

**Government of Odisha**  
**General Administration Department**

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No.: GAD-AR-DRF-0181-2014(Pt-I) / 15005 /AR, Bhubaneswar, dated the **22 June 2015**

**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 14, 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, No. 17566-GAD, dated 26.06.2013, No. 33483-GAD, dated 16.12.2014 and Notification for amendment of the Government of Odisha in the General Administration (Administrative Reforms) Department No. 8824-GAD., dated the 30th March, 2013 and No.25342-GAD,dated 6<sup>th</sup> September,2013, namely:—

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisonal Authority
(1)	(2)	(3)	(4)	(5)	(6)
<b>15. INDUSTRIES DEPARTMENT</b>					
<b>LAND ALLOTMENT WITHIN IDCO ESTATES (OUTSIDE BMC AREA)</b>					
90.	Allotment letter after receipt of Land Allotment Committee (LAC) approval.	30 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
91.	Execution of agreement subject to compliance of terms and conditions of allotment after receipt of land cost.	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
92.	Issue of possession certificate after receipt of land cost	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
<b>LAND ALLOTMENT WITHIN IDCO ESTATES (WITHIN BMC AREA)</b>					
93.	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
94.	Execution of agreement subject to compliance of terms and conditions of allotment after receipt of land cost	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
95.	Issue of possession certificate after receipt of land cost	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO	Principal Secretary, Industries Department
<b>16. MICRO, SMALL &amp; MEDIUM ENTERPRISES DEPARTMENT</b>					
<b>A. DIRECTORATE OF INDUSTRIES, ODISHA, CUTTACK:</b>					
96.	Acknowledgement of Entrepreneurs Memorandum Part I	24 working hrs.	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
97.	Acknowledgement of Entrepreneurs Memorandum Part II	48 working hrs.	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
98.	Recommendation for exemption of premium for	60 days	General Manager, Regional Industries Centre	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)
	conversion of land for MSMEs		(RIC) /District Industries Centre (DIC)		
<b>Administration of incentives (IPR,2007 &amp; MSMED Policy,2009)</b>					
99.	Sanction of capital investment subsidy under National Mission on Food Processing(NMFP)/ Odisha Food Processing Policies (OFPP) MSME development policy for Micro Enterprises	60 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
100.	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
101.	Recommendation for Exemption of Stamp Duty	7 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
102.	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
103.	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
104.	Sanction of assistance for quality Certification	30 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
105.	Recommendation for Electricity Duty (ED) Exemption on Power Supply for micro,	30 days	General Manager, Regional Industries Centre (RIC) /District	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)
	small, medium & large enterprises (up to 110 KVA)		Industries Centre (DIC)		
106.	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/ Adl. Director of Industries	Director of Industries	Secretary, MSME Department
107.	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
108.	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
109.	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
110.	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
111.	Sanction towards reimbursement VAT(MSME)	30 days	General Manager RIC/DIC	Director of Industries	Secretary, MSME Department
112.	Sanction of Interest Subsidy Micro & Small Enterprise/PMEGP	15 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC)	Director of Industries	Secretary, MSME Department
113.	Sanction of Interest Subsidy Thrust Sector	15 days	Joint Director of Industries/ Additional Director of Industries	Director of Industries	Secretary, MSME Department
<b>B. DIRECTORATE OF EXPORT PROMOTION &amp; MARKETING (EPM), Bhubaneswar</b>					
114.	Issue of EPM Registration	48 working hrs.	Joint Director, EPM	Director, EPM	Secretary, MSME

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	Certificate.				Department
	115. Issue of Rate Contract Certificate	60 days	Joint Director, EPM	Director, EPM	Secretary, MSME Department
	116. Issue of Test Report	15 days	Joint Director (Inspection)	Director, EPM	Secretary, MSME Department
	117. Export related Assistance	30 days	Deputy Director (Marketing)	Director, EPM	Secretary, MSME Department
<b>C. ODISHA KHADI &amp; VILLAGE INDUSTRIES (OK &amp; VI) BOARD, Bhubaneswar</b>					
	118. Recommendation for Issue of Khadi Industries Certificate	30 days	Deputy Secretary, OK&VIB	Secretary, OK&VIB	Secretary, MSME Department
	119. Release of Rebate claims	90 days	Senior Assistant Directorate of Industries Posted at OK & VI Board	Additional Director-cum - Ex. officio, Secretary, OK&VIB	Director of Industries.
<b>D. ODISHA SMALL INDUSTRIES CORPORATION (OSIC), Cuttack</b>					
	120. Supply of raw materials to the units	60 days	DGM(C), OSIC	MD, OSIC	Secretary, MSME Department
	121. Supply of materials to the various firms through consortium marketing	60 days	DGM(Marketing), OSIC	MD, OSIC	Secretary, MSME Department
<b>E. ODISHA STATE FINANCIAL CORPORATION (OSFC), Cuttack</b>					
	122. Sanction of loan	90 days	Heads of Department (HoD) Credit Department(CD)	MD, OSFC/DGM, OSFC	Chairman, OSFC
	123. Issue of No Dues Certificate	15 days	Branch Manager	MD, OSFC/ HoD, Financial Account Department(FAD)	Chairman, OSFC
	124. One time settlement	90 days	Branch Manager	MD, OSFC/HoD, Recovery Division (RD)	Chairman, OSFC
<b>17. COMMERCE AND TRANSPORT (TRANSPORT) DEPARTTMENT</b>					
	125. Issue of Conductor License	7 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	126. Renewal of Conductor License	7 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	127. Change of Address in Conductor License	7 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	128. Issue of Duplicate	7 days	MVI/ Addl.	RTO/Sub-Collector	Collector-cum-

