small & Medium Scale) and Warehouses & storage Godown. Explosive or Hazardous substances (Storage, Transport, Display, Sale etc.) and Manufacturing, Possession & sale of fireworks (permanent license holder). | 30 days for Fire Safety Recommendation (FSR)<br>18 days for Fire Safety Certificate (FSC) | Deputy Fire Officer  | Range Fire Officer  | Chief Fire Officer, FPW |

| (1) | (2)                                                                                                                                                                                     | (3)                                                                                       | (4)                                                                    | (5)                     | (6)                      |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------|--------------------------|
| 14  | Issue / Renewal of Fire Safety Certificate for factories / Industries (Large Scale), Manufacturing of explosives of Hazardous substances, petroleum Depot & other flammable substances. | 30 days for Fire Safety Recommendation (FSR)<br>18 days for Fire Safety Certificate (FSC) | Range Fire Officer                                                     | Chief Fire Officer, FPW | IGP, FS, Odisha, Cuttack |
| 15  | Disposal of application for Fire Safety Certificate for buildings/premises as detailed below:                                                                                           |                                                                                           |                                                                        |                         |                          |
|     | i. Buildings below 15 mtrs. height (Educational, Assembly, Business & Mercantile Buildings excluding Multiplex)                                                                         | 30 days for Fire Safety Recommendation (FSR)<br>18 days for Fire Safety Certificate (FSC) | Deputy Fire Officer, Circle / Deputy Fire Officer of Range Fire Office | Range Fire Officer      | Chief Fire Officer, FPW  |
|     | ii. Buildings from 15 mtrs. to less than 35 mtrs. (Residential, Educational, Assembly, Business & Mercantile Buildings excluding Multiplex)                                             | 30 days for Fire Safety Recommendation (FSR)<br>18 days for Fire Safety Certificate (FSC) | Range Fire Officer                                                     | Chief Fire Officer, FPW | IGP, FS, Odisha          |
|     | iii. Buildings from 35 mtrs. and above (Residential, Educational, Assembly, Business & Mercantile Buildings and Multiplex)                                                              | 30 days for Fire Safety Recommendation (FSR)<br>18 days for Fire Safety Certificate (FSC) | Chief Fire Officer, FPW                                                | IGP, FS, Odisha         | Director, FS, Odisha     |

| (1) | (2)                                                                                                                   | (3)                                                                                       | (4)                                     | (5)                                                                      | (6)                     |
|-----|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------|-------------------------|
|     | iv. Clinical Establishment below 12 mtrs. having more than 30 beds or having at least one Critical Care Unit or both. | 30 days for Fire Safety Recommendation (FSR)<br>18 days for Fire Safety Certificate (FSC) | Assistant Fire Officer                  | Deputy Fire Officer of Circle / Deputy Fire Officer of Range Fire Office | Range Fire Officer      |
|     | v. Clinical Establishment having heights of 12 mtrs. and above.                                                       | 30 days for Fire Safety Recommendation (FSR)<br>18 days for Fire Safety Certificate (FSC) | Deputy Fire Officer                     | Range Fire Officer                                                       | Chief Fire Officer, FPW |
|     | vi. Cinema Hall                                                                                                       | 30 days for Fire Safety Recommendation (FSR)<br>18 days for Fire Safety Certificate (FSC) | Asst. Fire Officer of the Fire District | Deputy Fire Officer of Circle / Deputy Fire Officer of Range Fire Office | Range Fire Officer      |
|     | vii. Hotel (below 3 Star), Lodgings, Guest Houses etc.                                                                | 30 days for Fire Safety Recommendation (FSR)<br>18 days for Fire Safety Certificate (FSC) | Asst. Fire Officer of the Fire District | Deputy Fire Officer of Circle/ Deputy Fire Officer, Range Fire Office    | Range Fire Officer      |

| (1) | (2)                                                                                                                          | (3)                                                                                                          | (4)                    | (5)                           | (6)                              |
|-----|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------|----------------------------------|
|     | viii. Hotel (3 Star & above)                                                                                                 | 30 days<br>for Fire Safety<br>Recommendati<br>on (FSR)<br>18 days<br>for Fire Safety<br>Certificate<br>(FSC) | Deputy<br>Fire Officer | Range Fire<br>Officer         | Chief<br>Fire<br>Officer,<br>FPW |
|     | ix. Airport, Aerodrome,<br>Stadium, Multi-level Car<br>Parking, all underground<br>or partial underground<br>structures etc. | 30 days<br>for Fire Safety<br>Recommendati<br>on (FSR)<br>18 days<br>for Fire Safety<br>Certificate<br>(FSC) | Range Fire<br>Officer  | Chief Fire<br>Officer,<br>FPW | IGP, FS,<br>Odisha               |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.1491, CUTTACK, FRIDAY, DECEMBER 04, 2020/ MARGASIRA 13, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR.) DEPARTMENT

### NOTIFICATION

The 3rd December, 2020

No.26945 —GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR., dated the 03rd June, 2020 and read with this Department Notification No. 24321 dated the 03rd November,2020 the State Government do hereby declare the following services of Works Department shall be included after Sl. No. 5 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974/AR., 03rd June, 2020 and Notification No. 24321 dated the 03rd November,2020 . All other items in the said notification shall remain unaltered.

| Sl. No. | Name of the Public Service                                                                                                               | Given Time Limit | Designated Officer | Appellate Authority     | Revisional Authority |
|---------|------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-------------------------|----------------------|
| (1)     | (2)                                                                                                                                      | (3)              | (4)                | (5)                     | (6)                  |
| 6       | Verification to ensure proper restoration of road cutting after submission of completion report by the applicant. (Within the Division). | 10 days          | Executive Engineer | Superintending Engineer | Chief Engineer       |

| (1) | (2)                                                                                                                                          | (3)     | (4)                     | (5)                | (6)                                                                |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------|--------------------|--------------------------------------------------------------------|
| 7   | Verification to ensure proper restoration of road cutting after submission of completion report by the applicant.<br>(Within the Circle)     | 20 days | Superintending Engineer | Chief Engineer (R) | EIC (Civil)                                                        |
| 8   | Verification to ensure proper restoration of road cutting after submission of completion report by the applicant.<br>(More than one Circle). | 30 days | Chief Engineer(R)       | EIC (Civil)        | Commissioner-<br><i>cum</i> -<br>Secretary,<br>Works<br>Department |

By Order of the Governor  
 SANJEEV CHOPRA  
 Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.1512, CUTTACK, WEDNESDAY, DECEMBER 9,2020/ MARGASIRA 18, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR.) DEPARTMENT

### NOTIFICATION

The 7th December, 2020

No. 27252—GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR., dated the 3rd June, 2020 the State Government do hereby declare the following services of Health & Family Welfare Department shall be included after Serial No. 7 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974 dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                        | Given Time Limit | Designated Officer                                                               | Appellate Authority                                                      | Revisional Authority                                                                                  |
|---------|---------------------------------------------------------------|------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 8       | Registration/Renewal of Ultrasound Units under PC & PNDT Act. | 70 days          | Collector & District Magistrate – cum- District Appropriate Authority, PC & PNDT | Director of Family Welfare – cum- State Appropriate Authority, PC & PNDT | Secretary, Health & Family Welfare Department – cum- State Appellate Appropriate Authority, PC & PNDT |

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1566, CUTTACK, TUESDAY, DECEMBER 15, 2020/ MARGASIRA 24, 1942

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR.) DEPARTMENT

### NOTIFICATION

The 10th December, 2020

No. 27598—GAD-AR-ORPJ-0003-2016/AR.— In pursuance to this Department Notification No.12974/AR., dated the 03rd June, 2020 and read with this Department Notification No. 27252 dated the 7th December, 2020, the State Government do hereby declare the following service of Health & Family Welfare Department shall be included after Serial No. 8 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No.27252 dated the 7th December, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of the Public Service                                                                                | Given Time Limit | Designated Officer | Appellate Authority                            | Revisional Authority                      |
|---------|-----------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------------------------------------|-------------------------------------------|
| (1)     | (2)                                                                                                       | (3)              | (4)                | (5)                                            | (6)                                       |
| 9       | Registration and renewal of Clinical Establishment under Odisha Clinical Establishment (C & R) Act.,1990. | 45 days          | CDM&PHO            | Director, Medical Education & Training, Odisha | Secretary to Government, H& FW Department |

By Order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1658 CUTTACK, THURSDAY, DECEMBER 31, 2020/PAUSA 10, 1942

GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT  
NOTIFICATION

The 23rd December 2020

No. 29102—GAD-AR-ORPJ-0003/2016-AR.—In pursuance to this Department Notification No. 12974/AR, dated the 3rd June 2020 and read with this Department Notification No. 23986, dated the 28th October 2020 and Notification No. 25007 dated the 10th November 2020 the State Government do hereby declare the following services of Industries Department shall be included after Serial No. 13 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974, dated the 3rd June 2020. All other items in the said notification shall remain unaltered:—

| Sl. No. | Name of Public Service                                  | Given Time Limit | Designated Authority | Appellate Authority | Revisional Authority            |
|---------|---------------------------------------------------------|------------------|----------------------|---------------------|---------------------------------|
| (1)     | (2)                                                     | (3)              | (4)                  | (5)                 | (6)                             |
| 14      | Award of contract for procurement of Goods and Services |                  |                      |                     |                                 |
| (i)     | Value up to INR 50,000                                  | 43 days          | DH, IDCO             | CGM, IDCO           | CMD, IDCO                       |
| (ii)    | Value between INR 50,000 to INR 50,00,000               | 48 days          | DH, IDCO             | CGM, IDCO           | CMD, IDCO                       |
| (iii)   | Value between INR 5,00,000 to INR 3,00,00,000           | 85 days          | DH, IDCO             | CGM, IDCO           | CMD, IDCO                       |
| (iv)    | Value between INR 3,00,00,000 to INR 7,00,00,000        | 100 days         | CGM, IDCO            | CMD, IDCO           | Principal Secretary, Industries |
| (v)     | Value above INR 7,00,00,000                             | 115 days         | CGM, IDCO            | CMD, IDCO           | Principal Secretary, Industries |

By order of the Governor  
SANJEEV CHOPRA  
Principal Secretary to Government

# The Odisha Gazette



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1143 CUTTACK, TUESDAY, JULY 20, 2021/ASADHA 29, 1943

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (A.R.) DEPARTMENT

### NOTIFICATION

The 9th July 2021

No. 17890—GAD-AR-ORPJ-0003-2016/AR—In pursuance to this Department Notification No. 12974/AR, dated the 3rd June 2020, the State Government do hereby revise Given Time Limit in case of the following services of Revenue & Disaster Management Department as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974/AR, dated the 3rd June 2020. All other items in the said Notification shall remain unaltered :—

| Sl. No. | Sl. No. in Odisha Gazette | Name of Public Service                                                 | Given Time Limit | Designated Officer                      | Appellate Authority | Revisional Authority |
|---------|---------------------------|------------------------------------------------------------------------|------------------|-----------------------------------------|---------------------|----------------------|
| (1)     | (2)                       | (3)                                                                    | (4)              | (5)                                     | (6)                 | (7)                  |
| 1       | 1                         | Disposal of application for issue of Scheduled Caste (SC) Certificate. | 15 days          | Tahasildar/<br>Additional<br>Tahasildar | Collector           | R.D.C.               |
| 2       | 2                         | Disposal of application for issue of Scheduled Tribe (ST) Certificate. | 15 days          | Tahasildar/<br>Additional<br>Tahasildar | Collector           | R.D.C.               |
| 3       | 3                         | Disposal of application for issue of OBC Certificate.                  | 15 days          | Tahasildar/<br>Additional<br>Tahasildar | Sub-Collector       | Collector            |
| 4       | 4                         | Disposal of application for issue of SEBC Certificate.                 | 15 days          | Tahasildar/<br>Additional<br>Tahasildar | Sub-Collector       | Collector            |
| 5       | 6                         | Disposal of application for issue of Resident Certificate.             | 10 days          | Tahasildar/<br>Additional<br>Tahasildar | Sub-Collector       | Collector            |
| 6       | 7                         | Disposal of application for issue of Income Certificate.               | 10 days          | Tahasildar/<br>Additional<br>Tahasildar | Sub-Collector       | Collector            |

| (1) | (2) | (3)                                                                                                                                                                                                   | (4)                                                                        | (5)                                     | (6)           | (7)                            |
|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------|---------------|--------------------------------|
| 7   | 9   | Disposal of uncontested mutation cases.                                                                                                                                                               | 7 days                                                                     | Tahasildar/<br>Additional<br>Tahasildar | Sub-Collector | Collector                      |
| 8   | 13  | Disposal of application for issue of Guardianship Certificate.                                                                                                                                        | 30 days<br>(excluding the period taken for disposal of objections, if any) | Collector                               | R.D.C.        | Member,<br>Board of<br>Revenue |
| 9   | 30  | Issue of Income & Asset Certificate for Economically Weaker Sections (EWSs) [for admission to specified Educational Institutions under Government of Odisha].                                         | 10 days                                                                    | Tahasildar/<br>Additional<br>Tahasildar | Sub-Collector | Collector                      |
| 10  | 31  | Issue of Income & Asset Certificate for Economically Weaker Sections (EWSs) [for direct recruitment in Civil Posts and Services and admission in Educational Institutions under Government of India]. | 10 days                                                                    | Tahasildar/<br>Additional<br>Tahasildar | Sub-Collector | Collector                      |

