

RIGHT TO INFORMATION ACT-2005

UNDER SECTION 4(1) (B)

INFORMATION THEREON

OF

TAHASIL OFFICE SAHARPADA

TAHASIL OFFICE, SAHARPADA

Chapter-1

INTRODUCTION

1.1. Please throw light on the background of this hand-book (Right to Information Act. 2005)

It is an act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority.

1.2. Objective/purpose of this hand-book.

The Act is framed to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. The information available in 04 R.I. circle of this tahasil.

1.3. Who are the intended users of this hand-book?

The Tahasildar and Addl. Tahasildar are the intended users of this hand-book as P.I.Os.

1.4. Organisation of the information in this hand-book.

The Tahasil office including 04 R.I. circles are the organization, established since 04/11/2009

1.5. Definitions (Please provide definitions of various terms used in the hand-book)

The terms used in the hand-book are duly defined in the Right to Information Act and Rules 2005.

- 1.6. *Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.*

The public information officer is the contact officer.

- 1.7. *Procedure and Fee Structure for getting information not available in the hand-book.*

On personal contact with the P.I.O.

Chapter 2 (Manual-1) **PARTICULARS OF ORGANISATION, FUCTIONS AND DUTIES**

- 2.1 *Objective/purpose of the public authority.*

Tahasil organization is the main unit of revenue administration. The aims and objective of the organization is to maintain the record of rights and village maps up-to-date. In addition to this, the Tahasil organization is also to look the collection of land revenue & safe guard the Govt. property.

- 2.2 *Mission/vision statement of the public authority.*

To discharge the duties and function as narrated against the point above.

- 2.3 *Brief history of the public authority & context of its formation.*

This Tahasil started functioning from Dt. 04/11/2009

- 2.4 *Duties of the public authority.*

To provide effective land administration at the grass root level.

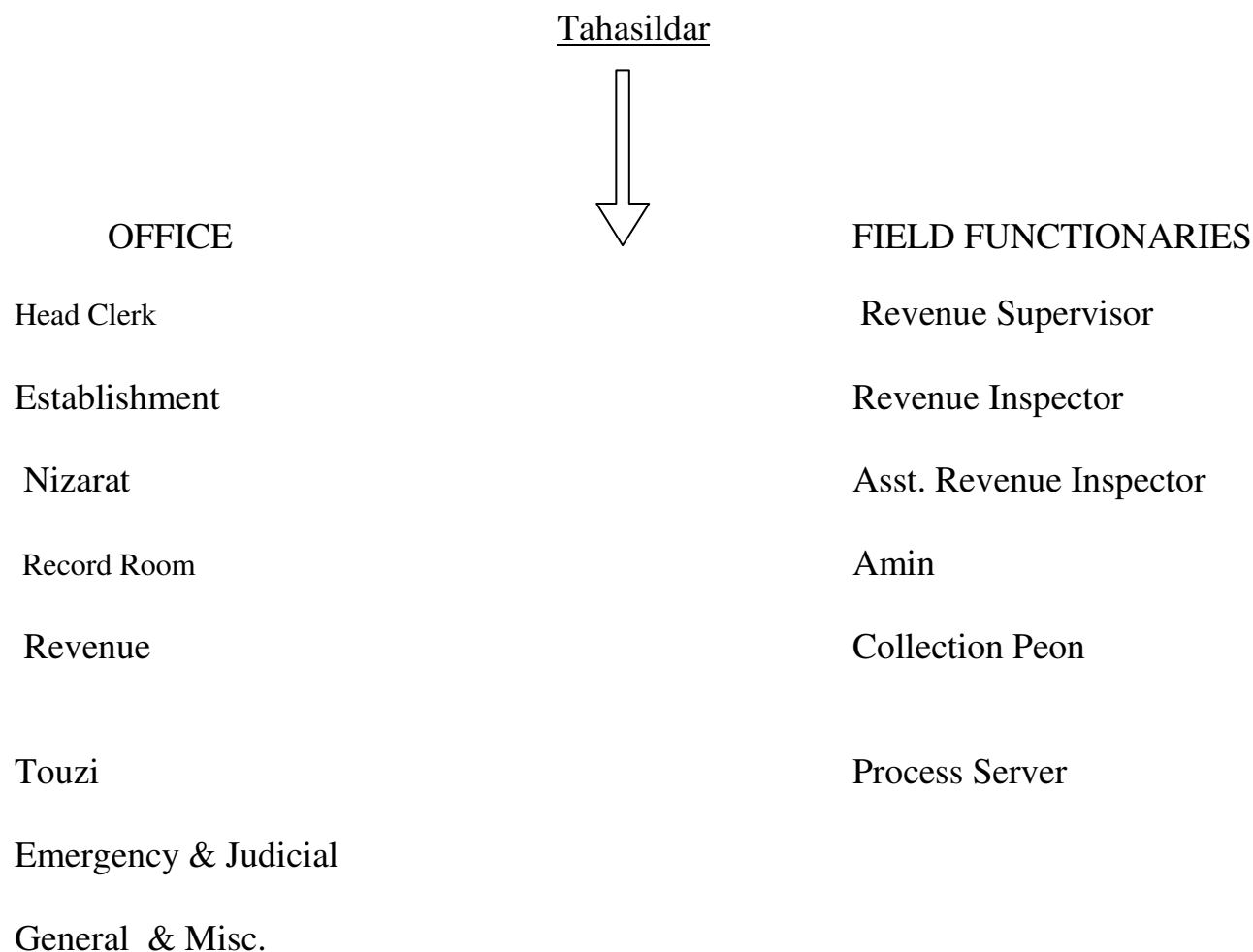
- 2.5 *Main activities/functions of the public authority:-*

