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## 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 (after receipt of Police clearance report)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
5.	Addition / Deletion of Hire Purchase / Mortgage entry	4 days (after receipt of confirmation from Financier)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
6.	Transfer of Ownership of vehicle	4 days (after appearance of both seller & purchaser)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
7.	Issue of Learner's License for Driving License	3 days (from the date of appearance for test)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
8.	Issue of Driving License	5 days (after passing in the test)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA

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(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 (after receipt of clearance from Mining Department wherever necessary)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
13.	Issue of Fitness Certificate for Transport Vehicle	3 days (after production of vehicle for inspection & compliance to rules)	Junior MVI / MVI	RTO / Sub-Collector	Collector-cum-Chairman, RTA
14.	Issue of Conductor License	5 days	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
15.	Renewal of Conductor License	5 days	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
16.	Change of Address in Conductor License	5 days	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
17.	Issue of duplicate Conductor License	5 days	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
18.	Issue of duplicate Registration Certificate (RC)	5 days	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
19.	Issue of certified copy of Registration Certificate (RC)	2 days	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
20.	Cancellation of Registration Certificate (RC)	7 days (after physical inspection of vehicle)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
21.	Change of address in Registration Certificate (RC)	5 days	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
22.	Change of address in Driving License (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 (after physical verification of the Institute)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
26.	Transfer of ownership of vehicle on succession after death of owner	5 days (from the date of filing required documents and appearing before RTO)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
27.	Transfer of ownership of vehicle purchased on auction	5 days (from the date of filing required documents and appearing before RTO)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA

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(1)	(2)	(3)	(4)	(5)	(6)
28.	Cancellation of hypothecation agreement	5 days (from the date of filing required documents and after verification from financier)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
29.	Issue of certified copy of Route Permit	2 days	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
30.	Renewal of Registration Certificate (RC) of non-transport vehicle	5 days (from production of vehicle for inspection)	MVI / Addl. RTO / RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
31.	Addition of New Vehicle Class to an existing Driving License (DL)	5 days (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 (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 (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

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(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

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(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 / Adl. 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 / Adl. 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)

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(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)

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(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

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(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)



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(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>					

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(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 (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) i) For Low Risk Building	15 days	Counter Assistant / Dealing Assistant concerned	Planning Member, DA concerned / Executive Officer concerned	Vice-Chairman, DA concerned / ADM-cum-PD, DUDA
	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 (a) Low Risk Building (through online)	15 days	Junior Town Planner / Assistant Town Planner	Planning Member, DA concerned / Additional Municipal Commissioner	Vice-Chairman, DA / Municipal Commissioner
	(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

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(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 (for minor repair); 14 days (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 (in Headquarters area) 7 days (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 MSMED 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 / Adnl. 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.</b>	<b>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) 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 a. Online Final Exam. Grade sheets (through student's login ID) b. Printed Final Exam. Grade Sheets (through College)	a.15 days 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 / Sr. Env. Scientist (L-II)	Sr. Env. Engineer / 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 Cat-B-45 days Cat-C-30 days	Sr. Env. Engineer / Sr. Env. Scientist (L-II)	Sr. Env. Engineer / Sr. Env. Scientist (L-I)	Member Secretary
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 / Sr. Env. Scientist (L-II)	Sr. Env. Engineer / 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 / Sr. Env. Scientist (L-II)	Sr. Env. Engineer / 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 Cat-B-45 days Cat-C-30 days	Sr. Env. Engineer / Sr. Env. Scientist (L-II)	Sr. Env. Engineer / Sr. Env. Scientist (L-I)	Member Secretary
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 / Sr. Env. Scientist (L-II)	Sr. Env. Engineer / 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 Cat-C-30 days	Sr. Env. Engineer / Sr. Env. Scientist (L-II)	Sr. Env. Engineer / Sr. Env. Scientist (L-I)	Member Secretary
12.	Disposal of consent to 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 Cat-B-45 days Cat-C-30 days	Sr. Env. Engineer / Sr. Env. Scientist (L-II)	Sr. Env. Engineer / Sr. Env. Scientist (L-I)	Member Secretary
13.	Disposal of consent to establish application for new / expansion proposal of other than 17 Categories of polluting industries	Cat-A-60 days Cat-B-45 days Cat-C-30 days	Sr. Env. Engineer / Sr. Env. Scientist (L-II)	Sr. Env. Engineer / Sr. Env. Scientist (L-I)	Member Secretary