By order of the Governor  
SANJEEV CHOPRA  
Additional Chief Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1741, CUTTACK, TUESDAY, MAY 17, 2022 / BAISAKHA 27, 1944

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 10th May, 2022

No.12892—GAD-AR-ORPJ-0003-2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020, the State Government do hereby declare that one service at Serial No. 13 will be deleted and two new services will be included after serial No. 37 of Labour & ESI Department as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974/AR, dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No.           | Name of Public Service                                 | Given Time limit | Designated Officer        | Appellate Authority           | Revisional Authority |
|-------------------|--------------------------------------------------------|------------------|---------------------------|-------------------------------|----------------------|
| (1)               | (2)                                                    | (3)              | (4)                       | (5)                           | (6)                  |
| <b>Inclusions</b> |                                                        |                  |                           |                               |                      |
| 38.               | Erection permission for boilers                        | 30 days          | Assistant Director of F&B | Deputy Director, F&B (Safety) | Director, F&B        |
| 39.               | Acceptance of Steam Pipeline                           | 30 days          | Assistant Director of F&B | Deputy Director, F&B (Safety) | Director, F&B        |
| <b>Deletion</b>   |                                                        |                  |                           |                               |                      |
| 13.               | Disposal of application for issue of Duplicate License | 30 days          | Section Officer           | Joint Director, F&B           | Director, F&B        |

By Order of the Governor

SURENDRA KUMAR

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 2889 CUTTACK, WEDNESDAY, OCTOBER 12, 2022 / ASWINA 20, 1944

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 11th October, 2022

No.28521-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dtd. 3rd June,.2020 and read with this Department Notification No. 22934 dated 14th October,.2020 the State Government do hereby declare the following services of EXCISE DEPARTMENT shall be included after Sl. No. 14 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974/AR, dtd. 3rd June, 2020 and Notification No. 22934 dated 14th October, .2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                         | Given Time Limit | Designated Officer        | Appellate Authority      | Revisional Authority |
|---------|------------------------------------------------|------------------|---------------------------|--------------------------|----------------------|
| 15      | Issue of Excise Verification Certificate (EVC) | 03 days          | OIC, Excise at OSBC Depot | Superintendent of Excise | Excise Commissioner  |

By Order of the Governor

SURENDRA KUMAR

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

---

No. 3033 CUTTACK, THURSDAY, OCTOBER 20, 2022 / ASWINA 28, 1944

---

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 19th October, 2022

No.29670-GAD-AR-ORPJ-0003/2016/AR.– In pursuance to this Department Notification No.12974/AR, dated 3rd June 2020, the State Government do hereby declare that three new services will be included after serial no. 25 of FOREST ENVIRONMENT & CLIMATE CHANGE as follows in the Notification of the Government of Odisha in General Administration and Public Grievance (Administrative Reforms) Department No. 12974/AR, dated 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                                                              | Given Time limit | Designated Officer                                                   | Appellate Authority                                                                              | Revisional Authority |
|---------|-----------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------|
| (1)     | (2)                                                                                                 | (3)              | (4)                                                                  | (5)                                                                                              | (6)                  |
| 26.     | Authorization/ Renewal to all Urban Local Bodies under Municipal Solid Waste Management Rules, 2016 | 45 days          | Sr. Env. Engineer/ Sr. Env. Scientist/ Env. Engineer/ Env. Scientist | Chief Env. Engineer/ Chief Env. Scientist/ Addl. Chief Env. Engineer/ Addl. Chief Env. Scientist | Member Secretary     |
| 27.     | Authorization/ Renewal to all operators of Construction and Demolition Waste Management Rules, 2016 | 45 days          | Sr. Env. Engineer/ Sr. Env. Scientist/ Env. Engineer/ Env. Scientist | Chief Env. Engineer/ Chief Env. Scientist/ Addl. Chief Env. Engineer/ Addl. Chief Env. Scientist | Member Secretary     |

|     |                                                                                                                                     |         |                                                                      |                                                                                                  |                  |
|-----|-------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------|
| 28. | Authorization/ Renewal to Dealers of Batteries under Battery Waste (Management and Handling) Rules, 2001 and amendments there after | 14 days | Sr. Env. Engineer/ Sr. Env. Scientist/ Env. Engineer/ Env. Scientist | Chief Env. Engineer/ Chief Env. Scientist/ Addl. Chief Env. Engineer/ Addl. Chief Env. Scientist | Member Secretary |
|-----|-------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------|

By Order of the Governor  
SURENDRA KUMAR  
Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.3065, CUTTACK, TUESDAY, OCTOBER 27, 2022 / KARTIKA 5, 1944

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 26th October, 2022

No.30178-GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated 3rd June 2020 and read with this Department Notification No. 23986 dated the 28th October, 2020, Notification No. 25007 dated the 10th November 2020 and Notification No. 29102 dated the 23rd December 2020, the State Government do hereby declare that one new service shall be included after Serial No. 14 of INDUSTRIES DEPARTMENT as follows in the Notification of the Government of Odisha in General Administration and Public Grievance (Administrative Reforms) Department No. 12974/AR, dated 03.06.2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of the Public Services                                                                                                 | Given Time Limit | Designated Officer          | Appellate Authority             | Revisional Authority          |
|---------|-----------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------|---------------------------------|-------------------------------|
| (1)     | (2)                                                                                                                         | (3)              | (4)                         | (5)                             | (6)                           |
| 15      | Resolution of the grievances related to Citizen Centric Services under Odisha One Portal received through Janasunani portal | 15 days          | Joint Secretary, Industries | Principal Secretary, Industries | Minister of State, Industries |

By Order of the Governor

SURENDRA KUMAR

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

**No. 2042, CUTTACK, FRIDAY, AUGUST 25, 2023/BHADRA 3, 1945**

**GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE (AR) DEPARTMENT**

**NOTIFICATION**

The 24th August, 2023

No.25057—GAD-AR-ORPJ-0003/2016/AR.— In partial modification to this Department Notification No.12974/AR, dated the 3rd June, 2020, No.23986/AR. dated. 28th October, 2020, No.25007/AR. dated the 10th November, 2020, No. 29102/AR. dated the 23rd December, 2020 and No.30178/AR. dated the 26th October, 2022, the State Government do hereby amend the services of INDUSTRIES DEPARTMENT as follows. All other items in the said notifications shall remain unaltered.

| Sl. No. | Name of Public Services                                                                                                                             | Time Limit | Designated Officer        | Appellate Authority     | Revisional Authority             |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------|-------------------------|----------------------------------|
| 1       | In case of allotment of land within IDCO estates (outside BMC area) allotment letter after receipt of approval of the Land Allotment Committee(LAC) | 30 days    | Divisional Head Concerned | Managing Director, IDCO | Secretary, Industries Department |
| 2       | Execution of agreement subject to compliance of terms and conditions of allotment after receipt of land cost. (outside BMC area)                    | 15 days    | Divisional Head Concerned | Managing Director, IDCO | Secretary, Industries Department |

| (1) | (2)                                                                                                                                                    | (3)     | (4)                                    | (5)                              | (6)                              |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------|----------------------------------|----------------------------------|
| 3   | Issue of Possession Certificate after receipt of land cost and execution of Agreement(outside BMC area)                                                | 15 days | Divisional Head Concerned              | Managing Director, IDCO          | 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)                             | Managing Director, IDCO          | Secretary, Industries Department |
| 5   | Execution of agreement subject to compliance of terms and conditions of allotment after receipt of land cost(within BMC area)                          | 15 days | Divisional Head Concerned              | Managing Director, IDCO          | Secretary, Industries Department |
| 6   | Issue of Possession Certificate after receipt of land cost and execution of Agreement(within BMC area)                                                 | 15 days | Divisional Head Concerned              | Managing Director, IDCO          | Secretary, Industries Department |
| 7   | Obtaining Water Connection                                                                                                                             | 30 days | Divisional Head                        | Managing Director, IDCO          | Secretary, Industries Department |
| 8   | Response to Industrial grievances received through Jana Sunani portal                                                                                  | 15 days | Joint Secretary, Industries Department | Secretary, Industries Department | Minister, Industries             |

| (1) | (2)                                                                                                                                                                                                                           | (3)     | (4)                                                                   | (5)                              | (6)                              |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------|----------------------------------|----------------------------------|
| 9   | Evaluation of land allotment application of industrial use after receipt of the complete layout plan and the State Level Single Window Clearance Authority (SLSWCA) not recommending for third party assessment               | 30 days | Chief General Manager, State Level Nodal Agency IPICOL                | Managing Director, IPICOL        | Secretary, Industries Department |
| 10  | Evaluation of land allotment application of industrial use after the State Level Single Window Clearance Authority (SLSWCA) recommending for third party assessment and receipt of the final the appointed third party agency | 30 days | Chief General Manager, State Level Nodal Agency IPICOL                | Managing Director, IPICOL        | Secretary, Industries Department |
| 11  | Resolution to queries raised by investors regarding application.                                                                                                                                                              | 15 days | Chief General Manager, State Level Nodal Agency IPICOL                | Managing Director, IPICOL        | Secretary, Industries Department |
| 12  | Cinematograph license/license for screening of films                                                                                                                                                                          | 30 days | District Magistrate/ Commissioner of Police                           | Secretary, Industries Department | Minister, Industries             |
| 13  | Movie shooting                                                                                                                                                                                                                | 15 days | District Magistrate/ Superintendent of Police/ Commissioner of Police | Secretary, Industries Department | Minister, Industries             |

| (1)  | (2)                                                                                                                         | (3)      | (4)                                    | (5)                              | (6)                              |
|------|-----------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------|----------------------------------|----------------------------------|
| 14   | Award of contract for procurement of Goods and Services                                                                     |          |                                        |                                  |                                  |
| 14.1 | Value up to INR 50,000                                                                                                      | 43 days  | DH, IDCO                               | CGM, IDCO                        | Managing Director, IDCO          |
| 14.2 | Value between INR 50,000 to INR 5,00,000                                                                                    | 48 days  | DH, IDCO                               | CGM, IDCO                        | Managing Director, IDCO          |
| 14.3 | Value between INR 5,00,000 to INR 3,00,00,000                                                                               | 85 days  | DH, IDCO                               | CGM, IDCO                        | Managing Director, IDCO          |
| 14.4 | Value between INR 3,00,00,000 to INR 7,00,00,000                                                                            | 100 days | CGM, IDCO                              | Managing Director, IDCO          | Secretary, Industries Department |
| 14.5 | Value above INR 7,00,00,000                                                                                                 | 115 days | CGM, IDCO                              | Managing Director, IDCO          | Secretary, Industries Department |
| 15   | Resolution of the grievances related to Citizen Centric Services under Odisha One Portal received through Janasunani portal | 15 days  | Joint Secretary, Industries Department | Secretary, Industries Department | Minister, Industries             |

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

**No.1315, CUTTACK, SATURDAY, JULY 6, 2024/ ASADHA 15, 1946**

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 6th July, 2024

No.19465—GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following services of Housing and Urban Development Department shall be included after Serial No 26 as follows in the Notification of the Government of Odisha in General Administration and Public Grievance (Administrative Reforms) Department No 12974, dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                             | Given Time Limit                                                                       | Designated Officer                              | Appellate Authority                                         | Revisional Authority                  |
|---------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------|---------------------------------------|
| (1)     | (2)                                                                | (3)                                                                                    | (4)                                             | (5)                                                         | (6)                                   |
| 27      | Permission for Alteration and Addition / Revision of Building Plan | Same as per Building Plan- Low Risk and Other than Low Risk, i.e., 15 Days and 30 Days | Counter Assistant / Dealing Assistant concerned | Planning Member, DA concerned / Executive Officer concerned | Vice-Chairman, DA concerned /PD,DUDA  |
| 28      | Permission for Revalidation of Building Plan                       | 7 Days                                                                                 | Counter Assistant / Dealing Assistant concerned | Planning Member, DA concerned / Executive Officer concerned | Vice-Chairman, DA concerned / PD,DUDA |
| 29      | Plinth Approval                                                    | 7 Days                                                                                 | Counter Assistant / Dealing Assistant concerned | Planning Member, DA concerned / Executive Officer concerned | Vice-Chairman, DA concerned / PD,DUDA |
| 30      | Trade License Provisional Certificate                              | 1 Day                                                                                  | Misc. Sarkar /Clerk concerned                   | Deputy Commissioner / Executive Officer concerned           | Municipal Commissioner / PD,DUDA      |
| 31      | Trade LicenseFinal Certificate                                     | 90 Days                                                                                | Misc. Sarkar / Clerkconcerned                   | Deputy Commissioner / Executive Officer concerned           | Municipal Commissioner / PD,DUDA      |

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

**No. 1557, CUTTACK, SATURDAY, AUGUST 17, 2024/SRAVANA 26, 1946**

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 17th August, 2024

No.24144—GAD-AR-ORPJ-0003/2016/AR.—In exercise of the powers conferred by Section 3 read with Sections 5 and 6 of the Odisha Right to Public Services Act, 2012 (Odisha Act 8 of 2012) 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 services in column (3) thereof by the Designated Officers as mentioned in column (4) for the purposes 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.

