

ANNEXURE-A**LIST OF SERVICES PROVIDED BY HOME DEPARTMENT UNDER ORTPSA, 2012**

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
1.	Character / Antecedent Verification	30 days	SI / ASI in-charge of the Desk in DIB	DSP, DIB (for District) / ACP, DIB (for Commissionerate)	SP (for District) / DCP (for Commissionerate)
2.	Supply of copy of FIR to the complainant	1 day	IIC / OIC of concerned Police Station	SDPO / ACP, Zone (for Commissionerate)	SP (for District) / DCP (for Commissionerate)
3.	Disposal of application for use of loudspeakers (for Commissionerate Police area of Bhubaneswar and Cuttack)	10 days	SI / ASI in-charge of the Desk in Licensing Cell, DCP Office (for Commissionerate)	ACP (HQ), office of DCP (for Commissionerate)	DCP (for Commissionerate)
4.	Disposal of application for NOC for fairs/ mela/ exhibition, etc. (for Commissionerate Police area of Bhubaneswar and Cuttack)	10 days	SI / ASI in-charge of the Desk in Licensing Cell, DCP Office (for Commissionerate)	ACP (HQ), office of DCP (for Commissionerate)	DCP (for Commissionerate)
5.	Disposal of application for final Form for road accident / stolen vehicles/ theft cases	5 days	IIC / OIC of the concerned Police Station	SDPO / ACP Zone (for Commissionerate)	SP / DCP (for Commissionerate)
6.	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
7.	Supply of copy of Fire certificate for Fire incident without insurance	7 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 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
9.	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
10.	Issue / Renewal of Fire Safety Certificate for Factories / Industries (Micro, Small and Medium Scale) and Warehouses & Storage Godown, Explosive or Hazardous substances (Storage, Transport, Display, Sale etc.) and Manufacturing, Possession & Sale of fireworks (permanent license holder)	30 days for Fire Safety Recommendation (FSR) 18 days for Fire Safety Certificate (FSC)	Deputy Fire Officer	Range Fire Officer	Chief Fire Officer, FPW
11.	Issue / Renewal of Fire Safety Certificate for Factories / Industries (Large Scale), Manufacturing of explosives of Hazardous substances, petroleum	30 days for Fire Safety Recommendation (FSR) 18 days for Fire	Range Fire Officer	Chief Fire Officer	IGP, FS, Odisha, Cuttack

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	Deport & other flammable substances.	Safety Certificate (FSC)			
12.	Disposal of application for Fire Safety Certificate for buildings/premises as detailed below:				
	i. Buildings below 15 mtrs. height (Educational, Assembly, Business & Mercantile Buildings excluding Multiplex)	30 days for Fire Safety Recommendation (FSR)	Deputy Fire Officer, Circle / Deputy Fire Officer of Range Fire office	Range Fire Officer	Chief Fire Officer, FPW
	ii. Buildings from 15 mtrs. to less than 35 mtrs. (Residential, Educational, Assembly, Business & Mercantile Buildings excluding Multiplex)	18 days for Fire Safety Certificate (FSC)	Range Fire Officer	Chief Fire Officer	IGP, FS, Odisha
	iii. Buildings from 35 mtrs. and above (Residential, Educational, Assembly, Business & Mercantile Buildings and Multiplex)	30 days for Fire Safety Recommendation (FSR)	Chief Fire Officer, Fire Prevention	IGP, FS, Odisha	Director, FS, Odisha
	iv. Clinical Establishment below 12 mtrs. having more than 30 beds or having at least one Critical Care Unit or both	30 days for Fire Safety Recommendation (FSR)	Assistant Fire Officer	Deputy Fire Officer of Circle / Deputy Fire Officer of Range Fire Office	Range Fire Officer
	v. Clinical Establishment having heights of 12 mtrs. and above	18 days for Fire Safety Certificate (FSC)	Deputy Fire Officer	Range Fire Officer	Chief Fire Officer, FPW
	vi. Cinema Hall	30 days for Fire Safety Recommendation (FSR)	Asst. Fire Officer of the District	Deputy Fire Officer of Circle / Deputy Fire Officer of Range Fire Office	Range Fire Officer
	vii. Hotel (below 3 Star), Lodgings, Guest Houses etc.	18 days for Fire Safety Certificate (FSC)	Asst. Fire Officer of the District	Deputy Fire Officer of Circle / Deputy Fire Officer, Range Fire Office	Range Fire Officer
	viii. Hotel (3 Star & above)	30 days for Fire Safety Recommendation (FSR)	Deputy Fire Officer	Range Fire Officer	Chief Fire Officer, FPW
	ix. Airport, Aerodrome, Stadium, Multi-level Car Parking, all underground or partial underground structures etc.	18 days for Fire Safety Certificate (FSC)	Range Fire Officer	Chief Fire Officer, Odisha,	IGP, FS, Odisha
13.	Issue of Ex-Servicemen / Widow Identity Cards.	1 day	Secretary, respective ZSBs	Secretary, Rajya Sainik Board	Special Secretary, Home Deptt.
14.	Issue of Bonafide Certificate for	1 day	Secretary,	Secretary,	Special Secretary,

