



**WBRTPS - Office of SDO Domkal**

| Sl No. | Section    | Services Delivered  | Role of SDO Office  | Dealing Officer        | Stipulated time limit for Disposal |
|--------|------------|---|---|------------------------|------------------------------------|
| 1      | BCW        | Caste Certificate (SC/ST/OBC)                               | For block - approval<br>For Municipality- processing & approval | O/C , BCW Section      | 28 days                            |
|        |            | EWS Certificate   |   |                        | 28 days                            |
|        |            | Duplicate Certificate                                       | For Block and Municipality - Issuance                           |                        | 28 days                            |
|        |            | Certificate renewal for OBC                                 | For Block & Municipality - Renewal                              |                        | 28 days                            |
|        |            | New Caste Certificate for existing old certificate holders. | For Block & Municipality - Issuance                             |                        | 28 days                            |
|        |            | Sikshashree (V TO VIII)                                     | Recommendation  |                        | 30 days                            |
|        |            | Pre-Matric Scholarship (IX TO X) for SC/ST/OBC              | Recommendation  |                        | 30 days                            |
|        |            | Post-Matric -OASIS (XI TO College)                          | Recommendation  |                        | 30 days                            |
|        |            | Tapsili Bondhu- (SC) Pension                                | For Municipality area - verification & Recommendation           |                        | 30 days                            |
|        |            | Jahar Prakaalpa (ST) Pension                                |   |                        |                                    |
| 2      | Minorities | DLS Loan to SHGs  | For Municipality area - processing & Recommendation             | O/C , Minority Section | 90 days                            |
|        |            | Aikyashree  | Monitoring and rectification of wrong account number            |                        | 90 days                            |
| 3      | SHG & SE   | SVSKP Loan  | For Municipality area - processing & Recommendation             | O/C , Development      | 90 days                            |

|   |                    |   |   |                             |  |
|---|--------------------|---|---|-----------------------------|--|
| 4 | <b>Development</b> | Manabik Pension   | For Municipality area - processing & Recommendation | O/C , Development           | 90 days  |
| 5 | <b>Relief</b>      | Cash G.R.   | Providing Cash G.R.                                 | SDDMO                       | Same Day   |
|   |                    | Special G.R. - Rice   | Providing Rice                                      |                             | Same Day   |
|   |                    | Normal G.R. - Wheat   | Allocation to the Blocks and Municipality           |                             | 2 days   |
|   |                    | Ex-gratia Grant (Death from snake bite, lightning & drowning) | Processing and recommendation                       |                             | Within 7 days after receiving the application from the block |
|   |                    | House building grant  | Processing and recommendation                       |                             |  |
| 6 | <b>Election</b>    | Duplicate EPIC Generation                                     | Processing & approval                               | O/C , Election              | As per guidelines  |
|   |                    | Continuous Updation of Electoral Roll and related activities  | Processing & approval                               |                             | As per guidelines  |
|   |                    | EPIC Correction   | Processing & approval                               |                             | As per guidelines  |
| 7 | <b>RTI</b>         | RTI Application   | Providing information                               | SA&AO and SPIO              | 30 days  |
|   |                    | RTI Application   | Processing appeals as per RTI Act. 2005             | Appellate Authority and SDO | 90 days  |
| 8 | <b>General</b>     | Public Grievance  | Enquiry and decision making                         | O/C , Public Grievance      | 14 days  |
|   |                    | Petrol Pump permission  | Enquiry & Recommendation                            | O/C , JM                    | 30 days  |
|   |                    | LPG Godown permission   | Enquiry & Recommendation                            |                             | 60 days  |
|   |                    | LPG distribution center permission                            | Enquiry & Recommendation                            |                             | 60 days  |
|   |                    | Gun License   | Enquiry & Recommendation                            |                             | 30 Days  |

|    |                                |  |                                      |                    |   |
|----|--------------------------------|--|--------------------------------------|--------------------|---|
|    |                                | Mike permission  | For whole Sub-Division- approval     | O/C , General      | 10 days   |
|    |                                | Festival permission                                      | Approval only for Municipality area. |                    | 10 days   |
| 9  | <b>Treasury</b>                | Starting of Pension                                      | Disbursement                         | TO/ATO             | Within 2 days after hearing   |
|    |                                | Renewal of Life Certificate                              | Deposit                              |                    | As soon as applications are received  |
|    |                                | Authorisation of Challan for deposit f/v Govt. exchequer | Authorisation                        |                    | 1 day   |
| 10 | <b>SDEM Court</b>              | Certified Copy of Orders                                 | Issuance                             | Concerned DMDC     | Within 3 working days after hearing   |
| 11 | <b>Receipt</b>                 | Acknowledgement/Copy of the receipt                      | Acceptance                           | Receipt Section    | Same Day within working Hours   |
| 12 | <b>Pension disbursement</b>    | Disbursement of pension to various Beneficiaries         | Disbursement                         | NDC                | As per guidelines   |
| 13 | <b>Nazerath</b>                | Processing of Bills                                      | Processing & approval                |                    | Within 30 Days from the day the Bills have been submitted subject to availability of fund |
| 14 | <b>Examination</b>             | Conducting various examinations                          | Miscellaneous processes              | SA&AO and OC Estt. | As per guidelines   |
| 15 | <b>e-District certificates</b> | Domicile Certificate                                     | Issuance                             | SA&AO              | 7 Days  |
|    |                                | Income Certificate                                       | Issuance                             |                    | 7 Days  |
|    |                                | Delayed Birth Certificate                                | Sanction Order                       |                    | 30 Days   |
|    |                                | Delayed Death Certificate                                | Sanction Order                       |                    | 30 Days   |
|    |                                | Distance Certificate for Students                        | Issuance                             |                    | 7 Days  |