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	Conductor License		RTO/RTO		Chairman, RTA
129.	Grant Renewal of Conductor License	7 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, STA
130.	Issue of Duplicate Registration Certificate(RC)	7 days	MVI/Addl. RTO/ RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
131.	Issue of certified copy of Registration Certificate (RC)	2 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
132.	Cancellation of Registration Certificate (RC)	30 days after physical inspection of vehicle	MVI/Addl. RTO / RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
133.	Change of Address in the Registration Certificate (RC) card	7 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
134.	Change of Address in Driving License	7 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
135.	Issue of certified copy of Driving License (DL)	2 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
136.	Issue of License to Driving Training School	45 days	MVI/Addl. RTO / RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
137.	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.
138.	Transfer of ownership of vehicle on succession after death of owner	7 days from the date of filing required documents & appearing before RTO	MVI/Addl. RTO / RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
139.	Transfer of ownership of Vehicle purchased on auction	7 days from date of filing required document & after appearing before RTO	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
140.	Cancellation of Hypothecation	7 days from the date of	MVI/Addl. RTO / RTO	RTO/Sub-Collector	Collector- Cum-Chairman,

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	Agreement	filing required document & after verification from financier			RTA.
141.	Issue of certified copy of Route permit	2 days	MVI/Addl. RTO / RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
142.	Renewal of Registration Certificate (RC) of Non Transport Vehicles	7 days from Production of vehicle for inspection	MVI/Addl. RTO / RTO	RTO/Sub-Collector	Collector- Cum-Chairman, RTA.
143.	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.

#### 18. LABOUR AND ESI DEPARTMENT

##### LABOUR COMMISSIONER, ODISHA

144.	Registration under Odisha Shop and Commercial Establishment Act, 1956	15 days	District Labour Officer/ Assistant Labour Officer.	Assistant Labour Commissioner	Deputy Labour Commissioner
145.	Renewal of Registration under Odisha Shop and Commercial Establishment Act, 1956	15 days	District Labour Officer/ Assistant Labour Officer.	Assistant Labour Commissioner	Deputy Labour Commissioner
146.	The Motor Transport Workers Act, 1961 i) Registration ii) Renewal (annual)	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
147.	The Beedi & Cigar Workers Act, 1966 i) License ii) Renewal (annual)	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
148.	Contract Labour (R&A) Act, 1970 i) Registration (one time) ii) License iii) Renewal (annual)	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
149.	Inter State Migrant Workmen Act, 1979 i) Registration (one time) ii) License	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	iii) Renewal of License				
150.	Building & Other Construction Workers (RE&CS) Act, 1996 i) Registration of Establishment	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
151.	Industrial Employment Standing Order Act, 1946	45 days	Deputy Labour Commissioner	Joint Labour Commissioner	Labour Commissioner
<b>DIRECTORATE OF FACTORIES &amp; BOILERS (F &amp; B), ODISHA</b>					
152.	Approval of factory plans (Non hazardous factories)	30 days	Assistant Director, F&B	Joint Director, F&B	Director, F&B
153.	Approval of factory plans (hazardous factories)	60 days	Assistant Director, F&B	Joint Director, F&B	Director, F&B
154.	Approval of factory plans (Major Accident harzard factory)	90 days	Assistant Director, F&B	Joint Director, F&B	Director, F&B
155.	Registration and licensing of Factories	30 days	Assistant Director, F&B	Joint Director, F&B	Director, F&B
156.	Renewal/ Amendment/ Transfer of Factory License	30 days	Section Officer	Joint Director, F&B	Director, F&B
157.	Issue of Duplicate License	30 days	Section Officer	Joint Director, F&B	Director, F&B
158.	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
159.	Approval of repair order of boilers	15 days	Section Officer	Joint Director, F&B	Director, F&B
160.	Approval of Drawings of Steam Pipeline	30 days	Assistant Director, F&B	Joint Director, F&B	Director, F&B
161.	Registration of Boilers	30 days	Assistant Director, F&B	Divisional Deputy Director, F&B	Director, F&B
162.	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)
163.	Revalidation of Welders' certificates	15 days	Section Officer	Deputy Director, F&B	Director, F&B