To collect Govt. Revenue and to safe guard to Govt. land.

2.6 List of services being provided by public authority with a brief write- up on them.

Certified copies of the R.O.Rs map and case records are being supply to the public on their application. Their land also identified on application, in case of dispute. Housesite to homestead less persons and agricultural land to land less persons are being provided as service by the public authority.

2.7 Organisation structure diagram.



2.8 Expectation of the public authority from the public for enhancing its effectiveness & efficiency.

Good behavior & cooperation is expected.

2.9 Arrangements & methods made for seeking participation / contribution.

There is regular interaction between this organization and citizen in order to let them know the rules of this organization and its aims and objectives. In citizen interface counter people get information and copies of land related documents.

2.10 Mechanism available for monitoring the service delivery & public grievance resolution:

Through grievance section with the help of A.P.I.O.

2.11 Addresses of the main office & other offices at different levels:

Main Office :

**OFFICE OF THE TAHASILDAR
AT/PO-SAHARPADA
Pin- 758016**

SUB-ORDINATE OFFICES:

1. R. I. Circle, Saharpada
At-Saharpada.
2. R.I. Circle, Udayapur
At-Udayapur
3. R. I. Circle, Machhagaarh
At- Machhagarh
4. R.I. Circle, Tendra
At- Tendra

2.12 Morning hours of the office : 10.00AM to 1.30 PM

Closing hours of the Office : 2.00PM to 5.00 PM.

In the time of summer, office functions from 7.00 AM to 1.00 PM.

Chapter-3 (Manual-2)
Powers and duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	Tahasildar	
Powers	Administrative	Control and supervise works of all staff of Tahasil. Sanction C.L. and E.L. of staff working under this Tahasil
	Financial	D.D.O. of the Establishment
	Others	As empowered under provisions of Mutation Manual, Manual of Tahasil Accounts, O.L.R. Act, O.P.L.E. Act, O.G.L.S. Act, O.P.D.R. Act, O.E.A. Act, Irrigation Act, O.M.M.C. Rules, Misc. Certificate Rules, Relief Code etc., Cr.P.C., O.G.F.R., Treasury Code. Discharge duties ,as members of different committees
Duties	Dispose of various revenue cases; issue Misc. certificate cases; supervise revenue collection; distribute relief during natural calamity; Sanction fire accident relief; Maintains the office; draw & disburse salary and allowances to all staff; Annual verification of Accounts i.e. saltamami as per M.T.A.	
Designation	Revenue Supervisor	
	Administrative	
	Financial	
	Others	As empowered under provisions of M.T.A.
Duties	Assist Tahasildar in supervision of works of R.I.s; 100% check of accounts of R.I.s; attest all changes in demand in register No.I & II of R.I.s	
Designation	Head Clerk	
	Administrative	