After Serial Number 31, the Water Resources Department along with necessary entries thereof for such Department shall be added to the Notification of the Government of Odisha in the General Administration & Public Grievance (Administrative Reforms) Department No. 12974-GAD., dated the 3rd June 2020, namely: —

| Sl. No. | Name of Public Service                                                                                  | Given Time limit | Designated Officer             | Appellate Authority                           | Revisional Authority                    |
|---------|---------------------------------------------------------------------------------------------------------|------------------|--------------------------------|-----------------------------------------------|-----------------------------------------|
| (1)     | (2)                                                                                                     | (3)              | (4)                            | (5)                                           | (6)                                     |
| 32.     | <b>WATER RESOURCES DEPARTMENT:</b>                                                                      |                  |                                |                                               |                                         |
|         | 1. Permission to draw water for Industrial/ commercial and other establishment for construction purpose | 30 days          | Chief Engineer, Water Services | EIC-cum-Special Secretary (Scheme Monitoring) | Secretary, Water Resources & Department |

| Sl. No.    | Name of Public Service                                                                                                  | Given Time limit | Designated Officer             | Appellate Authority                             | Revisional Authority                  |
|------------|-------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------|-------------------------------------------------|---------------------------------------|
| (1)        | (2)                                                                                                                     | (3)              | (4)                            | (5)                                             | (6)                                   |
| <b>32.</b> | <b>WATER RESOURCES DEPARTMENT:</b>                                                                                      |                  |                                |                                                 |                                       |
|            | 2. Permission to draw water for Industrial/ commercial and other establishment for operational purpose                  | 90 days          | Chief Engineer, Water Services | EIC-cum-Special Secretary (Scheme & Monitoring) | Secretary, Water Resources Department |
|            | 3. Permission to draw water for Industrial/ commercial and other establishment for construction and operational purpose | 90 days          | Chief Engineer, Water Services | EIC-cum-Special Secretary (Scheme & Monitoring) | Secretary, Water Resources Department |

By Order of the Governor  
**SURENDRA KUMAR**  
 Additional Chief Secretary to Government

## ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ

### ଅଧିସୂଚନା

ତା ୧୭ ଅଗଷ୍ଟ ୨୦୨୪

କ୍ରମାଙ୍କ. ୨୪୧୪୪— ଜିଏଡି-ଏଆର-ଓଆରପିଜେ-୦୦୦୩-୨୦୧୭/ଏଆର—ଏଡ଼ିଟରା ରାଜ୍ୟ ସରକାର ଓଡ଼ିଶା ଲୋକସେବା ଅଧିକାର ଅଧିନିୟମ, ୨୦୧୨ (ଓଡ଼ିଶା ଅଧିନିୟମ ୮, ୨୦୧୨)ର ଧାରା ୩ ସହିତ ଧାରା ୫ ଓ ୬ ରେ ପ୍ରଣିତ କ୍ଷମତା ଅନୁଯାୟୀ ଘୋଷଣା କରୁଅଛନ୍ତି କି ଏହି ଅଧିନିୟମର ଉଦ୍ଦେଶ୍ୟ ସାଧନ ନିମନ୍ତେ ନିମ୍ନଲିଖିତ ତାଲିକାରେ ସ୍ତମ୍ଭ (୨)ରେ ଦର୍ଶାଯାଇଥିବା ଲୋକସେବାଗୁଡ଼ିକୁ ପ୍ରତ୍ୟେକ ସେବାର ପାର୍ଶ୍ୱରେ ସ୍ତମ୍ଭ (୩)ରେ ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦିଷ୍ଟ ସମୟ ସୀମା ମଧ୍ୟରେ ଯୋଗ୍ୟ ବିବେଚିତ ବ୍ୟକ୍ତିଙ୍କୁ ସ୍ତମ୍ଭ (୪)ରେ ଦର୍ଶାଯାଇଥିବା ନିୟୁକ୍ତି ପ୍ରାପ୍ତ ଅଧିକାରୀଙ୍କ ଦ୍ୱାରା ଯୋଗାଇ ଦିଆଯିବ ଏବଂ ଏହା ମଧ୍ୟ ଅଧିସୂଚିତ କରାଯାଇଅଛି ଯେ ଯଥାକ୍ରମେ ସ୍ତମ୍ଭ (୫) ଏବଂ (୬) ରେ ଉଲ୍ଲିଖିତ ଅପିଲ୍ ଓ ପୁନଃନିରୀକ୍ଷଣ ପ୍ରାଧିକାରୀ ଯେକୌଣସି ସମୟରେ ସେମାନଙ୍କ ଉଦ୍ଦେଶ୍ୟରେ ଆଗତ ଦରଖାସ୍ତ ଉପରେ ଏହି ଅଧିନିୟମର ବ୍ୟବସ୍ଥା ଅନୁଯାୟୀ ଆଦେଶ ପ୍ରଦାନ କରିପାରିବେ ।

ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ, ଓଡ଼ିଶା ସରକାରଙ୍କ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪-ଜିଏଡି ତା ୩ ଜୁନ୍, ୨୦୨୦ରେ ଜଳସମ୍ପଦ ବିଭାଗର ଆବଶ୍ୟକୀୟ ଲୋକସେବା ଗୁଡ଼ିକୁ କ୍ରମିକ ସଂଖ୍ୟା ୩୧ ପରେ କ୍ରମାବଳରେ ଅନ୍ତର୍ଭୁକ୍ତ କରାଯିବ, ଯଥା :-

| କ୍ରମିକ ସଂଖ୍ୟା | ଲୋକସେବାର ନାମ                                                                            | ପ୍ରଦତ୍ତ ସମୟ ସୀମା | ନିୟୁକ୍ତି ପ୍ରାପ୍ତ ଅଧିକାରୀ | ଅପିଲ୍ ପ୍ରାଧିକାରୀ                                             | ପୁନଃନିରୀକ୍ଷଣ ପ୍ରାଧିକାରୀ |
|---------------|-----------------------------------------------------------------------------------------|------------------|--------------------------|--------------------------------------------------------------|-------------------------|
| (୧)           | (୨)                                                                                     | (୩)              | (୪)                      | (୫)                                                          | (୬)                     |
| ୩୨.           | ଜଳସମ୍ପଦ ବିଭାଗ                                                                           |                  |                          |                                                              |                         |
|               | ୧. ଔଦ୍ୟୋଗିକ/ବ୍ୟବସାୟିକ ତଥା ଅନ୍ୟାନ୍ୟ ସଂସ୍ଥାମାନଙ୍କୁ ନିର୍ମାଣ ନିମନ୍ତେ ଜଳ ଉଠାଣ/ବିନିଯୋଗ ଅନୁମତି | ୩୦ଦିନ            | ମୁଖ୍ୟ ଯନ୍ତ୍ରୀ, ଜଳସେବା    | ସର୍ବୋଚ୍ଚ ଯନ୍ତ୍ରୀ ତଥା ସ୍ୱତନ୍ତ୍ର ଶାସନସଚିବ (ସ୍କିମ୍ ଏବଂ ମନିଟରିଂ) | ସଚିବ, ଜଳସମ୍ପଦ ବିଭାଗ     |

|                                                                                                               |        |                          |                                                                           |                        |
|---------------------------------------------------------------------------------------------------------------|--------|--------------------------|---------------------------------------------------------------------------|------------------------|
| ୨. ଔଦ୍ୟୋଗିକ/ବ୍ୟବସାୟିକ<br>ତଥା ଅନ୍ୟାନ୍ୟ ସଂସ୍ଥାମାନଙ୍କୁ<br>ପରିଚାଳନା ନିମନ୍ତେ<br>ଜଳଭାଗ/ ବିନିଯୋଗ<br>ଅନୁମତି           | ୯୦ ଦିନ | ମୁଖ୍ୟ ଯନ୍ତ୍ରୀ,<br>ଜଳସେବା | ସର୍ବୋଚ୍ଚ ଯନ୍ତ୍ରୀ<br>ତଥା ସ୍ୱତନ୍ତ୍ର<br>ଶାସନ ସଚିବ<br>(ସ୍କିମ୍ ଏବଂ<br>ମନିଟରିଂ) | ସଚିବ,<br>ଜଳସମ୍ପଦ ବିଭାଗ |
| ୩. ଔଦ୍ୟୋଗିକ/ବ୍ୟବସାୟିକତଥା<br>ଅନ୍ୟାନ୍ୟ ସଂସ୍ଥାମାନଙ୍କୁ<br>ନିର୍ମାଣ ଓ ପରିଚାଳନା<br>ନିମନ୍ତେ ଜଳ ଭାଗ/<br>ବିନିଯୋଗ ଅନୁମତି | ୯୦ ଦିନ | ମୁଖ୍ୟ ଯନ୍ତ୍ରୀ,<br>ଜଳସେବା | ସର୍ବୋଚ୍ଚଯନ୍ତ୍ରୀତ<br>ଥାସ୍ୱତନ୍ତ୍ରଶାସନ<br>ସଚିବ (ସ୍କିମ୍<br>ଏବଂ ମନିଟରିଂ)       | ସଚିବ,<br>ଜଳସମ୍ପଦ ବିଭାଗ |

ରାଜ୍ୟପାଳଙ୍କ ଆଦେଶ କ୍ରମେ

ସୁରେନ୍ଦ୍ରକୁମାର

ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

**No.1835, CUTTACK, FRIDAY, SEPTEMBER 27, 2024/ASWINA 5, 1946**

## **GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT**

### **NOTIFICATION**

The 25th September, 2024

No. 28681—GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 and read with Notification No.19465/AR, dated the 6th July, 2024 the State Government do hereby declare the following service of Housing and Urban Development Department shall be included after Serial No. 31 as follows in the Notification of the Government of Odisha in General Administration and Public Grievance (Administrative Reforms) Department No. 19465/AR, dated the 6th July, 2024. All other items in the said notifications shall remain unaltered.

| <b>Sl. No.</b> | <b>Name of Public Service</b>                            | <b>Given Time Limit</b> | <b>Designated Officer</b>                       | <b>Appellate Authority</b>                                  | <b>Revisional Authority</b>                  |
|----------------|----------------------------------------------------------|-------------------------|-------------------------------------------------|-------------------------------------------------------------|----------------------------------------------|
| <b>(1)</b>     | <b>(2)</b>                                               | <b>(3)</b>              | <b>(4)</b>                                      | <b>(5)</b>                                                  | <b>(6)</b>                                   |
| 32             | Permission for Demolition and Reconstruction of Building | 30 Days                 | Counter Assistant / Dealing Assistant concerned | Planning Member, DA concerned / Executive Officer concerned | Vice-Chairman, DA concerned /ADM-cum-PD,DUDA |

