

Chapter-18 (Manual -17)
Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

1	Application form (a copy of filled application form for reference)	Nil
2	Fee	Nil
3	How to write a precise information request – Few Tips	Nil
4	Right of the Citizen in case of information and procedure to appeal	

18.3 With relation to training imparted to public by Public Authority

1	Name of training programme with brief description	Nil
2	Time period for Training Programme/Scheme	Nil
3	Objective of Training	Nil
4	Physical and Financial Targets (last Year)	Nil
5	Eligibility for training	Nil
6	Pre-requisite for training (if any)	Nil
7	Financial and other form of help (if any)	Nil
8	Description of help (Mention the amount of Financial help, if any)	Nil
9	Procedure of giving help	Nil
10	Contact Information for applying	Nil
11	Application Fee (Where ever applicable)	Nil
12	Other Fees (Where ever applicable)	Nil
13	Application Form (In case the application is made on plain paper, please mention the Details which the applicant has to provide)	Nil
14	List of enclosures/ documents	Nil
15	Format of enclosures/ documents	Nil
16	Procedure of application	Nil
17	Selection Procedure	Nil
18	Time table of training programme (In case available)	Nil
19	Process to inform the trainee about the training schedule	Nil
20	Arrangement made by the Public Authority for creating public awareness about the training programmes.	Nil
21	List of Beneficiary of the training programme at various levels like district level, Block level etc.	Nil

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual -13

1	Name and description of the certificate and NGOs	Nil
2	Eligibility of applying	Nil
3	Contact Information for applying	Nil
4	Application Fee (Where ever applicable)	Nil
5	Other fees (Where ever applicable)	Nil
6	Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)	Nil
7	List of enclosures/ documents	Nil
8	Format of enclosures/documents	Nil
9	Procedure of application	Nil
10	Process followed in the Public Authority after the receipt of application	Nil
11	Normal time taken for issuance of certificate	Nil

18.5 With relation to registration process

1	Objectives	For trade links and communication
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2	Eligibility for registration	Individuals and Firms registered under OST,CST & Income Tax Act
3	Pre-requisite (if any)	Individuals and Firms registered under OST,CST & Income Tax Act
4	Contact Information for applying	Managing Director Orissa Forest Dev. Corp.Ltd., A/84-Kharvel Nagar,Bhubaneswar
5	Application Fee (Where ever applicable)	Nil
6	Other fees (Where ever applicable)	Registration fees for: 1.Timber: ` 5000.00 & ` 10000.00 2.Kenduleaf ` 10000.00
7	Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)	In plain paper with name ,present address, permanent address ,OST,CST & Income Tax Nos.
8	List of enclosures/ documents	Registered deed of partnership firm OST/ CST/Income Tax No
9	Format of enclosures/documents	Attach
10	Procedure of application	Application form along with list of enclosures and DD is to be furnished at the contact address.
11	Process followed in the Public Authority after the receipt of application	A Registration Number will be allotted
12	Validity period of registration (if applicable)	One year
13	Process of renewal (if any)	After depositing of Renewal fees

18.6. With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

1	Name and designation of tax	Trade Tax
2	Purpose of tax collection	Statutory
3	Procedure and criteria for determination of tax rates	Procedure and criteria are determined by Govt
4	List of major defaulters	NIL

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)

1	Eligibility for connection	Nil
2	Pre-requisite (if any)	Nil
3	Contact Information for applying	Nil
4	Application Fee (Where ever applicable)	Nil
5	Other fees (Where ever applicable)	Nil
6	Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)	Nil
7	List of enclosures/ documents	Nil
8	Format of enclosures/documents	Nil
9	Procedure of application	Nil
10	Process followed in the Public Authority after the receipt of application	Nil
11	Brief description of terms used in the bills	Nil
12	Contact information in case of problems regarding Bills or service	Nil
13	Tariff and other charges	Nil

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

1	Sale of Timber, Kenduleaf , Bamboo, Firewood,Rubber,Cashew, and selected Minor Fprest Produce Items
2	Eco Services like raising Plantations and landscape development