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	admission of children in various Educational Institutions		respective ZSBs / RSB	Rajya Sainik Board	Home Deptt.
15.	Issue of Bonafide Certificate for exemption of Holding Tax	1 day	Secretary, respective ZSBs	Secretary, Rajya Sainik Board	Special Secretary, Home Deptt.
16.	Processing of application with State Govt. for sanction of 2nd World War Veteran Pension, Cash Reward to Gallantry / Non-Gallantry Award Winners (Monetary)	30 days	Secretary, respective ZSBs / RSB	Secretary, Rajya Sainik Board	Special Secretary, Home Deptt.
17.	Processing of application for various financial assistance and scholarship from Amalgamated Fund	7 days	Secretary, respective ZSBs / RSB	Secretary, Rajya Sainik Board	Special Secretary, Home Deptt.
18.	Redressal of grievances of Ex-Servicemen (ESM)	7 days	Secretary, respective ZSBs / RSB	Secretary, Rajya Sainik Board	Special Secretary, Home Deptt.
19.	NOC for Crackers License	7 days	OIC of Fire Station	Asst. Fire Officer of the District Fire Station.	Range Fire Officer
20.	Complaint Registration	1 day	IIC / OIC of concerned PS	SDPO (For District) / ACP Zone (For Commissionerate)	SP (For District) / DCP (For Commissionerate)
21.	Employee Verification Request	30 days	IIC / OIC of concerned PS	DSP, DIB (For District) / ACP, DIB (For Commissionerate)	SP (For District) / DCP (For Commissionerate)
22.	Procession License Request	10 days	IIC / OIC of concerned PS	SDPO (For District) / ACP Zone (For Commissionerate)	SP (For District) / DCP (For Commissionerate)
23.	Protest / Strike Request	10 days	IIC / OIC of concerned PS	SDPO (For District) / ACP Zone (For Commissionerate)	SP (For District) / DCP (For Commissionerate)
24.	PG / Tenant Verification	30 days	IIC / OIC of concerned PS	DSP, DIB (For District) / ACP, DIB (For Commissionerate)	SP (For District) / DCP (For Commissionerate)
25.	Missing Person Registration	7 days	IIC / OIC of concerned PS	SDPO (For District) / ACP Zone (For Commissionerate)	SP (For District) / DCP (For Commissionerate)
26.	Lost Property Registration	7 days	IIC / OIC of concerned PS	SDPO (For District) / ACP Zone (For Commissionerate)	SP (For District) / DCP (For Commissionerate)
27.	Domestic Help Verification	30 days	IIC / OIC of concerned PS	DSP, DIB (For District) / ACP, DIB (For Commissionerate)	SP (For District) / DCP (For Commissionerate)
28.	Senior Citizen Registration	30 days	IIC / OIC of concerned PS	DSP, DIB (For District) / ACP, DIB (For Commissionerate)	SP (For District) / DCP (For Commissionerate)

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29.	NOC required for setting up of explosives manufacturing storage, sale transport	60days	District Magistrate/ Commissioner of Police	RDC	Secretary Home Department
30.	NOC required for setting up of petroleum, diesel & naphtha storage, sale transport	60 days	District Magistrate/ Commissioner of Police	RDC	Secretary, Home Department
31.	License or sale of crackers (Permanent)	30 days	District Magistrate/ Commissioner of Police	RDC	Secretary, Home Department
32.	License or sale of crackers (Temporary)	15 days	District Magistrate/ Commissioner of Police	RDC	Secretary, Home Department
33.	Approvals for setting up hostels	60 days	District Magistrate/ Commissioner of Police	RDC	Secretary, Home Department