	Financial	
	Others	As empowered under provisions of M.T.A.
Duties	Receive & R.R. books & M.R. books and maintain corresponding registers; maintain Index register & ensure that all reports/returns, answer to assembly/parliament questions are timely sent to proper quarters; check cash book daily; receive all public papers on behalf of Tahasildar; distribute letters among staff.	
Designation	Touzi Assistant	
	Administrative	
	Financial	
	Others	
Duties	Prepare D.C.B. of Tahasil ; prepares case record for auction of sairat sources; Annual verification work on behalf Tahasildar	
Designation	Emergency Assistant	
	Administrative	
	Financial	
	Others	
Duties	Processes case records for sanction of relief to bereaved families of fire accident and other natural calamities; deals with all correspondences on emergency matters.	
Designation	Establishment Asst.	
	Administrative	
	Financial	
	Others	
Duties	Deals with establishment matters of all staff.	
Designation	Revenue Bench Clerk	
	Administrative	
	Financial	
	Others	
Duties	Scrutinise application, connected documents, reports and put up to Tahasildar/Addl. Tahasildar for orders; maintains case record, registers, log books, court diary and comply the orders; prepare all reports and returns	
Designation	Nazir	

	Administrative	
	Financial	
	Others	
Duties	Keep cash, accounts and all related registers and correspondences; stock and store; distribute relief materials.	
Designation	Record Keeper	
	Administrative	
	Financial	
	Others	
Duties	Preserves and maintains R.O.R. & map up-to-date.	
Designation	Bhulekh Operator	
	Administrative	
	Financial	
	Others	
Duties	Receive application for mutation, certified copies and issue R.O.R. after Processing.	
Designation	Diary Assistant	
	Administrative	
	Financial	
	Others	
Duties	Receive & issue all correspondences of Tahasil.	
Designation	General & Misc. Assistant	
	Administrative	
	Financial	
	Others	
Duties	Deal with all miscellaneous work like meeting, conference, grievance petition, election & census.	
Designation	Revenue Inspector	
	Administrative	
	Financial	
	Others	Empowered under M.T.A., Mutation manual, OPLE Act, OPDR Act to

		perform definite functions
Duties	Collect Land Revenue; dispose off uncontested mutation cases, book encroachment cases, file draft certificate cases, field enquiry in respect of Misc. certificates and as directed by higher authorities.	
Designation	Asst. R.I.	
	Administrative	
	Financial	
	Others	
Duties	Assist the R.I. for collection of revenue & other miscellaneous works.	
Designation	Amin	
	Administrative	
	Financial	
	Others	
Duties	Field enquiry & correction of land records	
Designation	Process server	
	Administrative	
	Financial	
	Others	As empowered in Nizarat Manual
Duties	Service of court notices	
Designation	Chainman	
	Administrative	
	Financial	
	Others	
Duties	Assist Amin/R.I. during measurement of land	
Designation	Peon/collection peon	
	Administrative	
	Financial	
	Others	
Duties	Assist all officials	
Designation	Chowkidar	

	Administrative	
	Financial	
	Others	
Duties	Watch office Premises	
Designation	Sweeper	
	Administrative	
	Financial	
	Others	
Duties	Cleaning of Office premises.	

Chapter-4 (Manual-3)

Rules & Regulations, Instructions, Manuals & Records for discharging functions.

4.1 List of rules, regulation, instruction, manual & records held by public authority or under its control or use by the employees for discharging functions.