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government

## ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ

### ଅଧିସୂଚନା

ତା ୨୫ ସେପ୍ଟେମ୍ବର, ୨୦୨୪ ରିଖ

କ୍ରମାଙ୍କ: **28681**—ଜିଏଡି-ଏଆର୍-ଓଆର୍ପିଜେ-୦୦୦୩/୨୦୧୬/ଏଆର୍.—ଏଡ଼୍ଭାରା ଏହି ବିଭାଗ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪/ଏଆର୍, ତା ୦୩ ଜୁନ୍, ୨୦୨୦ ରିଖ ଓ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୯୪୬୪/ଏଆର୍, ତା ୦୬ ଜୁଲାଇ, ୨୦୨୪ ରିଖ ଅନୁସରଣରେ ରାଜ୍ୟ ସରକାର ଘୋଷଣା କରୁଅଛନ୍ତି ଯେ ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ, ଓଡ଼ିଶା ସରକାରଙ୍କ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୯୪୬୪/ଏଆର୍, ତା ୦୬ ଜୁଲାଇ, ୨୦୨୪ ରିଖରେ ଗୃହ ନିର୍ମାଣ ଓ ନଗର ଉନ୍ନୟନ ବିଭାଗର ନିମ୍ନଲିଖିତ ଗୋଟିଏ ସେବା କ୍ରମିକ ସଂଖ୍ୟା ୩୧ ପରେ ଅନ୍ତର୍ଭୁକ୍ତ କରାଯିବା ଉକ୍ତ ଅଧିନିୟମରେ ତାଲିକାଭୁକ୍ତ ଥିବା ଅନ୍ୟ ସମସ୍ତ ବିଷୟଗୁଡ଼ିକ ଅପରିବର୍ତ୍ତିତ ରହିବ ।

| କ୍ରମିକ<br>ସଂଖ୍ୟା | ଲୋକସେବାର<br>ନାମ                                       | ପ୍ରଦତ୍ତ<br>ସମୟସୀମା | ନିୟୁକ୍ତିପ୍ରାପ୍ତ<br>ଅଧିକାରୀ                               | ଅପିଲ୍<br>ପ୍ରାଧିକାରୀ                                                                                   | ପୁନଃନିରୀକ୍ଷଣ<br>ପ୍ରାଧିକାରୀ                                                                                                    |
|------------------|-------------------------------------------------------|--------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| (୧)              | (୨)                                                   | (୩)                | (୪)                                                      | (୫)                                                                                                   | (୬)                                                                                                                           |
| ୩୨               | କୋଠାବାଡ଼ି<br>ଭାଜିବା ଏବଂ<br>ପୁନଃନିର୍ମାଣ ପାଇଁ<br>ଅନୁମତି | ୩୦ ଦିନ             | କାର୍ଯ୍ୟର<br>ଆସିଷ୍ଟାଣ୍ଟ /ସମ୍ପୃକ୍ତ<br>ସହକାରୀ<br>ଆସିଷ୍ଟାଣ୍ଟ | ସମ୍ପୃକ୍ତ ସହରୀ<br>ଯୋଜନା<br>ସଦସ୍ୟ,<br>ଉନ୍ନୟନ<br>କର୍ତ୍ତୃ ପକ୍ଷ<br>/ସମ୍ପୃକ୍ତ<br>କାର୍ଯ୍ୟନିର୍ବାହୀ<br>ଅଧିକାରୀ | ଉପାଧ୍ୟକ୍ଷ,<br>ସମ୍ପୃକ୍ତ ଉନ୍ନୟନ<br>କର୍ତ୍ତୃ ପକ୍ଷ / ଅତିରିକ୍ତ<br>ଜିଲ୍ଲାପାଳ ତଥା ପ୍ରକଳ୍ପ<br>ନିର୍ଦ୍ଦେଶକ, ଜିଲ୍ଲା<br>ସହରୀ ଉନ୍ନୟନ ସଂସ୍ଥା |

ରାଜ୍ୟପାଳଙ୍କ ଆଦେଶକ୍ରମେ

ସୁରେନ୍ଦ୍ର କୁମାର

ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 2276, CUTTACK, SATURDAY, NOVEMBER 30, 2024/MARGASIRA 13, 1946

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 29th November, 2024

No. 36143—GAD-AR-ORPJ-0003/2016/AR. — In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 the State Government do hereby declare the following services of Fisheries & ARD Department shall be included after Serial No. 6 as follows in the Notification of the Government of Odisha in General Administration and Public Grievance (Administrative Reforms) Department No. 12974/AR, dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                                                                                                                                                          | Given Time Limit | Designated Officer                                                                      | Appellate Authority                                             | Revisional Authority                                                                                  |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| (1)     | (2)                                                                                                                                                                                             | (3)              | (4)                                                                                     | (5)                                                             | (6)                                                                                                   |
| 7       | Issue of Registration Certificate/Renewal to Pet Shop Owners as per Ministry of Environment, Forest and Climate Change, Govt. of India Prevention of Cruelty to Animals (Pet Shop) Rules, 2018. | 45 days          | Joint Director (Animal Welfare), Directorate of Animal Husbandry & Veterinary Services. | Director, AH&VS (Member Secretary, State Animal Welfare Board). | Principal Secretary/ Commissioner-cum-Secretary, Fisheries & Animal Resources Development Department. |

|   |                                                                                                              |         |                                                                                         |                                                                 |                                                                                                       |
|---|--------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 8 | Issue of Registration Certificate to Dog Breeding Establishments under Dog Breeding & Marketing Rules, 2017. | 45 days | Joint Director (Animal Welfare), Directorate of Animal Husbandry & Veterinary Services. | Director, AH&VS (Member Secretary, State Animal Welfare Board). | Principal Secretary/ Commissioner-cum-Secretary, Fisheries & Animal Resources Development Department. |
|---|--------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government

## ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ

### ଅଧିସୂଚନା

ତା ୨୯ ନଭେମ୍ବର, ୨୦୨୪ରିଖ

କ୍ରମାଙ୍କ:୩୨୧୪୩—ଜିଏଡି-ଏଆର୍-ଓଆର୍ପିଜେ-୦୦୦୩-୨୦୧୬/ଏଆର୍.— ଏହି ବିଭାଗ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪/ଏଆର୍, ତା ୦୩ ଜୁନ୍, ୨୦୨୦ ରିଖ ଅନୁସରଣରେ ରାଜ୍ୟ ସରକାର ଘୋଷଣା କରୁଅଛନ୍ତି ଯେ ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ, ଓଡ଼ିଶା ସରକାରଙ୍କ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪/ଏଆର୍, ତା ୦୩ ଜୁନ୍, ୨୦୨୦ ରିଖରେ ମହ୍ୟ ଓ ପ୍ରାଣୀସମ୍ପଦ ବିକାଶ ବିଭାଗର ନିମ୍ନଲିଖିତ ଦୁଇଗୋଟି ସେବା କ୍ରମିକ ସଂଖ୍ୟା ୬ ପରେ ଅନ୍ତର୍ଭୁକ୍ତ କରାଯିବ । ଉକ୍ତ ଅଧିନିୟମରେ ତାଲିକାଭୁକ୍ତ ଥିବା ଅନ୍ୟ ସମସ୍ତ ବିଷୟଗୁଡ଼ିକ ଅପରିବର୍ତ୍ତିତ ରହିବ ।

| କ୍ରମିକ<br>ସଂଖ୍ୟା | ଲୋକସେବାର ନାମ                                                                                                                                                                                                                                   | ପ୍ରଦତ୍ତ<br>ସମୟ<br>ସୀମା | ନିୟୁକ୍ତି ପ୍ରାପ୍ତ<br>ଅଧିକାରୀ                                                                              | ଅପିଲ୍<br>ପ୍ରାଧିକାରୀ                                                                                              | ପୁନଃନିରୀକ୍ଷଣ<br>ପ୍ରାଧିକାରୀ                                                                  |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| (୧)              | (୨)                                                                                                                                                                                                                                            | (୩)                    | (୪)                                                                                                      | (୫)                                                                                                              | (୬)                                                                                         |
| ୭                | ଭାରତ ସରକାରଙ୍କପରି<br>ବେଶ, ଜଙ୍ଗଲ ଓ<br>ଜଳବାୟୁ ପରିବର୍ତ୍ତନ<br>ମନ୍ତ୍ରାଳୟର<br>ପ୍ରାଣୀମାନଙ୍କ ପ୍ରତି<br>କୁରତାରୋକିବା<br>(ପୋଷାପ୍ରାଣୀ<br>ଦୋକାନ) ନିୟମାବଳୀ,<br>୨୦୧୮ ଅନୁଯାୟୀ<br>ପୋଷାପ୍ରାଣୀ ଦୋକାନ<br>ମାଲିକମାନଙ୍କୁ<br>ପଞ୍ଜୀକରଣ /<br>ନବୀକରଣ<br>ପ୍ରମାଣପତ୍ର ପ୍ରଦାନ । | ୪୫<br>ଦିନ              | ଯୁଗ୍ମ<br>ନିର୍ଦ୍ଦେଶକ,<br>( ପ୍ରାଣୀ<br>କଲ୍ୟାଣ ),<br>ପ୍ରାଣୀ ପାଳନ<br>ଏବଂ ପ୍ରାଣୀ<br>ଚିକିତ୍ସା<br>ନିର୍ଦ୍ଦେଶାଳୟ । | ନିର୍ଦ୍ଦେଶକ , ପ୍ରାଣୀ<br>ପାଳନ ଏବଂ ପ୍ରାଣୀ<br>ଚିକିତ୍ସା ନିର୍ଦ୍ଦେଶାଳୟ<br>(ସଦସ୍ୟ ସଚିବ ,<br>ରାଜ୍ୟ ଜୀବକଲ୍ୟାଣ<br>ବୋର୍ଡ଼) । | ପ୍ରମୁଖ ଶାସନ<br>ସଚିବ /<br>କମିଶନର ତଥା<br>ଶାସନ ସଚିବ,<br>ମହ୍ୟ ଓ<br>ପ୍ରାଣୀସମ୍ପଦ<br>ବିକାଶ ବିଭାଗ । |

|   |                                                                                                                                              |           |                                                                                                          |                                                                                                                   |                                                                                                |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| ୮ | ପୋଷା<br>କୁକୁର ପ୍ରଜନନ ଏବଂ<br>କ୍ରୟ ବିକ୍ରୟ<br>ନିୟମାବଳୀ—<br>୨୦୧୭, ଅନୁଯାୟୀ<br>କୁକୁର ପ୍ରଜନନ<br>ପ୍ରତିଷ୍ଠାନଗୁଡ଼ିକୁ<br>ପଞ୍ଜୀକରଣପ୍ରମାଣପତ୍ର<br>ପ୍ରଦାନ । | ୪୫<br>ଦିନ | ଯୁଗ୍ମ<br>ନିର୍ଦ୍ଦେଶକ,<br>( ପ୍ରାଣୀ<br>କଲ୍ୟାଣ ),<br>ପ୍ରାଣୀ ପାଳନ<br>ଏବଂ ପ୍ରାଣୀ<br>ଚିକିତ୍ସା<br>ନିର୍ଦ୍ଦେଶାଳୟ । | ନିର୍ଦ୍ଦେଶକ , ପ୍ରାଣୀ<br>ପାଳନ ଏବଂ ପ୍ରାଣୀ<br>ଚିକିତ୍ସା ନିର୍ଦ୍ଦେଶାଳୟ<br>( ସଦସ୍ୟ ସଚିବ ,<br>ରାଜ୍ୟ ଜୀବକଲ୍ୟାଣ<br>ବୋର୍ଡ ) । | ପ୍ରମୁଖ ଶାସନ<br>ସଚିବ /<br>କମିଶନର<br>ତଥା<br>ଶାସନ ସଚିବ,<br>ମହ୍ୟ ଓ<br>ପ୍ରାଣୀସମ୍ପଦ<br>ବିକାଶ ବିଭାଗ । |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

ରାଜ୍ୟପାଳଙ୍କ ଆଦେଶ କ୍ରମେ  
ସୁରେନ୍ଦ୍ର କୁମାର  
ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.379, CUTTACK, TUESDAY, FEBRUARY 11, 2025/ MAGHA 22, 1946

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 4th February, 2025

No.4423—GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR., dated the 3rd June, 2020 and read with this Department Notification No. 19465/AR., dated the 6th July, 2024, Notification No. 28681/AR., dated the 25th September, 2024, the State Government do hereby declare the following service of Housing and Urban Development Department shall be included after Serial No. 32 as follows in the Notification of the Government of Odisha in General Administration and Public Grievance (Administrative Reforms) Department No. 28681/AR., dated the 25th September, 2024. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service   | Given Time Limit | Designated Officer        | Appellate Authority          | Revisional Authority         |
|---------|--------------------------|------------------|---------------------------|------------------------------|------------------------------|
| (1)     | (2)                      | (3)              | (4)                       | (5)                          | (6)                          |
| 33      | Sewerage Line Connection | 90 days          | Junior Engineer Concerned | Assistant Engineer Concerned | Executive Engineer Concerned |

