

Government of Odisha
General Administration & Public Grievance (AR) Department

No.: GAD-AR-ORPJ-0003-2016/ 21960 /AR, Bhubaneswar, dated the 12th October 2017

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) and in supersession of all the notifications issued in this connection, from time to time, the State Government do hereby declare the services as mentioned in column (2) of the Schedule given below to be provided to the eligible persons within the specified time limit as specified against each such service in column (3) thereof, by the Designated Officers as mentioned in column (4) for the purpose of the said Act and also notify the Appellate and Revisional Authority respectively as mentioned in columns (5) and (6) of the said Schedule, for passing of orders if any under the provisions of the said Act whenever an application is preferred to them.

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

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(1)	(2)	(3)	(4)	(5)	(6)
		Financier)			
6.	Transfer of Ownership of vehicle	4 days (after appearance of both seller & purchase)	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
7.	Issue of Learner's License for Driving License	3 days from the date of appearance for test	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
8.	Issue of Driving License	5 days (after passing in the test)	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
9.	Renewal of Driving License	5 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
10.	Issue of Duplicate Driving license	5 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
11.	Issue of Trade Certificate	30 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
12.	Issue of Transporting Agents' License	30 days after receipt of clearance from Mining Department wherever necessary	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
13.	Issue of Fitness Certificate for Transport Vehicle	3 days (after production of vehicle for inspection & compliance to rules)	Junior MVI/MVI	RTO/Sub-Collector	Collector-cum-Chairman, RTA
14.	Issue of Conductor License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
15.	Renewal of Conductor License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
16.	Change of Address in Conductor License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
17.	Issue of duplicate Conductor License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
18.	Issue of duplicate Registration Certificate (RC)	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
19.	Issue of certified copy of Registration Certificate (RC)	2 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
20.	Cancellation of Registration Certificate (RC)	7 days after physical	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)
		inspection of vehicle			
21.	Change of address in Registration Certificate (RC)	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
22.	Change of address in Driving License	5 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
23.	Issue of certified copy of Driving License (DL)	2 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
24.	Issue of License to Driving Training School	45 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
25.	Renewal of Licence to Driving Training School	15 days after physical verification of the Institute	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
26.	Transfer of ownership of vehicle on succession after death of owner	5 days from the date of filing required documents and appearing before R.T.O.	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
27.	Transfer of ownership of vehicle purchased on auction	5 days from the date of filing required documents and appearing before R.T.O.	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
28.	Cancellation of hypothecation agreement	5 days from the date of filing required documents and after verification from financier	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
29.	Issue of Certified copy of Route Permit	2 days	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
30.	Renewal of Registration Certificate (RC) of non-transport vehicle	5 days from production of vehicle for inspection	MVI / Addl. RTO/RTO	RTO / Sub-Collector	Collector-cum-Chairman, RTA
31.	Addition of New Vehicle Class to an existing Driving License.	5 days after passing the test	MVI/Addl. RTO / RTO.	RTO/Sub-collector	Collector- cum-Chairman, RTA.
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2.	REVENUE & DISASTER MANAGEMENT DEPARTMENT				
1.	Disposal of application for issue of Scheduled Caste	30 days from the date of receipt of	Tahasildar / Addl. Tahasildar	Collector	RDC

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(1)	(2)	(3)	(4)	(5)	(6)
	(SC) Certificate	the application			
2.	Disposal of application for issue of Scheduled Tribe (ST) Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Collector	RDC
3.	Disposal of application for issue of OBC Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
4.	Disposal of application for issue of SEBC Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
5.	Disposal of application for issue of Legal Heir Certificate	30 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
6.	Disposal of application for issue of Residence Certificate	15 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
7.	Disposal of application for issue of Income Certificate	15 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
8.	Issue of certified copy of RoR	3 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
9.	Disposal of uncontested mutation case	90 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
10.	Disposal of case u/s 8(A) of OLR Act	60 days from the date of receipt of the application	Tahasildar / Addl. Tahasildar	Sub-Collector	Collector
11.	Partition of land on mutual agreement of all co-sharers u/s 19(1) (c) of OLR Act	180 days from the date of receipt of the application	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
12.	Registration of Documents	3 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
13.	Issue of Encumbrance Certificate	7 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
14.	Issue of certified copy of previously registered document	7 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR
15.	Registration along with issue of marriage certificate under Special Marriage Act (where no objection received)	40 days from the date of receipt of the application	DSR/SR	ADM-cum-DR	IGR