

Government of Odisha
Home Department

LIST OF SERVICES UNDER ODISHA RIGHT TO PUBLIC SERVICE ACT (ORTPSA)

SL. NO.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
1	Disposal of application for registration of foreigners	7 days	SI/ASI in charge of the Desk in DIB	DSP/Inspector, DIB	S.P (for District)DCP (for Commissionrate)
2	Disposal of application for extension of residential permit of foreigners	15 days	SI/ASI in charge of the Desk in DIB	DSP/Inspector, DIB	S.P (for District)DCP (for Commissionrate)
3	Supply of copy of FIR to the complainant	1day	IIC/OIC of concerned Police Station	SDPO/ACP Zone (for Commissionrate)	S.P (for District)DCP (for Commissionrate)
4	Disposal of application for use of loudspeakers (for Commissionrate Police area of Bhubaneswar and Cuttack)	10 days	SI/ASI in charge of the Desk in Licensing Cell, DCP Office (for Commissionrate)	ACP(HQ) office of DCP (for Commissionrate)	DCP (for Commissionrate)
5	Disposal of application for NOC for fairs/mela/exhibition, etc. (for Commissionrate Police area of Bhubaneswar and Cuttack)	10 days	SI/ASI in charge of the Desk in Licensing Cell, DCP Office (for Commissionrate)	ACP(HQ) office of DCP (for Commissionrate)	DCP (for Commissionrate)
6	Disposal of application for road accident/stolen vehicles/theft cases	5 days	IIC/OIC of the concerned Police Station	SDPO/ACP Zone (for Commissionrate)	S.P (for District)DCP (for Commissionrate)
7	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
8	Supply of copy of Fire certificate for Fire incident without Insurance	7days	Station Officer/Asst. Fire Officer of the concerned Fire Station	Deputy Fire Officer of the Circle	Range Fire Officer
9	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

10	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, Odisha, Cuttack
11	Disposal of application for fire safety NOC for factories/industries/storage godowns/explosive premises	45 days	Station Officer/Asst. Fire Officer of the district Fire Station	Deputy Fire Officer of the Circle	Range Fire Officer
12	Disposal of application for fire safety NOC for non-high rise building (below 15Mtrs of height)	45 days	Deputy Fire Officer of concerned Circle	Range Fire Officer	Chief Fire Officer
13	Disposal of application for fire safety NOC for high rise building(above 15 Mtrs of height)	60 days	1. Deputy Fire Officer of concerned Circle for building upto 21Mtrs. 2. Deputy Fire Officer, Fire Prevention Wing, Odisha, Bhubaneswar for building above 21 Mtrs.	1. Range Fire Officer for building upto 21 Mtrs. 2. Chief Fire Officer for building above 21 Mtrs.	1. Chief Fire Officer for building upto 21 Mtrs. 2. I. G. of Police, Fire Service, Odisha, Cuttack for building above 21 Mtrs.
14	Character/Antecedent verification	30 days	SI/ASI in-charge of the Desk in DIB	DSP, DIB (for District) /ACP, DIB (for Commissionrate)	SP (for District)/DCP (for Commissionrate)
15	NOC for Passport Verification	30 days	SI/ASI in-charge of the Desk in DIB	DSP, DIB (for District) /ACP, DIB (for Commissionrate)	SP (for District)/DCP (for Commissionrate)
16	Issue of Ex-servicemen/Widow Identity Cards.	1 day	Secretary, respective Zilla Sainik Boards (ZSB)	Secretary, Rajya Sainik Board, Odisha (RSB)	Special Secretary, Home Department
17	Registration of Ex-servicemen	1 day	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Department
18	Issue of Bonafide Certificate for admission of children in various Educational In Institutions.	1 day	Secretary, respective ZSBs/RSB	Secretary, RSB	Special Secretary, Home Department
19	Registration for Employment of ESM	1 day	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Department

20	Issue of Bonafide Certificate for exemption of holding Tax	1 day	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Department
21	Processing of application for death benefits such as AGI, Funeral Grant etc.	2 days	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Department
22	Processing of application for children education allowance for MoD	7days	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Department
23	Processing of application for Scholarship for Amalgamated Fund	7 days	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Department
24	Processing of application for PM's scholarship from MoD.	7 days	Secretary, RSB	Additional Secretary, Home Department	Special Secretary, Home Department
25	Processing of application for various financial assistance from Kendriya Sainik Board, MoD.	15 days	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Department
26	Processing of application for sanction of 2 nd World War Veteran Pension.	30 days	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Department
27	Processing of application for various financial assistance from Amalgamated Fund.	7 days	Secretary, respective ZSBs	Secretary, RSB	Special Secretary, Home Department
28	Physical verification for change of address of serving personnel.	15 days	Secretary, respective ZSBs	Secretary, KB	Special Secretary, Home Department
29	Redressal of grievances of serving/ESM.	7 days	Secretary, respective ZSBs	Secretary, KB	Special Secretary, Home Department
30	Processing of grievance/Petition of ESM/Windows to concerned civil authorities.	7 days	Secretary, respective ZSBs	Secretary, KB	Special Secretary, Home Department
31	NOC for Crackers License.	7 days	OIC of Fire Station	Asst. Fire Officer of the District Fire Station	Range Fire Officer.