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government

**ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ**  
**ଅଧିସୂଚନା**

ତା ୪ ଫେବୃଆରୀ, ୨୦୨୫

କ୍ରମାଙ୍କ ସଂଖ୍ୟା.୪୪୨୩— ଜିଏଡି-ଏଆର୍-ଓଆର୍ପିଜେ-୦୦୦୩/୨୦୧୭/ ଏଆର୍.— ଏହି ବିଭାଗ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪/ଏଆର୍., ତା ୩ ଜୁନ୍, ୨୦୨୦ ରିଖ, ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୯୪୭୫/ଏଆର୍., ତା ୨ ଜୁଲାଇ, ୨୦୨୪ ରିଖ ଓ ଅଧିସୂଚନା ସଂଖ୍ୟା ୨୮୭୮୧/ଏଆର୍., ତା ୨୫ ସେପ୍ଟେମ୍ବର, ୨୦୨୪ ରିଖ ଅନୁସରଣରେ ରାଜ୍ୟ ସରକାର ଘୋଷଣା କରୁଅଛନ୍ତି ଯେ ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ, ଓଡ଼ିଶା ସରକାରଙ୍କ ଅଧିସୂଚନା ସଂଖ୍ୟା ୨୮୭୮୧/ଏଆର୍., ତା ୨୫ ସେପ୍ଟେମ୍ବର, ୨୦୨୪ ରିଖରେ ଗୃହ ନିର୍ମାଣ ଓ ନଗର ଉନ୍ନୟନ ବିଭାଗର ନିମ୍ନଲିଖିତ ଗୋଟିଏ ସେବା କ୍ରମିକ ସଂଖ୍ୟା ୩୨ ପରେ ଅନ୍ତର୍ଭୁକ୍ତ କରାଯିବ । ଉକ୍ତ ଅଧିନିୟମରେ ତାଲିକାଭୁକ୍ତ ଥିବା ଅନ୍ୟ ସମସ୍ତ ବିଷୟଗୁଡ଼ିକ ଅପରିବର୍ତ୍ତିତ ରହିବ ।

| କ୍ରମିକ<br>ସଂଖ୍ୟା | ଲୋକସେବାର<br>ନାମ            | ପ୍ରଦତ୍ତ ସମୟ<br>ସୀମା | ନିୟୁକ୍ତିପ୍ରାପ୍ତ<br>ଅଧିକାରୀ | ଅପିଲ୍<br>ପ୍ରାଧିକାରୀ           | ପୁନଃନିରୀକ୍ଷଣ<br>ପ୍ରାଧିକାରୀ |
|------------------|----------------------------|---------------------|----------------------------|-------------------------------|----------------------------|
| (୧)              | (୨)                        | (୩)                 | (୪)                        | (୫)                           | (୬)                        |
| ୩୩               | ସ୍ୱେଚ୍ଛେତ୍ତ ଲାଇନ୍<br>ସଂଯୋଗ | ୯୦ ଦିନ              | ସମ୍ପୃକ୍ତ କନିଷ୍ଠ ଯନ୍ତ୍ରୀ    | ସମ୍ପୃକ୍ତ<br>ସହକାରୀ<br>ଯନ୍ତ୍ରୀ | ସମ୍ପୃକ୍ତ ନିର୍ବାହୀ ଯନ୍ତ୍ରୀ  |

ରାଜ୍ୟପାଳଙ୍କ ଆଦେଶକ୍ରମେ  
ସୁରେନ୍ଦ୍ର କୁମାର  
ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

**No.409 , CUTTACK, FRIDAY, FEBRUARY 14, 2025/MAGHA 25, 1946**

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT NOTIFICATION

The 14th February, 2025

No.5797—GAD-AR-ORPJ-0003-2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 and read with this Department Notification No 19556/AR. dated the 27th August, 2020, the State Government do hereby declare the following service of Micro, Small & Medium Enterprise Department shall be included after Sl. No. 29 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 12974/AR., dated the 3rd June, 2020. All other items in the said notification shall remain unaltered.

| Sl. No.                                                                | Name of Public Service | Given Time limit | Designated Officer                                                          | Appellate Authority                                                                                 | Revisional Authority          |
|------------------------------------------------------------------------|------------------------|------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------|
| (1)                                                                    | (2)                    | (3)              | (4)                                                                         | (5)                                                                                                 | (6)                           |
| <b>30. Online services provided to the StartUps and the Incubators</b> |                        |                  |                                                                             |                                                                                                     |                               |
| <b>I. Online services provided to the StartUps</b>                     |                        |                  |                                                                             |                                                                                                     |                               |
| 1.                                                                     | Recognition of Startup | 28 days          | Chief Administrative Officer/<br>Chief Executive Officer,<br>Startup Odisha | Additional Chief Secretary<br>/ Principal Secretary/<br>Commissioner-cum-Secretary, MSME Department | Government in MSME Department |
| 2.                                                                     | Need Based Assistance  | 50 days          | Chief Administrative Officer/<br>Chief Executive Officer,<br>Startup Odisha | Additional Chief Secretary<br>/ Principal Secretary/<br>Commissioner-cum-Secretary, MSME Department | Government in MSME Department |
| 3.                                                                     | Monthly allowance      | 42 days          | Chief Administrative Officer/<br>Chief Executive Officer,<br>Startup Odisha | Additional Chief Secretary<br>/ Principal Secretary/<br>Commissioner-cum-Secretary, MSME Department | Government in MSME Department |

| Sl. No.                                           | Name of Public Service                     | Given Time limit | Designated Officer                                                          | Appellate Authority                                                                                | Revisional Authority          |
|---------------------------------------------------|--------------------------------------------|------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------|
| (1)                                               | (2)                                        | (3)              | (4)                                                                         | (5)                                                                                                | (6)                           |
|                                                   | 4. Product Development Marketing Assistant | 50 days          | Chief Administrative Officer/<br>Chief Executive Officer,<br>StartUp Odisha | Additional Chief Secretary/<br>Principal Secretary/<br>Commissioner-cum-Secretary, MSME Department | Government in MSME Department |
|                                                   | 5. Subsidized Incubation for Startups      | 21 days          | Chief Administrative Officer/<br>Chief Executive Officer,<br>StartUp Odisha | Additional Chief Secretary/<br>Principal Secretary/<br>Commissioner-cum-Secretary, MSME Department | Government in MSME Department |
| <b>Online services provided to the Incubators</b> |                                            |                  |                                                                             |                                                                                                    |                               |
|                                                   | 1. Recognition of Incubator                | 21 days          | Chief Administrative Officer/<br>Chief Executive Officer,<br>StartUp Odisha | Additional Chief Secretary/<br>Principal Secretary/<br>Commissioner-cum-Secretary, MSME Department | Government in MSME Department |
|                                                   | 2. One time Capital Grant                  | 45 days          | Chief Administrative Officer/<br>Chief Executive Officer,<br>StartUp Odisha | Additional Chief Secretary/<br>Principal Secretary/<br>Commissioner-cum-Secretary, MSME Department | Government in MSME Department |
|                                                   | 3.Reimbursement of Utility Expenses        | 90 days          | Chief Administrative Officer/<br>Chief Executive Officer,<br>StartUp Odisha | Additional Chief Secretary/<br>Principal Secretary/<br>Commissioner-cum-Secretary, MSME Department | Government in MSME Department |

| Sl. No. | Name of Public Service       | Given Time limit | Designated Officer                                                          | Appellate Authority                                                                                                 | Revisional Authority                |
|---------|------------------------------|------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| (1)     | (2)                          | (3)              | (4)                                                                         | (5)                                                                                                                 | (6)                                 |
|         | 4. Performance Capital Grant | 90 days          | Chief Administrative Officer/<br>Chief Executive Officer,<br>StartUp Odisha | Additional Chief Secretary<br>/ Principal Secretary/<br>Commissioner- <i>cum</i> -<br>Secretary, MSME<br>Department | Government<br>in MSME<br>Department |

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government

## ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ

### ଅଧିସୂଚନା

ତା ୧୪ ଫେବୃଆରୀ, ୨୦୨୫ ରିଖ

କ୍ରମାଙ୍କ ୫୭୯୭ — ଜିଏଡି-ଏଆର୍-ଓଆର୍ପିଜେ-୦୦୦୩/୨୦୧୭/ଏଆର୍. —ଏହି ବିଭାଗ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪/ଏଆର୍, ତା ୩ ଜୁନ୍, ୨୦୨୦ ରିଖ ଏବଂ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୯୫୫୭/ଏଆର୍, ତା ୨୭ ଅଗଷ୍ଟ, ୨୦୨୦ ରିଖ ଅନୁସରଣରେ ରାଜ୍ୟ ସରକାର ଘୋଷଣା କରୁଅଛନ୍ତି ଯେ ଅଶୁ, କ୍ଷୁଦ୍ର ଓ ମଧ୍ୟମ ଉଦ୍ୟୋଗ ବିଭାଗର ନିମ୍ନଲିଖିତ ଗୋଟିଏ ସେବା ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ, ଓଡ଼ିଶା ସରକାରଙ୍କ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪/ଏଆର୍, ତା ୩ ଜୁନ୍, ୨୦୨୦ ରିଖର କ୍ରମିକ ସଂଖ୍ୟା ୨୯ ପରେ ନିମ୍ନଲିଖିତ ଭାବରେ ଅନ୍ତର୍ଭୁକ୍ତ କରାଯିବ। ଉକ୍ତ ଅଧିନିୟମରେ ତାଲିକାଭୁକ୍ତ ଥିବା ଅନ୍ୟ ସମସ୍ତ ବିଷୟଗୁଡ଼ିକ ଅପରିବର୍ତ୍ତିତ ରହିବ ।

| କ୍ରମିକ ସଂଖ୍ୟା | ଲୋକସେବାର ନାମ                                                                  | ପ୍ରଦତ୍ତ ସମୟ ସୀମା | ନିୟୁକ୍ତିପ୍ରାପ୍ତ ଅଧିକାରୀ                               | ଅପିଲ୍ ପ୍ରାଧିକାରୀ                                         | ପୁନଃନିରୀକ୍ଷଣ ପ୍ରାଧିକାରୀ     |
|---------------|-------------------------------------------------------------------------------|------------------|-------------------------------------------------------|----------------------------------------------------------|-----------------------------|
| (୧)           | (୨)                                                                           | (୩)              | (୪)                                                   | (୫)                                                      | (୬)                         |
| ୩୦.           | ସ୍ୱାର୍ଥଅପଗୁଡ଼ିକୁ ଏବଂ ଇନ୍ଦ୍ରିୟବେତରମାନଙ୍କୁ ପ୍ରଦାନ କରାଯାଉଥିବା ଅନଲାଇନ୍ ସେବାଗୁଡ଼ିକ |                  |                                                       |                                                          |                             |
|               | (କ) ସ୍ୱାର୍ଥଅପଗୁଡ଼ିକୁ ପ୍ରଦାନ କରାଯାଉଥିବା ଅନଲାଇନ୍ ସେବାଗୁଡ଼ିକ                     |                  |                                                       |                                                          |                             |
|               | ୧. ସ୍ୱାର୍ଥଅପ ସ୍ୱୀକୃତି                                                         | ୨୮ ଦିନ           | ମୁଖ୍ୟ ପ୍ରଶାସନିକ ଅଧିକାରୀ/ମୁଖ୍ୟ କାର୍ଯ୍ୟନିର୍ବାହୀ ଅଧିକାରୀ | ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ/ ପ୍ରମୁଖ ଶାସନ ସଚିବ /ସଚିବ ଏମଏସଏମଇ | ଏମଏସଏମଇ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର |
|               | ୨. ଆବଶ୍ୟକତା ଅନୁଯାୟୀ ସହାୟତା (Need Based Assistance)                            | ୫୦ ଦିନ           | ମୁଖ୍ୟ ପ୍ରଶାସନିକ ଅଧିକାରୀ/ମୁଖ୍ୟ କାର୍ଯ୍ୟନିର୍ବାହୀ ଅଧିକାରୀ | ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ/ ପ୍ରମୁଖ ଶାସନ ସଚିବ /ସଚିବ ଏମଏସଏମଇ | ଏମଏସଏମଇ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର |

