

Government of Odisha
General Administration Department

No.: GAD-AR-DRF-0181-2012/33489/AR, Bhubaneswar, dated the 05 December 2014

NOTIFICATION

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 given in column (1) 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 (2) thereof by the Designated Officers as in column (3) for the purposes of the said Act and also notify the Appellate and Revisional Authority respectively in columns (4) and (5) of the said Schedule for passing of orders if any under the provisions of the said Act whenever an application to preferred to them.

After Serial Number 11, the following Serial Numbers and the Departments along with necessary entries thereof for each such Department shall be added to the Notification of the Government of Odisha in the General Administration (Administrative Reforms) Department No. 30-GAD., dated the 1st January, 2013, No. 8826-GAD., dated the 30th March, 2013, 17566-GAD, dated 26.06.2013 and Notification for amendment of the Government of Odisha in the General Administration (Administrative Reforms) Department No. 8824-GAD., dated the 30th March, 2013, namely:—

| Sl. No. | Name of Public Service | Given Time limit | Designated Officer | Appellate Authority | Revisional Authority |
|--|--|------------------|--|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 12 Housing & Urban Development Department | | | | | |
| (i) Development Authority / ULB | | | | | |
| 64. | Certified Copy of Building Plan Approval | 7 Days | JTP / ATP/ TP/ Concerned Clerk | Planning Member | Vice-Chairman |
| 65. | Booking of Parks/Community Hall | 2 Days | Chief Horticulturist / Concerned Clerk | Chief Engineer cum-Engineer Member / Dy. Commissioner | Vice-Chairman / Chairman Municipal Commissioner |
| 66. | Land Use Information | 3 Days | JTP / ATP/ TP/ Concerned Clerk | Planning Member | Vice-Chairman |
| 67. | Issue of Conveyance Deed | 30 Days | Concerned Allotment Officer / Concerned Clerk | Secretary | Vice-Chairman |
| 68. | Issue of 'No Dues' Certificate | 30 Days | Concerned Allotment Officer / Concerned Branch Officer | Secretary / Deputy Commissioner | Vice-Chairman / Municipal Commissioner |
| 69. | Transfer of Property in case of Sale | 30 Days | Concerned Allotment Officer / Concerned Clerk / | Secretary | Vice-Chairman |
| 70. | Issue of Permission for Mortgage | 30 Days | Concerned Allotment Officer / Concerned Clerk | Secretary | Vice-Chairman |
| 71. | Transfer of Ownership of Holding | 60 Days | Concerned Allotment Officer / Concerned Clerk / Recovery Officer | Secretary / Deputy Commissioner | Vice-Chairman / Municipal Commissioner |
| (ii) ULB | | | | | |
| 72. | Lifting of Municipal Solid Waste from roads / Street | 3 Days | Sanitary Inspector | City Health Officer | Municipal Commissioner |
| 73. | Replacement of Damaged Street Light | 10 Days | Concerned Junior Engineer | Concerned Executive Engineer | City Engineer |

| Sl. No. | Name of Public Service | Given Time limit | Designated Officer | Appellate Authority | Revisional Authority |
|-------------------|---|-------------------------|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) |
| | 74. Assessment of Holding Tax | 30 Days | Tax Collector / Tax Daroga | Deputy Commissioner | Municipal Commissioner |
| | 75. Road cutting permission | 7 Days | Concerned Junior Engineer | Executive Engineer Concern | City Engineer |
| | 76. Road restoration from date of issue of Permission | 15 Days | Concerned Junior Engineer | Concerned Executive Engineer | City Engineer |
| | 77. Issue of duplicate Birth / Death Certificate | 7 Days | Concerned Clerk | City health Officer | Municipal Commissioner |
| (iii) PHEO | | | | | |
| | 78. Repairing of W/S pipelines (Minor leakage / Sewerage Over flow / Blockage | 48 Hrs | Concerned JE / AE | Concerned AEE / Dy. Executive Engineer | Executive Engineer |
| 13 | Higher Education Department | | | | |
| | 79. Issuance of Higher Secondary Examination Pass Certificate/ Equivalence Certificate by CHSE(0) | Within 07 (seven) days. | Secretary, CHSE, Odisha | Chairman CHSE, Odisha | Director Higher Education |
| | 80. Issuance of Pass Certificate-cum-Memorandum of Marks/Migration Certificate/Course Leaving Certificate in Correspondence Course(Distance Education) by CHSE(0) | Within 07 (seven) days. | Controller of Examination, CHSE, Odisha | Chairman CHSE, Odisha | Director, Higher Education |
| | 81. Issuance of Provisional Pass Certificate /Mark sheet by Universities | Within 07 (seven) days | Controller of Examination of the Universities concerned | Registrar of the Universities concerned | Vice-Chancellor of the Universities concerned |
| | 82. Issuance of migration certificate by Universities | Within 30 (thirty) days | Controller of Examination of the Universities concerned | Registrar of the Universities concerned | Vice-Chancellor of the Universities concerned |
| | 83. Issuance of CLC by College | Within 03 (Three) days. | Principal of the college concerned | Regional Director of Education | Director, Higher Education |

| Sl. No. | Name of Public Service | Given Time limit | Designated Officer | Appellate Authority | Revisional Authority |
|---------|---|---|---|--|---|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 84. | Authentication of Original Certificate by H.E. Deptt. | Certificates to be sent to the Universities/CHSE/ Other Institutions within 02 days of receipt of application with fees from the applicant by the section of HE Dept. | Joint Secretary to Govt., Higher Education Department | Additional Secretary to Govt., Higher Education Department | Principal Secretary to Govt., Higher Education Department |
| | | Verification report to be sent by Universities/ Other Institutions within 07 days to H.E. Dept. | Controller of Examination of the Universities concerned | Registrar of the Universities concerned | Vice-Chancellor of the Universities concerned |
| | | In case of CHSE | Secretary, CHSE, Odisha | Chairman CHSE, Odisha | Director Higher Education |
| | | Within 05 days from receipt of authenticated certificate from the Universities/CHSE/ Other Institutions | Joint Secretary to Govt., Higher Education Department | Additional Secretary to Govt., Higher Education Department | Principal Secretary to Govt., Higher Education Department |
| 85. | Disposal of Memorandum with regard to Block Grant/ GIA and other Matters. | In Office of DHE - 15 (Thirty) days of receipt from College concerned. | Deputy Director | Addl. Director | Director |
| | | In Govt.: - 30 days from date of receipt from Director of Higher Education | Deputy Secy./Joint Secy. in charge | Addl. Secy. in charge | Pr. Secy. |
| 86. | NOC for Passport/ Foreign / Vigilance / Higher Study. | In DHE - 15 (fifteen) days from receipt of proposal from College Concerned. | Deputy Director | Addl. Director | Director |
| | | In Govt.: - Issue:- 07 days from receipt of clearance from Home/ Vigilance | Deputy Secy./Joint Secy. in charge | Addl. Secy. in charge | Pr. Secy. |