

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

[Section-4 (1) (b) (xv)]

Particulars of Facilities Available to Citizens for Obtaining Information:

1. Apply in prescribed application (Form-A) which is also available in the Reception Counter of Head Office and PIO of Regional Offices.
2. The application fee of Rs.10/- (Rupees ten) only can be deposited in cash at Head Office Reception Counter "State Pollution Control Board, Odisha, Bhubaneswar" or in shape of Bank Draft in favour of the Member Secretary, State Pollution Control Board, Odisha payable at Bhubaneswar. In case of BPL category, no application fee is required to be deposited.
3. Cost for providing information as per the Gazette Notification S.R.O No.251/2006, Dtd. 29th May,2006 can also be deposited in cash at Head Office Reception Counter, State Pollution Control Board, Odisha, Bhubaneswar or in shape of Bank Draft in favour of the Member Secretary, State Pollution Control Board, Odisha payable at Bhubaneswar.

Library: The Library keeps an inventory of the comprehensive resource of books, documents, reports, journals, newsletters, newspapers and newsmagazines related to environment. The Library maintains a record of the users (internal and external) borrowing and using the library facilities, and maintains a regular account of updation of the status of documents in the library. For reference and use of the Library by outsiders, the users must seek prior permission from the Member Secretary, SPCB, Odisha.

The Library remains functional from 10:00 a.m. to 5:00 p.m. on all working days.

FORM-A
See Rule-4(1)

Application for Information under section 6(1) of the RTI Act, 2005

To

The Public Information Officer

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01. Full name of the applicant :

02. Name of the Father/Husband :

03. Permanent Address :

04. Particulars in respect of identity of the applicant:

05. 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 /in person/E-mail :

(The actual postal Charges shall be included in providing information)

e) In case by post (Ordinary/Registered or Speed):

06. Address / E-mail ID to :
which information will be sent
& in which form.

07. Has the information been :
provided earlier.

08. Is this information not made :
available by the public authority.

09. Do you agree to pay the required :
fees ?

10. Have you deposited application Fee:
(if yes, please indicate 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:

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Office of the Public Information Officer

Received the application from

.....

Address.....

.....on.....seeking information.

Place:

Officer

Date:

Full name of Public Information

Designation & Seal