|                                                                  |                                                                                              |           |                                                             |                                                                      |                                      |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------|
|                                                                  | ୩. ମାସିକ ଭତ୍ତା                                                                               | ୪୨<br>ଦିନ | ମୁଖ୍ୟ ପ୍ରଶାସନିକ<br>ଅଧିକାରୀ/ମୁଖ୍ୟ<br>କାର୍ଯ୍ୟନିର୍ବାହୀ ଅଧିକାରୀ | ଅତିରିକ୍ତ ମୁଖ୍ୟ<br>ଶାସନ ସଚିବ/<br>ପ୍ରମୁଖ ଶାସନ<br>ସଚିବ /ସଚିବ<br>ଏମଏସଏମଇ | ଏମ୍ଏସ୍ଏମ୍ଇ<br>ବିଭାଗ, ଓଡ଼ିଶା<br>ସରକାର |
|                                                                  | ୪. ଉତ୍ପାଦନ ବିକାଶ ଓ<br>ବଜାରୀକରଣ ସହାୟତା<br>(Product<br>Development<br>Marketing<br>Assistance) | ୫୦<br>ଦିନ | ମୁଖ୍ୟ ପ୍ରଶାସନିକ<br>ଅଧିକାରୀ/ମୁଖ୍ୟ<br>କାର୍ଯ୍ୟନିର୍ବାହୀ ଅଧିକାରୀ | ଅତିରିକ୍ତ ମୁଖ୍ୟ<br>ଶାସନ ସଚିବ/<br>ପ୍ରମୁଖ ଶାସନ<br>ସଚିବ /ସଚିବ<br>ଏମଏସଏମଇ | ଏମ୍ଏସ୍ଏମ୍ଇ<br>ବିଭାଗ, ଓଡ଼ିଶା<br>ସରକାର |
|                                                                  | ୫. ଷ୍ଟାର୍ଟଅପ୍ ମାନଙ୍କ ପାଇଁ<br>ସବସିଡାଇଜ୍<br>ଇନ୍ଦୁବେସନ୍                                         | ୨୧<br>ଦିନ | ମୁଖ୍ୟ ପ୍ରଶାସନିକ<br>ଅଧିକାରୀ/ମୁଖ୍ୟ<br>କାର୍ଯ୍ୟନିର୍ବାହୀ ଅଧିକାରୀ | ଅତିରିକ୍ତ ମୁଖ୍ୟ<br>ଶାସନ ସଚିବ/<br>ପ୍ରମୁଖ ଶାସନ<br>ସଚିବ /ସଚିବ<br>ଏମଏସଏମଇ | ଏମ୍ଏସ୍ଏମ୍ଇ<br>ବିଭାଗ, ଓଡ଼ିଶା<br>ସରକାର |
| <b>(ଖ) ଇନ୍ଦୁବେଟରମାନଙ୍କୁ ପ୍ରଦାନ କରାଯାଉଥିବା ଅନଲାଇନ୍ ସେବାଗୁଡ଼ିକ</b> |                                                                                              |           |                                                             |                                                                      |                                      |
|                                                                  | ୧. ଇନ୍ଦୁବେଟର ସ୍ୱୀକୃତି                                                                        | ୨୧<br>ଦିନ | ମୁଖ୍ୟ ପ୍ରଶାସନିକ<br>ଅଧିକାରୀ/ମୁଖ୍ୟ<br>କାର୍ଯ୍ୟନିର୍ବାହୀ ଅଧିକାରୀ | ଅତିରିକ୍ତ ମୁଖ୍ୟ<br>ଶାସନ ସଚିବ/<br>ପ୍ରମୁଖ ଶାସନ<br>ସଚିବ /ସଚିବ<br>ଏମଏସଏମଇ | ଏମ୍ଏସ୍ଏମ୍ଇ<br>ବିଭାଗ, ଓଡ଼ିଶା<br>ସରକାର |
|                                                                  | ୨. ଏକମାତ୍ର ମୂଳଧନ<br>ଅନୁଦାନ (One time<br>Capital Grant)                                       | ୪୫<br>ଦିନ | ମୁଖ୍ୟ ପ୍ରଶାସନିକ<br>ଅଧିକାରୀ/ମୁଖ୍ୟ<br>କାର୍ଯ୍ୟନିର୍ବାହୀ ଅଧିକାରୀ | ଅତିରିକ୍ତ ମୁଖ୍ୟ<br>ଶାସନ ସଚିବ/<br>ପ୍ରମୁଖ ଶାସନ<br>ସଚିବ /ସଚିବ<br>ଏମଏସଏମଇ | ଏମ୍ଏସ୍ଏମ୍ଇ<br>ବିଭାଗ, ଓଡ଼ିଶା<br>ସରକାର |

|  |                                                                      |           |                                                             |                                                                      |                                   |
|--|----------------------------------------------------------------------|-----------|-------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------|
|  | ୩. ଉପଯୋଗିତା ଖର୍ଚ୍ଚ ପୂରଣ<br>(Reimbursement<br>of Utility<br>Expenses) | ୯୦<br>ଦିନ | ମୁଖ୍ୟ ପ୍ରଶାସନିକ<br>ଅଧିକାରୀ/ମୁଖ୍ୟ<br>କାର୍ଯ୍ୟନିର୍ବାହୀ ଅଧିକାରୀ | ଅତିରିକ୍ତ ମୁଖ୍ୟ<br>ଶାସନ ସଚିବ/<br>ପ୍ରମୁଖ ଶାସନ<br>ସଚିବ /ସଚିବ<br>ଏମଏସଏମଇ | ଏମଏସଏମଇ<br>ବିଭାଗ, ଓଡ଼ିଶା<br>ସରକାର |
|  | ୪. କାର୍ଯ୍ୟଦକ୍ଷତା ମୂଳଧନ<br>ଅନୁଦାନ<br>(Performance<br>Capital Grant)   | ୯୦<br>ଦିନ | ମୁଖ୍ୟ ପ୍ରଶାସନିକ<br>ଅଧିକାରୀ/ମୁଖ୍ୟ<br>କାର୍ଯ୍ୟନିର୍ବାହୀ ଅଧିକାରୀ | ଅତିରିକ୍ତ ମୁଖ୍ୟ<br>ଶାସନ ସଚିବ/<br>ପ୍ରମୁଖ ଶାସନ<br>ସଚିବ /ସଚିବ<br>ଏମଏସଏମଇ | ଏମଏସଏମଇ<br>ବିଭାଗ, ଓଡ଼ିଶା<br>ସରକାର |

ରାଜ୍ୟପାଳଙ୍କ ନିର୍ଦ୍ଦେଶରେ

ସୁରେନ୍ଦ୍ର କୁମାର

ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

**No. 1003, CUTTACK, WEDNESDAY APRIL 23, 2025 /BAISAKHA 3, 1947**

## **GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT**

### **NOTIFICATION**

The 22nd April, 2025

No.13533—GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR, dated the 3rd June, 2020 and read with Notification No. 22926/AR., dated the 14th October, 2020, the State Government do hereby declare the following 4 number of services of Revenue & Disaster Management Department shall be included after Serial No. 34 as follows in the Notification of the Government of Odisha in General Administration & Public Grievance (Administrative Reforms) Department No. 22926/AR., dated the 14th October, 2020. All other items in the said notifications shall remain unaltered.

| <b>Sl. No.</b> | <b>Name of Public Service</b>                                                                                                                | <b>Given Time Limit</b> | <b>Designated Officer</b> | <b>Appellate Authority</b> | <b>Revisional Authority</b> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------|----------------------------|-----------------------------|
| (1)            | (2)                                                                                                                                          | (3)                     | (4)                       | (5)                        | (6)                         |
| 35             | Disposal of cases under clause 3(A) of Orissa Scheduled Areas Transfer of Immovable Property (OSATIP) (by Scheduled Tribes) Regulation, 1956 | 150 days                | Sub-Collector             | Collector                  | RDC                         |

| (1) | (2)                                                                                                                                          | (3)      | (4)           | (5)       | (6) |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|-----------|-----|
| 36  | Disposal of cases under clause 3(B) of Orissa Scheduled Areas Transfer of Immovable Property (OSATIP) (by Scheduled Tribes) Regulation, 1956 | 150 days | Sub-Collector | Collector | RDC |
| 37  | Disposal of cases under Section 23 of Odisha Land Reforms Act, 1960                                                                          | 150 days | Sub-Collector | Collector | RDC |
| 38  | Disposal of cases under Section 23-A of Odisha Land Reforms Act, 1960                                                                        | 150 days | Sub-Collector | Collector | RDC |

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government

## ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ

ଅଧିସୂଚନା

ତା ୨୨ ଅପ୍ରେଲ, ୨୦୨୪ ରିଖ

କ୍ରମାଙ୍କ ୧୩୫୩୩— ଜିଏଡି-ଏଆର୍-ଓଆର୍ପିଜେ-୦୦୦୩-୨୦୧୬/ଏଆର୍.—ଏହି ବିଭାଗ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪/ଏଆର୍, ତା ୦୩ ଜୁନ୍, ୨୦୨୦ ରିଖ ଏବଂ ଅଧିସୂଚନା ସଂଖ୍ୟା ୨୨୯୨୬/ଏଆର୍, ତା ୧୪ ଅକ୍ଟୋବର, ୨୦୨୦ ରିଖ ଅନୁସରଣରେ ରାଜ୍ୟ ସରକାର ଘୋଷଣା କରୁଅଛନ୍ତି ଯେ ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ, ଓଡ଼ିଶା ସରକାରଙ୍କ ଅଧିସୂଚନା ସଂଖ୍ୟା ୨୨୯୨୬/ଏଆର୍, ତା ୧୪ ଅକ୍ଟୋବର, ୨୦୨୦ ରିଖରେ ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗର ନିମ୍ନଲିଖିତ ୪ ଗୋଟି ସେବା କ୍ରମିକ ସଂଖ୍ୟା ୩୪ ପରେ ଅନ୍ତର୍ଭୁକ୍ତ କରାଯିବ । ଉକ୍ତ ଅଧିନିୟମରେ ତାଲିକାଭୁକ୍ତ ଥିବା ଅନ୍ୟ ସମସ୍ତ ବିଷୟଗୁଡ଼ିକ ଅପରିବର୍ତ୍ତିତ ରହିବ ।

| କ୍ରମିକ ସଂଖ୍ୟା | ଲୋକସେବାର ନାମ                                                                                                                                | ପ୍ରଦତ୍ତ ସମୟ ସୀମା | ନିୟୁକ୍ତି ପ୍ରାପ୍ତ ଅଧିକାରୀ | ଅପିଲ୍ ପ୍ରାପ୍ତକାରୀ | ପୁନଃ ନିରୀକ୍ଷଣ ପ୍ରାପ୍ତକାରୀ |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------|-------------------|---------------------------|
| (୧)           | (୨)                                                                                                                                         | (୩)              | (୪)                      | (୫)               | (୬)                       |
| ୩୫            | ଓଡ଼ିଶା ଅନୁସୂଚିତ ଅଞ୍ଚଳ ସ୍ଥାବର ସମ୍ପତ୍ତି ହସ୍ତାନ୍ତର (OSATIP) (ଅନୁସୂଚିତ ଜନଜାତିଙ୍କ ଦ୍ୱାରା) ରେଗୁଲେସନ୍ 1956 ର ଧାରା 3(A) ଅନୁଯାୟୀ ମାମଲାଗୁଡ଼ିକର ସମାଧାନ | ୧୫୦ ଦିନ          | ଉପ ଜିଲ୍ଲାପାଳ             | ଜିଲ୍ଲାପାଳ         | ରାଜସ୍ୱ ଡିଭିଜନାଲ କମିଶନର    |
| ୩୬            | ଓଡ଼ିଶା ଅନୁସୂଚିତ ଅଞ୍ଚଳ ସ୍ଥାବର ସମ୍ପତ୍ତି ହସ୍ତାନ୍ତର (OSATIP)(ଅନୁସୂଚିତ ଜନଜାତିଙ୍କ ଦ୍ୱାରା), ରେଗୁଲେସନ୍ 1956 ର ଧାରା 3(B) ଅନୁଯାୟୀ ମାମଲାଗୁଡ଼ିକର ସମାଧାନ | ୧୫୦ ଦିନ          | ଉପ ଜିଲ୍ଲାପାଳ             | ଜିଲ୍ଲାପାଳ         | ରାଜସ୍ୱ ଡିଭିଜନାଲ କମିଶନର    |
| ୩୭            | ଓଡ଼ିଶା ଭୂ-ସଂସ୍କାର ଆଇନ୍, ୧୯୬୦ର ଧାରା ୨୩ ଅନୁଯାୟୀ ମାମଲାଗୁଡ଼ିକର ସମାଧାନ                                                                           | ୧୫୦ ଦିନ          | ଉପ ଜିଲ୍ଲାପାଳ             | ଜିଲ୍ଲାପାଳ         | ରାଜସ୍ୱ ଡିଭିଜନାଲ କମିଶନର    |

| (୧) | (୨)                                                                          | (୩)     | (୪)             | (୫)       | (୬)                          |
|-----|------------------------------------------------------------------------------|---------|-----------------|-----------|------------------------------|
| ୩୮  | ଓଡ଼ିଶା ଭୂ-ସଂସ୍କାର ଆଇନ୍,<br>୧୯୬୦ର ଧାରା ୨୩-ଏ<br>ଅନୁଯାୟୀ ମାମଲାଗୁଡ଼ିକର<br>ସମାଧାନ | ୧୫୦ ଦିନ | ଉପ<br>ଜିଲ୍ଲାପାଳ | ଜିଲ୍ଲାପାଳ | ରାଜସ୍ୱ<br>ଡିଭିଜନାଲ<br>କମିଶନର |

ରାଜ୍ୟପାଳଙ୍କ ଆଦେଶକ୍ରମେ

ସୁରେନ୍ଦ୍ର କୁମାର

ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.2247, CUTTACK, TUESDAY, JULY 22, 2025/ASADHA 31, 1947

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE (AR) DEPARTMENT

### NOTIFICATION

The 22nd July, 2025

No.24835—GAD-AR-ORPJ-0003/2016/AR.— In partial modification to this Department Notification No.12974/AR., dated the 3rd June, 2020, No.24326/AR. dated the 3rd November, 2020, the State Government do hereby amend the services of School & Mass Education Department as follows. All other items in the said notifications shall remain unaltered.

