

CHAPTER - 18 (MANUAL - 17)

Other useful information

18.1 Frequently Asked Questions and their answers by Public

Nil

18.2 Related to seeking Information

Application forms (A copy of filled application form for reference)

Sl. No.	Purpose	Form No.	Availability
(i)	For application for uinformation	Form - A	Enclosed herewith
(ii)	For 1st appeal	Form - D	Enclosed herewith
(iii)	For 2nd appeal	Form - E	Enclosed herewith

Fees/amounts to be charged for providing information

Sl. No.	Purpose	Rate to be charged	Mode of deposit
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PART - I

(A) Application fee :

(i)	Application fee seeking information	Rupees ten per Application	Treasury Challan/Cash
(ii)	Application fee for 1st Appeal	Rupees twenty	Court fee Stamp
(iii)	Application fee for 2nd Appeal	Rupees twenty-five	Court fee Stamp

PART - II

(B) Amount to be charged for providing information :

(i)	A-4 or A-3 size paper created or copied	Rupees two per each folio	By cash
(ii)	Paper size larger than A-4 or A-3	Actual charge or cost price of a copy	By cash
(iii)	Inspection of records	No fee for the first hour & Rs.5.00 per each 15 minutes (or fraction thereof) thereafter	
(iv)	CD with cover	Rs.50.00 per CD	By cash
(v)	Floppy Diskette (1.44MB)	Rs.50.00 per Floppy	By cash

(vi)	Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(vii)	Video Cassette/Microfilm/Microfiche	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(viii)	Certified sample or models of material	Actual cost or price sample or models	By cash
(ix)	Information in printed form	Price fixed for such publication	By cash

N.B. - Proper and authenticated money receipt to

NOTE - The Principal rules were published in the Gazette of Orissa vide I & P. R. Department Notification No. 27163 dated the 1st October' 2005 [S.R.O. No. 477/2005 dated the 1st October'2005].

How to write a precise information request. Few Tips

Right of the Citizen in case of denial of information and procedure to appeal

18.3 With relation to training imparted to public by Public Authority -

Not applicable

Name of training programme with brief description

Time period for Training Programme/ Scheme

Objective of training

Physical and Financial Targets (Last Year)

Eligibility for training

Prequisite for training (If any)

Financial and other form of help (If any)

Description of help (Mention the amount of Financial help, if any)

Procedure of giving help

Contract Information for applying

Application Fee (Wherever applicable)

Other Fees (Wherever applicable)

Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

List of enclosures/ documents

Format of enclosures/ documents

Procedure of application

Selection Procedure

Time table of training programme (In case available)

Process to inform the trainee about the training schedule

Arrangement made by the Public Authority for creating public awareness about the training programme

List of Beneficiary of the training programme at various levels like district level, block level etc.

18.4 With relation to certificates, no objection certificates etc. issued by the Public Authority not included in Manual - 13 **Not applicable**

Name and description of the certificates and NOCs

Eligibility for applying

Contact Information for applying

Application Fee (Wherever applicable)

Other Fees (Wherever applicable)

Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

List of enclosures/ documents

Format of enclosures/ documents

Procedure of application

Process followed in the Public Authority after the receipt of application

Normal time taken for issuance of certificate

18.5 With relation to registration process

Enlistment procedure of job-workers is in OCCL enclosed herewith separately

Objective

Eligibility for registration

Pre-requisites (If any)

Contact Information for applying

Application Fee (Wherever applicable)

Other Fees (Wherever applicable)

Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

List of enclosures/ documents

Format of enclosures/ documents

Procedure of application

Process followed in the Public Authority after the receipt of application

Validity period of registration (If applicable)

Process of renewal (If any)

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.) Not applicable

Name and description of tax

Purpose of tax collection

Procedure and criteria for determination of tax rates

List of major defaulters

18.7 With relation to issuing new connection electricity/ water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities/ UPCL) Not applicable

Eligibility for connection

Pre-requisites (If any)

Contact Information for applying

Application Fee (Wherever applicable)

Other Fees/ Charges (Wherever applicable)

Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

List of enclosures/ documents

Format of enclosures/ documents

Procedure of application

Process followed in the Public Authority after the receipt of application

Brief description of terms used in the bills

Contact information in case of problems regarding Bills or service

Tarriff and other Charges

18.8 Details of any other public services provided by the Public Authority

Nil
