

CHAPTER-18 (MANUAL-17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

⇒ At present no FAQ is available in the Department.

18.2 Related to seeking Information

⇒ Application form (a copy of filled application form for reference) – As per the provision of RTI Act.

⇒ Fee – As per the provision of RTI Act.

⇒ How to write a precise information request. Few Tips – As per the provision of RTI Act.

⇒ Right of the Citizen in case of denial of information and procedure to appeal – As per the provision of RTI Act.

18.3 With relation to training imparted to public by Public Authority

⇒ Name of training programme with brief description – At present no such training programme is conducted by the Department.

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

⇒ Name and description of the certificates and NOCs – Clearance Certificate under sub-rule (1) of rule 129

⇒ Eligibility for applying – Dealer / Person

⇒ Contact Information for applying – Concerned Range / Circle office

⇒ Application Fee (Wherever applicable) – Court fee of Rs.20/-

⇒ Other Fees (Wherever applicable) – Not applicable

⇒ Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide) – Form VAT - 611

⇒ List of enclosures / documents - As prescribed under the Act & Rule

⇒ Format of enclosures / documents – As prescribed under the Act & Rule

⇒ Procedure of application – As prescribed under the Act & Rule

⇒ Process followed in the Public Authority after the receipt of application – Necessary verification

⇒ Normal time taken for issuance of certificate – 1 to 5 days

18.5 **With relation to registration process**

- ⇒ Objective – To bring the dealers into the purview of the tax administration and facilitate the transactions made by them
- ⇒ Eligibility for registration – As prescribed under the OVAT Act
- ⇒ Pre-requisites (If any) – As prescribed under the OVAT Act
- ⇒ Contact Information for applying – Concerned Range / Circle office
- ⇒ Application Fee (Wherever applicable) – Court Fee of Rs.100/-
- ⇒ Other Fees (Wherever applicable) – Application Form worth Rs.5/- to be submitted in duplicate
- ⇒ Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide) – Form VAT-101 (A, B, C & D)
- ⇒ List of enclosures / documents - Two Passport size Photographs, copy of PAN Card / Driving License / Voter Identity Card, Specimen Signature etc. as mentioned in detail in Form VAT-101 (A, B, C & D)
- ⇒ Format of enclosures / documents – As prescribed in the Form
- ⇒ Procedure of application – As prescribed under 15(9) of OVAT Rule
- ⇒ Process followed in the Public Authority after the receipt of application – Ascertaining the bonafideness of the applicant by way of enquiry etc.
- ⇒ Validity period of registration (If applicable) – Registration continuous till suspension / cancellation
- ⇒ Process of renewal (If any) – Not Applicable

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

- ⇒ Name and description of tax – Orissa Sales Tax, Orissa Value Added Tax, Central Sales Tax, Entry Tax, Entertainment Tax & Professional Tax
- ⇒ Purpose of tax collection – To add to the revenue of the State for public interest
- ⇒ Procedure and criteria for determination of tax rates – As per the provision of Law
- ⇒ List of major defaulters -

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)

- Not Applicable -

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

- Not Applicable -