| Sl. No. | Name of Public Services                             | Time Limit | Designated Officer                         | Appellate Authority | Revisional Authority |
|---------|-----------------------------------------------------|------------|--------------------------------------------|---------------------|----------------------|
| 8       | Renewal of affiliation to the Colleges by the CHSE  | 60 days    | Deputy Controller of Examinations, CHSE(O) | Secretary, CHSE(O)  | Chairman, CHSE(O)    |
| 10      | Forwarding of fresh Scholarship to MHRD by the CHSE | 30 days    | Deputy Secretary, CHSE(O)                  | Secretary, CHSE(O)  | Chairman, CHSE(O)    |
| 11      | Forwarding of Renewal of Scholarship to MHRD        | 30 Days    | Deputy Secretary, CHSE(O)                  | Secretary, CHSE(O)  | Chairman, CHSE(O)    |
| 12      | Issue of verification of Certificates               | 7 days     | Controller of Examinations, CHSE(O)        | Secretary, CHSE(O)  | Chairman, CHSE(O)    |
| 13      | Issue of verification of Mark Sheet                 | 30 days    | Controller of Examinations, CHSE(O)        | Secretary, CHSE(O)  | Chairman, CHSE(O)    |
| 14      | Re-addition of Marks on Screen Valuation            | 30 Days    | Controller of Examinations, CHSE(O)        | Secretary, CHSE(O)  | Chairman, CHSE(O)    |
| 15      | Re-addition of Marks on Manual Valuation            | 60 Days    | Controller of Examinations, CHSE(O)        | Secretary, CHSE(O)  | Chairman, CHSE(O)    |

| <b>Sl. No.</b> | <b>Name of Public Services</b>                     | <b>Time Limit</b> | <b>Designated Officer</b>           | <b>Appellate Authority</b> | <b>Revisional Authority</b> |
|----------------|----------------------------------------------------|-------------------|-------------------------------------|----------------------------|-----------------------------|
| 17             | Issue of Migration Certificate                     | 7 days            | Controller of Examinations, CHSE(O) | Secretary, CHSE(O)         | Chairman, CHSE(O)           |
| 18             | Issue of Provisional Pass Certificate / Mark Sheet | 15 Days           | Controller of Examinations, CHSE(O) | Secretary, CHSE(O)         | Chairman, CHSE(O)           |
| 19             | Authentication of Original Certificate             | 7 Days            | Controller of Examinations, CHSE(O) | Secretary, CHSE(O)         | Chairman, CHSE(O)           |

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government

## ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ

### ଅଧିସୂଚନା

ତା 22 ଜୁଲାଇ, ୨୦୨୪ ରିଖ

କ୍ରମାଙ୍କ:24835— ଜିଏଡି-ଏଆର୍-ଓଆର୍ପିଜେ-୦୦୦୩-୨୦୧୬/ଏଆର୍.— ଏହି ବିଭାଗ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪/ଏଆର୍, ତା ୦୩ ଜୁନ୍, ୨୦୨୦ ରିଖ, ଅଧିସୂଚନା ସଂଖ୍ୟା ୨୪୩୨୬/ଏଆର୍, ତା ୩ ନଭେମ୍ବର, ୨୦୨୦ ରିଖରେ ଆଂଶିକ ପରିବର୍ତ୍ତନ ଅନୁସରଣରେ ରାଜ୍ୟ ସରକାର ଘୋଷଣା କରୁଅଛନ୍ତି ଯେ ଉକ୍ତ ଅଧିନିୟମରେ ତାଲିକାଭୁକ୍ତ ଥିବା ବିଦ୍ୟାଳୟ ଏବଂ ଗଣଶିକ୍ଷା ବିଭାଗର ସେବାଗୁଡ଼ିକ ନିମ୍ନ ଲିଖିତ ଭାବରେ ସଂଶୋଧନ କରାଯିବ ଏବଂ ଉପରଲିଖିତ ଅଧିସୂଚନାରେ ଅନ୍ତର୍ଭୁକ୍ତ ଅନ୍ୟ ସମସ୍ତ ବିଷୟଗୁଡ଼ିକ ଅପରିବର୍ତ୍ତିତ ରହିବ ।

| କ୍ରମିକ ସଂଖ୍ୟା | ଲୋକସେବାର ନାମ                                                                                                               | ପ୍ରଦତ୍ତ ସମୟ ସୀମା | ନିଯୁକ୍ତିପ୍ରାପ୍ତ ଅଧିକାରୀ                                   | ଅପିଲ୍ ପ୍ରାଧିକାରୀ                          | ପୁନଃନିରୀକ୍ଷଣ ପ୍ରାଧିକାରୀ                   |
|---------------|----------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| (୧)           | (୨)                                                                                                                        | (୩)              | (୪)                                                       | (୫)                                       | (୬)                                       |
| ୮             | ଉଚ୍ଚ ମାଧ୍ୟମିକ ଶିକ୍ଷା ପରିଷଦ<br>ଦ୍ୱାରା ମହାବିଦ୍ୟାଳୟ ମାନଙ୍କୁ<br>ପ୍ରଦତ୍ତ ସହବନ୍ଧନର ନବୀକରଣ                                        | ୬୦<br>ଦିନ        | ଉପ ପରୀକ୍ଷା<br>ନିୟନ୍ତ୍ରକ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ | ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |
| ୧୦            | ଉଚ୍ଚ ମାଧ୍ୟମିକ ଶିକ୍ଷା ପରିଷଦ<br>ଦ୍ୱାରା ମାନବ ସମ୍ବଳ ବିକାଶ<br>ମନ୍ତ୍ରାଳୟ<br>(ଏମ.ଏଚ.ଆର୍.ଡି) ନିକଟକୁ<br>ସଦ୍ୟତମ ବୃତ୍ତି ତାଲିକା ପ୍ରେରଣ | ୩୦<br>ଦିନ        | ଉପ ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ                 | ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |
| ୧୧            | ଉଚ୍ଚ ମାଧ୍ୟମିକ ଶିକ୍ଷା ପରିଷଦ<br>ଦ୍ୱାରା ମାନବ ସମ୍ବଳ ବିକାଶ<br>ମନ୍ତ୍ରାଳୟ<br>(ଏମ.ଏଚ.ଆର୍.ଡି) ନିକଟକୁ<br>ନବୀକୃତ ବୃତ୍ତି ତାଲିକା ପ୍ରେରଣ | ୩୦<br>ଦିନ        | ଉପ ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ                 | ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |

| କ୍ରମିକ<br>ସଂଖ୍ୟା | ଲୋକସେବାର ନାମ                                               | ପ୍ରଦତ୍ତ<br>ସମୟ<br>ସୀମା | ନିଯୁକ୍ତିପ୍ରାପ୍ତ<br>ଅଧିକାରୀ                             | ଅପିଲ୍<br>ପ୍ରାଧିକାରୀ                       | ପୁନଃନିରୀକ୍ଷଣ<br>ପ୍ରାଧିକାରୀ                |
|------------------|------------------------------------------------------------|------------------------|--------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| (୧)              | (୨)                                                        | (୩)                    | (୪)                                                    | (୫)                                       | (୬)                                       |
| ୧୨               | ପ୍ରମାଣପତ୍ର ପ୍ରମାଣୀକରଣର<br>ନିର୍ଗମନ                          | ୭<br>ଦିନ               | ପରୀକ୍ଷା<br>ନିୟନ୍ତ୍ରକ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ | ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |
| ୧୩               | ପ୍ରମାଣୀକୃତ ଅଙ୍କ ତାଲିକା<br>(ମାର୍କ ସିଟ୍) ର ନିର୍ଗମନ           | ୩୦<br>ଦିନ              | ପରୀକ୍ଷା<br>ନିୟନ୍ତ୍ରକ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ | ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |
| ୧୪               | କମ୍ପ୍ୟୁଟର ମୂଲ୍ୟାୟିତ ପରୀକ୍ଷା<br>ଖାତାର ପୁନଃ ମିଶାଣ            | ୩୦<br>ଦିନ              | ପରୀକ୍ଷା<br>ନିୟନ୍ତ୍ରକ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ | ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |
| ୧୫               | ମାନବକୃତ ମୂଲ୍ୟାୟିତ ପରୀକ୍ଷା<br>ଖାତାର ପୁନଃ ମିଶାଣ              | ୬୦<br>ଦିନ              | ପରୀକ୍ଷା<br>ନିୟନ୍ତ୍ରକ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ | ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |
| ୧୬               | ପ୍ରବାସ ପ୍ରମାଣପତ୍ର ନିର୍ଗମନ                                  | ୭<br>ଦିନ               | ପରୀକ୍ଷା<br>ନିୟନ୍ତ୍ରକ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ | ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |
| ୧୮               | ଅସ୍ଥାୟୀ ଉତ୍ତୀର୍ଣ୍ଣ ପ୍ରମାଣପତ୍ର<br>/ଅଙ୍କ ତାଲିକା (ମାର୍କ ସିଟ୍) | ୧୫<br>ଦିନ              | ପରୀକ୍ଷା<br>ନିୟନ୍ତ୍ରକ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ | ସଚିବ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |

| କ୍ରମିକ<br>ସଂଖ୍ୟା | ଲୋକସେବାର ନାମ                   | ପ୍ରଦତ୍ତ<br>ସମୟ<br>ସୀମା | ନିଯୁକ୍ତିପ୍ରାପ୍ତ<br>ଅଧିକାରୀ                             | ଅପିଲ୍<br>ପ୍ରାଧିକାରୀ                          | ପୁନଃନିରୀକ୍ଷଣ<br>ପ୍ରାଧିକାରୀ                |
|------------------|--------------------------------|------------------------|--------------------------------------------------------|----------------------------------------------|-------------------------------------------|
| (୧)              | (୨)                            | (୩)                    | (୪)                                                    | (୫)                                          | (୬)                                       |
| ୧୯               | ମୂଳ ପ୍ରମାଣପତ୍ର ର<br>ପ୍ରମାଣୀକରଣ | ୭<br>ଦିନ               | ପରୀକ୍ଷା<br>ନିୟନ୍ତ୍ରକ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ | ସଚିବ,<br>ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ<br>ଶିକ୍ଷା<br>ପରିଷଦ | ଅଧ୍ୟକ୍ଷ, ଉଚ୍ଚ<br>ମାଧ୍ୟମିକ ଶିକ୍ଷା<br>ପରିଷଦ |

ରାଜ୍ୟପାଳଙ୍କ ଆଦେଶକ୍ରମେ

ସୁରେନ୍ଦ୍ରକୁମାର

ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.2565, CUTTACK, FRIDAY, AUGUST 8, 2025/SRAVANA 17, 1947

## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

### NOTIFICATION

The 7th August, 2025

No. 27074—GAD-AR-ORPJ-0003/2016/AR.— In pursuance to this Department Notification No.12974/AR., dated the 3rd June, 2020 the State Government do hereby amend the services of FINANCE DEPARTMENT as follows and the service at Sl. No. 5 shall be deleted. All other items in the said notification shall remain unaltered.

| Sl. No. | Name of Public Service                                                                     | Given Time limit | Designated Officer                                                                                                                                                   | Appellate Authority                                                          | Revisional Authority                                                                 |
|---------|--------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| (1)     | (2)                                                                                        | (3)              | (4)                                                                                                                                                                  | (5)                                                                          | (6)                                                                                  |
| 1       | Registration under the Odisha Value Added Tax Act, 2004 or the Central Sales Tax Act, 1956 | 7 days           | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Additional Commissioner of CT & GST in-charge of CT & GST Territorial Ranges | Special Commissioner of CT & GST in the Commissionerate of CT & GST, Odisha, Cuttack |

| (1) | (2)                                                                                                     | (3)     | (4)                                                                                                                                                                  | (5)                                                                          | (6)                                                                                  |
|-----|---------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 2   | Amendment of Registration under the Odisha Value Added Tax Act, 2004 or the Central Sales Tax Act, 1956 | 15 days | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Additional Commissioner of CT & GST in-charge of CT & GST Territorial Ranges | Special Commissioner of CT & GST in the Commissionerate of CT & GST, Odisha, Cuttack |
| 3   | Disposal of application for issue of 'C' Forms                                                          | 3 days  | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Additional Commissioner of CT & GST in-charge of CT & GST Territorial Ranges | Special Commissioner of CT & GST in the Commissionerate of CT & GST, Odisha, Cuttack |

| (1) | (2)                                                                       | (3)    | (4)                                                                                                                                                                  | (5)                                                                          | (6)                                                                                  |
|-----|---------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 4   | Disposal of application for issue of 'F' Forms                            | 7 days | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Additional Commissioner of CT & GST in-charge of CT & GST Territorial Ranges | Special Commissioner of CT & GST in the Commissionerate of CT & GST, Odisha, Cuttack |
| 6   | Issue of Clearance Certificate under the Odisha Value Added Tax Act, 2004 | 7 days | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Additional Commissioner of CT & GST in-charge of CT & GST Territorial Ranges | Special Commissioner of CT & GST in the Commissionerate of CT & GST, Odisha, Cuttack |

| (1)                                                    | (2)                                                                                 | (3)    | (4)                                                                                                                                                                  | (5)                                                                          | (6)                                                                                  |
|--------------------------------------------------------|-------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 7                                                      | Registration under the Odisha State Tax on Profession, Trade and Callings Act, 2000 | 7 days | CT & GST Officers of the Circles                                                                                                                                     | Additional Commissioner of CT & GST in-charge of CT & GST Territorial Ranges | Special Commissioner of CT & GST in the Commissionerate of CT & GST, Odisha, Cuttack |
| Deletion of Public Service at Sl. No. 5 is as follows: |                                                                                     |        |                                                                                                                                                                      |                                                                              |                                                                                      |
| 5                                                      | Disposal of application for issue of 'H' Forms                                      | 3 days | Commercial Tax & GST Officers / Asst. Commissioner of Commercial Taxes & GST / Deputy Commissioner of Commercial Taxes & GST in-charge of Circles & Assessment Units | Joint Commissioner of Commercial Taxes & GST in-charge of Ranges             | Additional Commissioner of Commercial Taxes & GST (Zonal)                            |