Sl. No	Name/Title of the documents.	Type of documents	From where one can get a copy of rules regulation, instruction manual & records.	Address, Telephone No. Fax, E-mail & others.	Fee charged by the dept. for a copy of rules & regulation, instruction, manual & records(if any)
1	The Orissa Miscellaneous Certificate Rules, 1984	This rule is meant for issue of Miscellaneous Certificates like, caste, SEBC/OBC, Valuation, Solvency, Legal Heir, Income and Resident etc.	Govt. Press/ Book shops having law books.	--	--
2	The Orissa Cess Act, 1962 The Orissa cess Reles 1963	The act & rules are meant for submission of monthly return for assessment of cess under the Orissa cess (Amendment) Act, 1976.	-do-	--	--
3	The Orissa Govt, Land Settlement Act., 1962 The Orissa Govt. Land Settlement Rules, 1983	This act and rules aims for plotting of urban land reserved for house. De-reservation	-do-	--	--

		Principles. Manner of Settlement of Govt. land. Principles for settlement. Temporary settlement. Procedure for disposal of appeals and revisions. Applications and form of settlement of Govt. land.			
4	The Orissa Minor Mineral Concession Rules, 1990 The Orissa Minor mineral Concession (Amendment) Rules, 2004	These rules aim at application for quarry lease. Disposal of the application period of lease and renewal. Execution of lease. Execution of quarry. Liability for payment of royalty. Conditions of quarry lease & auction. Grant of quarry permits. Auctions. Procedure for fixing appeal.	-do-	--	--
5	The Orissa Prevention of Land Encroachment Act, 1972 & Rules, 1985	This act and rules aim at detection of encroachment and initiation of proceedings. Assessment under section 04. Condition for reduction of fine. Warrant for arrest. Order of for forfeiture and its execution. Disposal	-do-	--	--

		of property. Manner of settlement of encroached land.			
6	The Orissa Survey and Settlement Act 1958 and Rules, 1962	This act and rules aim at Survey. Preparation of R.O.Rs. Maintenance of R.O.Rs and Maps. Registration Proceedings. Settlement of rent. Simultaneous Proceedings.	-do-	--	--
7.	The Orissa Public Demand Recovery Act, 1962 and Rules, 1963	This act and rules aim at requisition for certificate, execution of certificate.	-do-	--	--
8	The Orissa Public Premises(Eviction of un-authorized occupant) Act, 1972 & Rules, 1988	This act and rules aim at prevention of public premises from unauthorized occupant.	-do-	--	--
9	Manual of Tahasil Accounts	This manual aim at maintenance of all registers, Preparation annual accounts, updating of RORs and Tenants Ledgers.	-do-	--	--
10	The Orissa Irrigation Act, 1959	This act aims at preparations of sairat irrigation charts for publication and supply to the engineering personnel after approval by Irrigation Officer. Verification of enquiry with regard to actual	-do-	--	--

		irrigation as per certified ayacut. Assessment of FWR, for Rabi crop and collection of CBWR (khariff crop) and F. WR. (Rabi Crop)			
11	Mutation Manual, 1962	This Manual aims at correction of ROR and maps through mutation proceedings.	-do-	--	--
12	The Orissa Land Reforms Act, 1960	This act aims at distribution of ceiling surplus land in favour of landless person. Restoration of illegal transfer of SC & ST land. Detection and initiation of cases of un-authorized conversion of agriculture land for non-agricultural purpose.	-do-	--	--
13	The Orissa Consolidation of Holdings and Prevention of fragmentation of land Act, 1972	This act aims at prevention of fragmentation of holdings.	-do-	--	--
14	The Orissa Relief Code, 1980	This code aims at providing different type of relief both in cash and kind to the natural calamity stricken people.	-do-	--	--
15	The Orissa Record Manual, 1964	This manual aims at issue of certified	-do-	--	--

		copies of both RORs and case Records subject to payment of Court Fees.			
16	Nizarat Manual, 1962	This manual aims at incurring expenditure, maintenance of cashbook, service of notice, remittance of collected revenue and deposit to Govt. through Try. Challan.	-do-	--	--
17	The Orissa Service Code, 1939	This code aims at sanction of level fixation of pay, deputation of foreign service, promotion, sanction of increment.	-do-	--	--
18	TR Rules	This rule aims at sanction of T. A.	-do-	--	--
19	Pension Rules	This rules aims at preparation and sanction of pension.	-do-	--	--
20	GPF rule	This rules aims at sanction of G.P.F. advance, sanction of final payment of GPF	-do-	--	--
21	OCS (CC&A)Rules, 1962	These rules at conduct of Govt. servant, Suspension, Proceedings and dismissal.	-do-	--	--
22	O.G.F.R. Vol. I & II	This rules aim at delegation of financial power, limitation for incurring	-do-	--	--