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 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 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					
<b>Classification of Industries / Mines relating to State Pollution Control Board</b>					
<b>(a) Classification of Industrial Projects:</b>					
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>(b) Classification of mining projects:</b>					
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			
<b>22. FOOD SUPPLIES &amp; CONSUMER WELFARE DEPARTMENT:</b>					
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					
<b>23. ODIA LANGUAGE, LITERATURE &amp; CULTURE DEPARTMENT:</b>					
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					
<b>24. ENERGY DEPARTMENT:</b>					
1.	<b>Drawing Approval of Electrical Works</b>				
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 11 KV & 33 KV (above 150 KVA to 15 MVA)	30 days	S.E-cum-E.I	C.E-cum-C.E.I	EIC-cum-PCEI, Odisha
	d. Installations at 33 KV & above with loads above 15 MVA	35 days	C.E-cum-C.E.I.	EIC-cum-PCEI, Odisha	Secretary, Energy Department
	<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 11 KV, above 16 KVA to 150 KVA	30 days	E.E-cum-D.E.I	S.E-cum-E.I	C.E-cum-C.E.I
	c. HT Installations 11 KV & 33 KV (above 150 KVA to 15 MVA)	30 days	S.E-cum-E.I	C.E-cum-C.E.I	EIC-cum-PCEI, Odisha
	d. Installations at 33 KV & above with loads above 15 MVA	35 days	C.E-cum-C.E.I	EIC-cum-PCEI, Odisha	Secretary, Energy Department
	<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 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 11 KV & 33 KV (above 150 KVA to 15 MVA)	10 days	S.E-cum-E.I	C.E-cum-C.E.I	EIC-cum-PCEI, Odisha
	d. Installations at 33 KV & above with loads above 15 MVA	10 days	C.E-cum-C.E.I	EIC-cum-PCEI, Odisha	Secretary, Energy Department
	<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>				
	i. Issue of New License Book	60 days	S.E-cum-E.I,	C.E-cum-C.E.I (TCL)	E.I.C-cum-PCEI, Odisha
	ii. Renewal of the License	20 days	Secretary ELBO		
	<b>B. On Passing of Examination</b>				
	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, 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, 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, Secretary ELBO	C.E-cum-C.E.I (TCL)	E.I.C-cum-PCEI, Odisha
	ii. Renewal of the License	20 days			
<b>7.</b>	<b>Contractor License</b>				
	i. Issue of New License Book	45 days	S.E-cum-E.I, Secretary ELBO	C.E-cum-C.E.I (TCL)	E.I.C-cum-PCEI, Odisha
	ii. Renewal of the License	20 days			
<b>8.</b>	<b>Temporary Project License</b>				
	i. Issue of New License Book	15 days	S.E-cum-E.I, Secretary ELBO	C.E-cum-C.E.I (TCL)	E.I.C-cum-PCEI, Odisha
	ii. Renewal of the License	15 days			
<b>9.</b>	<b>Chartered Electrical Safety Engineer (CESE) Certificate</b>				
	i. Issue of Certificate	30 days	S.E-cum-E.I, Secretary ELBO	C.E-cum-C.E.I (TCL)	E.I.C-cum-PCEI, Odisha
	ii. Renewal of Certificate	30 days			
<b>10.</b>	<b>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.</b>	<b>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.</b>	<b>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) 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) 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