

**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)
<b>12 Housing &amp; Urban Development Department</b>					
<b>(i) Development Authority / ULB</b>					
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
<b>(ii) ULB</b>					
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
<b>(iii) PHEO</b>					
78.	Repairing of W/S pipelines (Minor leakage / Sewerage Over flow / Blockage	48 Hrs	Concerned JE / AE	Concerned AEE / Dy. Executive Engineer	Executive Engineer
<b>13</b>	<b>Higher Education Department</b>				
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.