		expenditure, preparation of revised estimate and budget estimate.			
23	Treasury Code	This Code aims at preparation and submission of all kinds of bills.	-do-	--	--
24	Orissa Medical Attendance Rules	This rules aim at reimbursement of admissible medicines.	-do-	--	--

Chapter-5 (Manual-4)

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

5.1 Implementation of Policy.

Sl.No	Subject/ topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement seeking public participation
1	To safeguard the property of SC/ST from the illegal transaction and up lift their socioeconomic condition	Yes . With Sub-Collector, Tahasildar, DWO, Range Officer, Forest Sub-Divisional, Police Officer, Local representative.	Sub-Divisional Task Force Committee
2	To evaluate the market value of each plot	Yes. with Sub-Collector, Tahasildar, Sub-Registrar, SDO, RD, R&B & MI 3 well known local persons	Bench Mark Valuation Committee
4	To prepare plan/budget estimate in order to tide over the natural calamity.	Yes with Collector, All Tahasildar, All BDOs, PD, DRDA, All Sub-Collectors MPs/MLAs/Minister of District & other Dist. Cadre	Dist. Natural calamity Committee

		Officers including Officers of the line deptt.	
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Chapter-6 (Manual-5)

A statement of the categories of documents that are held by it or under its control.

6.1 Information on the official documents.

Sl.No.	Category of document.	Name of the document & its introduction in one line.	Procedure to obtain the documents.	Held by/ under control of
1	Certified copy	Certified copy of ROR	On application	Tahasildar
2	Certified copy	Certified copy of various revenue cases	On application	Tahasildar
3	Miscellaneous certificate	Cast, Residential, Income and other Miscellaneous Certificate	On application	Tahasildar

Chapter-7 (Manual-6)

A statement of board, council, committees and other bodies constituted as its part.

7.1 Please provide information on boards, councils, committee and other bodies related to the public authority in the following format.

Nothing to report.

Chapter-8 (Manual-7)

**The Name, designation and other particulars of public information officers
Assistant Public Information Officers**

Sl.No	Name	Designation	S.T.D Code.	Telephone No		Fax.	E-mail address	Postal address
1	Trilochan Mohanta	Sr. Clerk	06766	Office	Home	----	----	Tahasil Office, At/PoSaharpada
				-----	---			

Public Information Officers.

Sl.No	Name	Designation	S.T.D Code.	Telephone No		Fax.	E-mail address	Postal address
1	Tridibya Ku Singh	Sr Clerk (Incharge H/C)	06766	Office	Home	----	----	Tahasil Office, At/Po-Saharpada
				-----	-----			

Department Appellate Authority.

Sl.No	Name	Designation	S.T.D Code.	Telephone No		Fax.	E-mail address	Postal address
1	Dukhabandhu Naik O.A.S-(I) (JB)	Tahasildar, Saharpada	06766	Office	Home	----	----	Tahasil Office, At/Po-Saharpada

Chapter-9 (Manual-8) Procedure followed in Decision Making Process.

Nothing to report.

Chapter-10 (Manual-9)
Directory of Officers and employees.