By Order of the Governor  
SURENDRA KUMAR  
Additional Chief Secretary to Government

ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ (ପ୍ରଶାସନିକ ସଂସ୍କାର) ବିଭାଗ

ଅଧିସୂଚନା

ତା ୭ ଅଗଷ୍ଟ, ୨୦୨୪

କ୍ରମାଙ୍କ: ୨୭୦୭୪—ଜିଏଡି-ଏଆର୍-ଓଆର୍ପିଜେ-୦୦୦୩-୨୦୧୬/ଏଆର୍.—ଏହି ବିଭାଗ ଅଧିସୂଚନା ସଂଖ୍ୟା ୧୨୯୭୪/ଏଆର୍, ତା ୩ ଜୁନ୍, ୨୦୨୦ ରିଖ ଅନୁସରଣରେ ରାଜ୍ୟ ସରକାର ଘୋଷଣା କରୁଅଛନ୍ତି ଯେ ଉକ୍ତ ଅଧିନିୟମରେ ତାଲିକାଭୁକ୍ତ ଥିବା ଅର୍ଥ ବିଭାଗର ସେବାଗୁଡ଼ିକ ନିମ୍ନଲିଖିତ ଭାବରେ ସଂଶୋଧନ କରାଯିବ ଏବଂ କ୍ରମିକ ସଂଖ୍ୟା ୫ ରେ ଥିବା ସେବାଟି ବହିର୍ଭୁକ୍ତ କରାଯିବ । ଉପରଲିଖିତ ଅଧିସୂଚନାରେ ଅନ୍ତର୍ଭୁକ୍ତ ଅନ୍ୟ ସମସ୍ତ ବିଷୟଗୁଡ଼ିକ ଅପରିବର୍ତ୍ତିତ ରହିବ ।

| କ୍ରମିକ ସଂଖ୍ୟା | ଲୋକସେବାର ନାମ                                                                                 | ପ୍ରବର୍ତ୍ତ ସମୟ ସୀମା | ନିଯୁକ୍ତି ପ୍ରାପ୍ତ ଅଧିକାରୀ                                                                                                                                                   | ଅପିଲ୍ ପ୍ରାଧିକାରୀ                                                             | ପୁନଃ ନିରୀକ୍ଷଣ ପ୍ରାଧିକାରୀ                                                                                          |
|---------------|----------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| (୧)           | (୨)                                                                                          | (୩)                | (୪)                                                                                                                                                                        | (୫)                                                                          | (୬)                                                                                                               |
| ୧             | ଓଡ଼ିଶା ମୂଲ୍ୟ ଯୁକ୍ତ କର ଅଧିନିୟମ, ୨୦୦୪ କିମ୍ବା କେନ୍ଦ୍ରୀୟ ବିକ୍ରୟ କର ଅଧିନିୟମ, ୧୯୫୬ ଅଧୀନରେ ପଞ୍ଜୀକରଣ | ୭ ଦିନ              | ମନ୍ତ୍ରଣ ଓ କର ନିର୍ଦ୍ଧାରଣ ଯୁନିଟ ଦାୟିତ୍ୱରେ ଥିବା ବାଣିଜ୍ୟିକର ଏବଂ ଦ୍ରବ୍ୟ ଓ ସେବାକର ଅଧିକାରୀ/ ବାଣିଜ୍ୟିକର ଏବଂ ଦ୍ରବ୍ୟ ଓ ସେବାକର ସହକାରୀ ଆୟୁକ୍ତ/ ବାଣିଜ୍ୟିକର ଏବଂ ଦ୍ରବ୍ୟ ଓ ସେବାକର ଉପାୟୁକ୍ତ | ପ୍ରାନ୍ତିୟ ଚକଲା ଦାୟିତ୍ୱରେ ଥିବା ବାଣିଜ୍ୟିକର ଏବଂ ଦ୍ରବ୍ୟ ଓ ସେବାକର ଅତିରିକ୍ତ ଆୟୁକ୍ତ | ବାଣିଜ୍ୟିକର ଏବଂ ଦ୍ରବ୍ୟ ଓ ସେବାକର ଆୟୁକ୍ତାଳୟ, ଓଡ଼ିଶା, କଟକରେ ଅବସ୍ଥାପିତ ବାଣିଜ୍ୟିକର ଏବଂ ଦ୍ରବ୍ୟ ଓ ସେବାକର ସ୍ୱତନ୍ତ୍ର ଆୟୁକ୍ତ |

| (୧) | (୨)                                                                                                                 | (୩)    | (୪)                                                                                                                                                                                                                       | (୫)                                                                                                 | (୬)                                                                                                                                        |
|-----|---------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| ୨   | ଓଡ଼ିଶା ମୂଲ୍ୟ ଯୁକ୍ତ କର<br>ଅଧିନିୟମ, ୨୦୦୪ କିମ୍ବା<br>କେନ୍ଦ୍ରୀୟ ବିକ୍ରୟ କର<br>ଅଧିନିୟମ, ୧୯୫୬<br>ଅଧୀନରେ ପଞ୍ଜୀକରଣର<br>ସଂଶୋଧନ | ୧୫ ଦିନ | ମଣ୍ଡଳ ଓ କର<br>ନିର୍ଦ୍ଧାରଣ<br>ଯୁକ୍ତି<br>ଦାୟିତ୍ବରେ<br>ଥିବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଅଧିକାରୀ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ସହକାରୀ<br>ଆୟୁକ୍ତ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଉପାୟୁକ୍ତ | ପ୍ରାନ୍ତିୟ<br>ଚକଲା<br>ଦାୟିତ୍ବରେ<br>ଥିବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ<br>ଓ ସେବାକର<br>ଅତିରିକ୍ତ<br>ଆୟୁକ୍ତ | ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଆୟୁକ୍ତାଳୟ,<br>ଓଡ଼ିଶା, କଟକରେ<br>ଅବସ୍ଥାପିତ<br>ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର ସ୍ବତନ୍ତ୍ର<br>ଆୟୁକ୍ତ |
| ୩   | 'C' ଫର୍ମ ପ୍ରଦାନ ପାଇଁ<br>ଆବେଦନର ଫାଇସଲା                                                                               | ୩ ଦିନ  | ମଣ୍ଡଳ ଓ କର<br>ନିର୍ଦ୍ଧାରଣ<br>ଯୁକ୍ତି<br>ଦାୟିତ୍ବରେ<br>ଥିବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଅଧିକାରୀ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ସହକାରୀ<br>ଆୟୁକ୍ତ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଉପାୟୁକ୍ତ | ପ୍ରାନ୍ତିୟ<br>ଚକଲା<br>ଦାୟିତ୍ବରେ<br>ଥିବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ<br>ଓ ସେବାକର<br>ଅତିରିକ୍ତ<br>ଆୟୁକ୍ତ | ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଆୟୁକ୍ତାଳୟ,<br>ଓଡ଼ିଶା, କଟକରେ<br>ଅବସ୍ଥାପିତ<br>ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର ସ୍ବତନ୍ତ୍ର<br>ଆୟୁକ୍ତ |

| (୧) | (୨)                                                                         | (୩)   | (୪)                                                                                                                                                                                                                      | (୫)                                                                                                 | (୬)                                                                                                                                        |
|-----|-----------------------------------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| ୪   | 'F' ଫର୍ମ ପ୍ରଦାନ ପାଇଁ<br>ଆବେଦନର ଫଇସଲା                                        | ୭ ଦିନ | ମଣ୍ଡଳ ଓ କର<br>ନିର୍ଦ୍ଧାରଣ<br>ୟୁନିଟ<br>ଦାୟିତ୍ବରେ<br>ଥୁବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଅଧିକାରୀ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ସହକାରୀ<br>ଆୟୁକ୍ତ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଉପାୟୁକ୍ତ | ପ୍ରାନ୍ତିୟ<br>ଚକଲା<br>ଦାୟିତ୍ବରେ<br>ଥୁବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ<br>ଓ ସେବାକର<br>ଅତିରିକ୍ତ<br>ଆୟୁକ୍ତ | ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଆୟୁକ୍ତାଳୟ,<br>ଓଡ଼ିଶା, କଟକରେ<br>ଅବସ୍ଥାପିତ<br>ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର ସ୍ବତନ୍ତ୍ର<br>ଆୟୁକ୍ତ |
| ୬   | ଓଡ଼ିଶା ମୂଲ୍ୟ ଯୁକ୍ତ କର<br>ଅଧିନିୟମ, ୨୦୦୪<br>ଅଧୀନରେ ଅଣଦେୟ<br>ପ୍ରମାଣପତ୍ର ପ୍ରଦାନ | ୭ ଦିନ | ମଣ୍ଡଳ ଓ କର<br>ନିର୍ଦ୍ଧାରଣ<br>ୟୁନିଟ<br>ଦାୟିତ୍ବରେ<br>ଥୁବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଅଧିକାରୀ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ସହକାରୀ<br>ଆୟୁକ୍ତ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଉପାୟୁକ୍ତ | ପ୍ରାନ୍ତିୟ<br>ଚକଲା<br>ଦାୟିତ୍ବରେ<br>ଥୁବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ<br>ଓ ସେବାକର<br>ଅତିରିକ୍ତ<br>ଆୟୁକ୍ତ | ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଆୟୁକ୍ତାଳୟ,<br>ଓଡ଼ିଶା, କଟକରେ<br>ଅବସ୍ଥାପିତ<br>ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର ସ୍ବତନ୍ତ୍ର<br>ଆୟୁକ୍ତ |

| (୧)                                                                           | (୨)                                                                                | (୩)   | (୪)                                                                                                                                                                                                                       | (୫)                                                                                                 | (୬)                                                                                                                                        |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| ୭                                                                             | ଓଡ଼ିଶା ବୃତ୍ତି, ବାଣିଜ୍ୟ,<br>ପେସା ଓ ନିୟନ୍ତ୍ରିକରଣ<br>ଅଧିନିୟମ, ୨୦୦୦<br>ଅଧୀନରେ ପଞ୍ଜୀକରଣ | ୭ ଦିନ | ମଣ୍ଡଳ<br>ଅଧିକାରୀ<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଅଧିକାରୀ                                                                                                                                                        | ପ୍ରାକ୍ତିୟ<br>ଚକଲା<br>ଦାୟିତ୍ବରେ<br>ଥିବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ<br>ଓ ସେବାକର<br>ଅତିରିକ୍ତ<br>ଆୟୁକ୍ତ | ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଆୟୁକ୍ତାଳୟ,<br>ଓଡ଼ିଶା, କଟକରେ<br>ଅବସ୍ଥାପିତ<br>ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର ସ୍ବତନ୍ତ୍ର<br>ଆୟୁକ୍ତ |
| ବହିର୍ଭୁକ୍ତ କରାଯାଇଥିବା ଲୋକସେବାଗୁଡ଼ି (କ୍ରମିକ ସଂଖ୍ୟା ୫) ନିମ୍ନରେ ଉଲ୍ଲେଖ କରାଯାଇଛି: |                                                                                    |       |                                                                                                                                                                                                                           |                                                                                                     |                                                                                                                                            |
| ୫                                                                             | 'H' ଫର୍ମ ପ୍ରଦାନ ପାଇଁ<br>ଆବେଦନର ଫଇସଲା                                               | ୩ ଦିନ | ମଣ୍ଡଳ ଓ କର<br>ନିର୍ଦ୍ଧାରଣ<br>ୟୁନିଟ୍<br>ଦାୟିତ୍ବରେ<br>ଥିବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଅଧିକାରୀ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ସହକାରୀ<br>ଆୟୁକ୍ତ/<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଉପାୟୁକ୍ତ | ପ୍ରାକ୍ତିୟ<br>ଚକଲା<br>ଦାୟିତ୍ବରେ<br>ଥିବା<br>ବାଣିଜ୍ୟକର<br>ଏବଂ ଦ୍ରବ୍ୟ<br>ଓ ସେବାକର<br>ୟୁଗ୍ମ ଆୟୁକ୍ତ       | ବାଣିଜ୍ୟକର ଏବଂ<br>ଦ୍ରବ୍ୟ ଓ<br>ସେବାକର<br>ଅତିରିକ୍ତ ଆୟୁକ୍ତ<br>(ମହାମଣ୍ଡଳୀୟ)                                                                     |

ରାଜ୍ୟପାଳଙ୍କ ଆଦେଶକ୍ରମେ

ସୁରେନ୍ଦ୍ର କୁମାର

ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