Sl. No.	Name	Designation	Office Address. Telephone No, Fax, E-mail & others	
1	Dukhabandhu Naik, OAS(I) JB	Tahasildar	Saharpada Tahasil Office, Saharpada, Pin-758016	
2	Hemanta Ku Rout	Head Clerk		
3	Mrutyunjay Pattanayak	Sr. Clerk		
4	Tridibya Ku Singh	Sr. Clerk		
5	Trilochan Mohanta	Sr. Clerk		
6	Gadadhar Mohakud	Sr. Clerk		
7	Krushnachandra Bal	Jr. Clerk		
8	Raghu Nath Naik	Jr. Clerk		
9	Ramchandra Murmu	Revenue Supervise		
10	Jagamohan Mohanta	R.I.		
11	Ajit Ku Pal	R.I.		
12	Makardhwaj Mohanta	R.I.		
13	Ramachandra Routroy	R.I.		
14	Lokanath Sahoo	A.R.I.		
15	Krushna Chandra Sahoo	A.R.I		
16	Benudhar Swain	Amin		
17	Subhendu Patra	Amin		
18	Keshab Patra	Amin		
19	Padmalochan Das	Process Server		
20	Santosh Ku Naik	Process Server		
21	Debendra Mohanta	Peon		
22	Ramakanta Parida	Peon		

23	Basudeb Patra	Peon		
24	Brahmananda Naik	Peon		
25	Purna Chandra Mohanta	Peon		
25	Ajaya Nayak	Watch Man		

Chapter-11 (Manual-10)

The monthly remuneration received by each of the officers & employees including the system of compensation as provided in the regulations.

Sl. No.	Name	Designation	Monthly remuneration (Rs.)	Compensation/ compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1	Dukhabandhu Naik,OAS(I) JB	Tahasildar	26,450/-	Nil	-----
2	Hemanta Ku Rout	Head Clerk	16,011/-	Nil	-----
3	Mrutyunjay Pattanayak	Sr. Clerk	14,695/-	Nil	-----
4	Tridibya Ku Singh	Sr. Clerk	13855/-	Nil	-----
5	Trilochan Mohanta	Sr. Clerk	11,070/-	Nil	-----
6	Gadadhar Mohakud	Sr. Clerk	11,463/-	Nil	-----
7	Krushnachandra Bal	Jr. Clerk	9,118/-	Nil	-----
8	Raghu Nath Naik	Jr. Clerk	Deployed Staff	Nil	-----
9	Ramchandra Murmu	Rev. Supervisor	14,225/-	Nil	-----
10	Jagamohan Mohanta	R.I.	16,045/-	Nil	-----
111	Ajit Ku Pal	R.I.	14,492/-	Nil	-----
12	Makardhwaj Mohanta	R.I.	17,045/-	Nil	-----
13	Ramachandra Routroy	R.I.	/-	Nil	-----
14	Lokanath Sahoo	A.R.I.	12,301/-	Nil	-----
15	Krushna Chandra Sahoo	A.R.I	10,580/-	Nil	-----
16	Benudhar Swain	Amin	10,416/-	Nil	-----
17	Subhendu Patra	Amin	10,156/-	Nil	-----
18	Keshab Patra	Amin	Deployed Staff	Nil	-----
19	Padmalochan Das	Process Server	Deployed Staff	Nil	-----
20	Santosh Ku Naik	Process Server	Deployed Staff	Nil	-----
21	Debendra Mohanta	Peon	Deployed Staff	Nil	-----
22	Ramakanta Parida	Peon	Deployed Staff	Nil	-----
23	Basudeb Patra	Peon	Deployed Staff	Nil	-----
24	Brahmananda Naik	Peon	Deployed Staff	Nil	-----

25	Purna Chandra Mohanta	Peon	Deployed Staff	Nil	-----
26	Ajaya Nayak	Watch Man	Deployed Staff	Nil	-----

Chapter 12 (Manual- 11)

The Budget allocated to each agency. (Particulars of all plans, proposed expenditures and reports on disbursement made)

For public authorities responsible for developmental, construction, technical works .

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

Nothing to report.

Chapter-13 (Manual-12)

The Manner of Execution of Subsidy Programmes.

Not applicable.

Chapter-14 (Manual-13)

Particulars of receipts of concession, Permits or authorization granted.

Not applicable.

Chapter-15 (Manual-14)

Not Applicable

Chapter-16 (Manual-15)

Information available in an electronic form

6.1. Please provide the details of the Norms/stands set by the department for execution of various activities/programmes.

The Khatian in respect of no of holding of 04 R.I. circles are available in the data base of the computer in this office, the copy of which can be supplied to the application.

Chapter- 17 (Manual-16)

Particulars of facilities available to citizens for obtaining information.

17.1 Means Methods or facilitation available to the publish which are adopted by the department for dissemination f information.

Facilities for citizens are available to apply on the proper form for certified copies of R.O. Rs maps, case records. Other information and notices are published in the office notice baord.

Chapter- 18 (Manual- 17)

Other Useful Information.

18.1 Frequently Asked Questions and their answers by Public:

About the movement of Officers & staff; what are the prescribed forms for various revenue works; Channel of their works and time required for such works. Every thing is described in various manuals. Advance tour programmed is pasted in the notice board.

18.2 Related to seeking information.

A. Application form

FORM-A
[See Rule 4(1)]

Application for Information under Section of 6(1) of the Act.

To

The Public information Officer.
Tahasil office, Saharpada.

1. Full name of the applicant -
2. Father/ Spouse name -
3. Permanent address -
4. Particulars in respect of identity of the applicant -
5. Particulars of information solicited:
 - a) Subject matter of information -
 - b) The period to which the information relates -
 - c) Specific details of information required -
 - d) Whether information is required by post or in person-
(The actual postal Charges Shall be included in providing information)
 - e) In case by post (Ordinary, registered or speed) -
6. Address to which information will be sent and in which form -
7. Has the information provided earlier -
8. Is this information not made available by public authority -
9. Do you agree to pay the required fee -
10. Have you deposited the application fee -
(If yes , details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same -

Place
Date

Full Signature of the Applicant
Address

B. Fee.

PART-I

Sl. No.	Application Fee	Rate to be Charged	Mode of Deposit
1	Application fee seeking information	Rs.10/- per application	Treasury challan/ cash
2	Application fee for 1 st appeal	Rs.20/-	Court fee stamp
3	Application for 2 nd appeal	Rs.40/-	Court fee stamp

PART-II

Sl. No.	Nature of information	Rate to be Charged	Mode of Deposit
1	Inspection of documents	Rs.50/- per hour or fraction thereof	By cash
2	Typed copy/photo copy in A4 paper	Rs.2/- per page	By cash
3	Print out from computer in A4 paper	Rs.5/- per page	By cash
4	CD with cover	Rs.50/- per CD	By cash
5	Floppy diskette	Rs.50/- per floppy	By cash
6	Maps & Plans	Reasonable cost to be fixed by PIO	By cash
7	Video cassette / micro film/ microfiche	-do-	By cash
8	Certified sample of material	-do-	By cash

C. How to write a precise information request. – Information sought for must be clearly written.

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

Applicant will be intimated By PIO, the reasons for rejection of his/her application. If the applicant is not satisfied with the action of the PIO, He/ She can prefer an appeal before the 1st appellate authority within 30 days of such intimation.

18.3 With relation to training imparted to public by Public Authority- N.A.

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

A. Name and description of the certificates and NOCs – Residence, caste, income, solvency, legal heir etc.

B. Eligibility for applying - permanent resident of the Tahasil

C. Contact information applying- Tahasildar, Keonjhar

D. Application fee (Wherever applicable)- Rs.3/- (Court fee)

- E. Other fees (Wherever applicable) - Rs.20/- as user fee in case of computer generated residence & caste certificates.
 - F. Application form (In case the application is made on plain paper, please mention the details which the applicant has to provide) – Form No.-1
 - G. List of enclosures/ documents – Copy of R.O.R., Rent receipt, Voter Identity card, Death certificates in case of legal heir certificates.
 - H. Format of enclosures/ documents- No specific format
 - I. Procedure of application- Fill up & submit at the Misc.Cert. Counter alongwith the R.I. report
 - J. Process followed in the Public Authority after the receipt of application- scrutiny & issue of Certificate.In case of legal heir certificate, 15 days proclamation is necessary
 - K. Normal time taken for issuance of certificate- within one month
- 18.5 With relation to registration process - NA
- 18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc) -NA
- 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) - NA
- 18.8 Details of any other public services provided by the public Authority- all described in above manuals.

P.I.O. SAHARPADA